

Leeds Refugee Forum

Charity number 1160845

A company limited by guarantee number 06231434

Annual Report and Financial Statements **for the year ended 31 March 2025**



Leeds Refugee Forum

Annual Report and Financial Statements for the year ended 31 March 2025

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Prepared by West Yorkshire Community Accountancy Service CIO

Leeds Refugee Forum

Trustees' report for the year ended 31 March 2025

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	
Taurai Cheteni		
Louise Waite	Secretary	
Godefroid Rubomboza		
Andrew Rathbone		
Maxmed Hussein		
Pria Bhabra		
Haleh Jahanshahlou		Resigned 29 January 2025
Luke Farley		
Rohie Ndow		Appointed 29 January 2025
David Shindler		Appointed 29 January 2025

Charity number 1160845 Registered in England and Wales

Company number 06231434 Registered in England and Wales

Registered and principal address	Bankers
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

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 2025

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

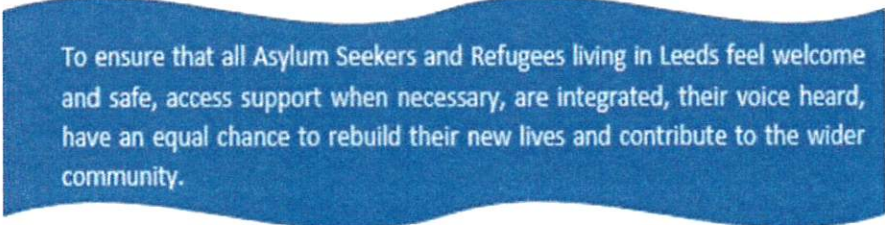
The advancement of education and training and the relief of unemployment,

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.

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.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

The charity's main activities

The Leeds Refugee Forum (LRF) is a refugee-led organisation committed to supporting refugees and asylum seekers as they begin new lives in our city. Despite facing social and economic disadvantages, refugees bring a wealth of experience, knowledge, expertise, and resourcefulness. LRF harnesses these skills to benefit refugees, asylum seekers, refugee communities, and the wider community. We identify, inspire, develop, encourage, and support members of the refugee community.

Strategic Role

Advocating for Refugees

- **Communicating Needs:** Ensuring that organisations and agencies respond effectively to refugee needs. **Raising Awareness:** Promoting understanding, empathy, and integration by improving awareness of refugee experiences.
- **Linking to Community Leaders:** Providing a reliable way to identify spokespeople, gather views, and disseminate information within and between communities.
- **Sharing Information:** Offering insights into refugee communities in Leeds, including their cultures and the organisations that support them.

Providing Resources

- **Accessing Services:** Acting as a conduit to various services available in Leeds.
- **Building Capacity:** Ensuring refugee communities have the necessary facilities and skills to support themselves.

This year, we focused on enhancing our capacity to meet the needs of our service users. Addressing safety issues within refugee communities, especially concerning children, was a priority. We also improved connectivity for asylum seekers in temporary accommodations by providing free SIM cards and lending tablets. These efforts ensured that those living in hotels and other temporary settings could stay connected and access vital services.

In summary, the Leeds Refugee Forum plays a crucial role in advocating for refugees, providing essential resources, and fostering a supportive community. Our work this year underscores our commitment to empowering refugees and asylum seekers, helping them integrate and thrive in Leeds.

Achievements and performance

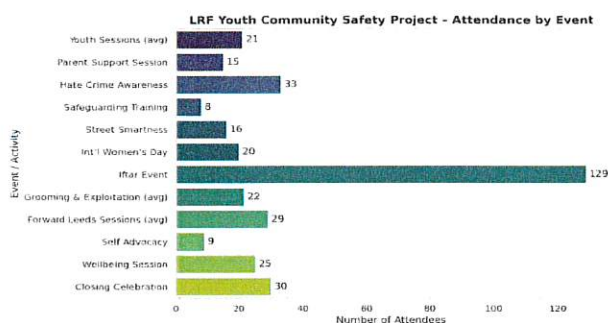
LRF Youth Community Safety Project – Activity Report

Overview

The LRF Youth Community Safety Project, funded by West Yorkshire Combined Authority and Leeds City Council, aimed to engage youth, parents, and residents across LS8, LS9, and LS10 to promote safety, prevent violence and exploitation, improve wellbeing, and foster leadership. Activities ran from August 2024 to July 2025, supported by two staff members, two volunteers, and six community representatives, with strong partnerships established with the police, local councils, and community organisations.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025



Key Objectives Achieved

- **Raised awareness** of community safety issues, hate crime, and child exploitation.
- **Built leadership and civic responsibility** among youth through participatory planning and peer engagement.
- **Prevented risk behaviours** by providing safe spaces, sports, arts, and educational workshops.
- **Promoted inclusivity** via cultural events (Iftar, Refugee Week, International Women's Day).

- **Enhanced community cohesion** through direct engagement between youth, parents, police, and service providers.

Main Activities

- 1 **Youth Development Sessions** – 13 structured youth sessions covering topics such as cyberbullying, street safety, substance abuse prevention, sports, arts, and wellbeing.
- 2 **Parent Engagement** – Sessions including Youth Exploitation & Parent Support, fostering trust and reinforcing safety at home.
- 3 **Safety & Awareness Workshops** – Hate crime awareness, safeguarding training, and grooming/child exploitation sessions.
- 4 **Community Cultural Events** – Iftar, International Women's Day, and Refugee Week celebrations to strengthen cross-cultural understanding

- 5 **Skill Building & Advocacy** – Self-advocacy, wellbeing promotion, and volunteer training for community safety roles.

Partnerships & Contributors

- **Local Authorities:** Leeds City Council, West Yorkshire Police, Safer Leeds, Social Services.
- **Community & Youth Orgs:** Leeds Rhinos Foundation, Youth Association, Forward Leeds, National Hate Crime Society, Yorkshire Crime Watch, The Safe Project.
- **Support Agencies:** Voluntary Action Leeds (AV-L), (safeguarding certification), Beckett University (research input).

Impact

- Youth attendance grew from 8 to a capped 30 members, with significant parent involvement.
- Increased knowledge on crime prevention, substance misuse, and personal safety.
- Strengthened trust between community members and partner organizations.
- Improved youth engagement in positive, structured activities, reducing opportunities for anti-social behaviour.

Project Statistics

Conclusion

Over the course of 12 months, the LRF Youth Community Safety Project delivered over **25 events and sessions**, engaging **400+ cumulative participants** across diverse backgrounds. Through collaborative partnerships, targeted workshops, and inclusive community events, the project has built lasting connections between youth, parents, and safety agencies. Feedback strongly supports continuing the initiative to sustain positive outcomes and address ongoing safety concerns in LS8, LS9, and LS10.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

Leeds Refugee Week 2025 – Impact Report

Theme: Community as a Superpower

Leeds Refugee Week 2025 was a vibrant celebration of solidarity, sanctuary, and shared strength. Coordinated by Leeds Refugee Forum (LRF) in partnership with refugee-led organisations, community groups, and local partners, the week highlighted the cultural, social, and civic contributions of refugees and asylum seekers, while fostering inclusion and belonging.

The week began with a launch event co-hosted by Leeds City Council and the Gaia Group from Burmantofts and Richmond Hill, setting a tone of unity, pride, and mutual support.

A flagship highlight was the Refugee World Cup 2025, featuring over 24 football teams representing diverse communities and agencies. More than a competition, it was a joyful display of teamwork, resilience, and cross-cultural friendship.

Events Supporting Sanctuary & Wellbeing

LASSN Short Film Festival (19 June) – Refugees and asylum seekers shared powerful personal stories through film, promoting empathy and understanding.

Wellbeing in Community Workshop (19 June) – At One Community Centre, participants addressed mental health challenges and built peer-led support networks.

Film Screening & Art Workshop (19 June) – Life is Beautiful: A Letter to Gaza inspired dialogue and creative expression at St Luke's Church.

Artistic & Cultural Expressions

Whispers from Damascus (20 June) – In collaboration with Opera North, Syrian musicians shared moving performances exploring heritage and identity.

RETAS Art Exhibition – "Between Two Worlds" (20 June) – Refugee artists reflected on memory, transition, and belonging.

Family Flourish Day (22 June) – Hosted by Mafwa Theatre with partners including Chapel FM, Clowns Without Borders, and the Lincoln Greeners, this final celebration featured performances, workshops, food, and cross-community connection.

Impact & Legacy

Leeds Refugee Week 2025 reinforced the importance of refugee voices, creativity, and leadership in shaping the city's future. Events promoted sanctuary, built cross-cultural understanding, and supported mental wellbeing. Refugees and asylum seekers were not only participants but leaders—organising, performing, and sharing their experiences to inspire change.

The week affirmed that when communities stand together, embracing diversity and mutual respect, the community truly becomes a superpower.

ESOL Project Report – Leeds Refugee Forum

Scope & Objective

The ESOL programme at Leeds Refugee Forum supports refugees and migrants in developing essential English language skills for everyday life in the UK. Lessons cater to all levels, from complete beginners to intermediate learners, focusing on both spoken and written communication. Beyond language learning, the programme creates opportunities for social connection, cultural exchange, and community building.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

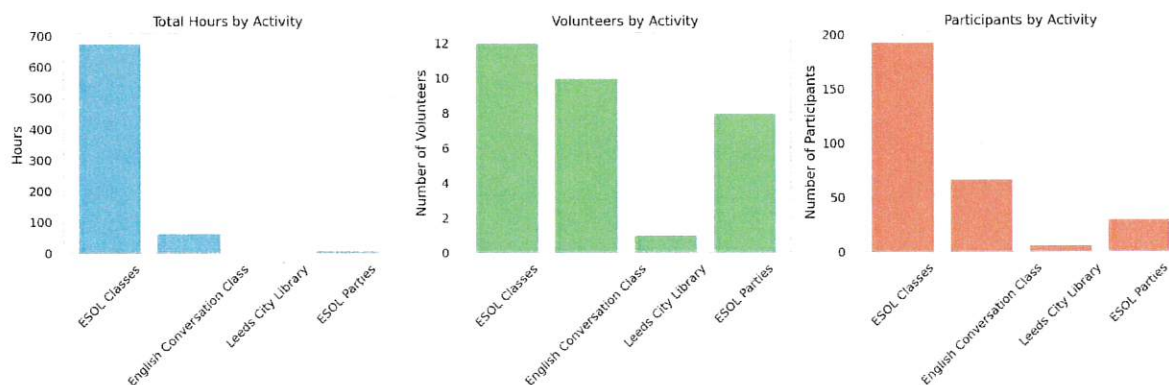
Addressing the Challenge

Language barriers remain one of the most significant obstacles to integration for newly arrived communities. The ability to communicate effectively impacts access to education, employment, healthcare, and social participation. The ESOL programme addresses this by providing structured, inclusive, and accessible classes, enabling learners to gain confidence, independence, and a stronger sense of belonging.

Inputs and Outputs

ESOL Classes: Delivered four days a week for 11 months, providing over 450 sessions (1.5 hours each). A total of 193 students participated, supported by 12 volunteers.

STAR Conversation Class: In partnership with the University of Leeds, 32 drop-in sessions (2 hours each) allowed 67 learners to practise speaking in an informal, supportive environment, with 10 volunteers involved.



Leeds City Library Visit: Six ESOL students explored the library, including staff-only areas, accompanied by 1 volunteer.

ESOL Parties: Two community celebrations for Christmas and Refugee Day engaged 30 participants, with help from 8 volunteers.

Impact

The ESOL programme has significantly improved language proficiency, social engagement, and cultural awareness among participants. It has helped learners gain the confidence to participate more actively in their communities, pursue education and work opportunities, and build supportive networks in Leeds.

Leeds Hardship Funds For Destitute Asylum Seekers

The Leeds and Yorkshire region has seen a marked rise in the number of destitute asylum seekers this year. While exact figures remain difficult to determine due to mobility, fear of deportation, and limited trust in official systems, the need for emergency assistance is clear. Many rely on refugee communities (RCOs) and fellow asylum seekers for temporary shelter, shared meals, and limited financial help — often leaving gaps in access to adequate food and healthcare.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

Purpose of the Fund

Each winter, the **Leeds Hardship Fund**, coordinated by a coalition of voluntary organisations, provides short-term financial aid to destitute asylum seekers with no income. Support is given in small payments — typically £25 per week for single adults or £40 for couples — for up to four weeks.

Administration & Partnerships

The Fund is overseen by the **Leeds Hardship Fund Steering Group**, which includes **PAFRAS, British Red Cross, Meeting Point, Solace, LASSN, and RETAS**. **Leeds Refugee Forum (LRF)** manages the administration, with crucial funding support from the **Leeds Christian Community Trust, LASSN and individuals**.

Impact

In 2024–2025, the Hardship Fund:

- Supported **104 people** (8 families, 82 single men, 14 single women)
- Delivered **302 payments**
- Distributed a total of **£7,430.00** in emergency aid

Conclusion

This fund has been a lifeline for those with no other means of support, helping to meet essential needs such as food, transport, and basic living costs during times of extreme hardship.

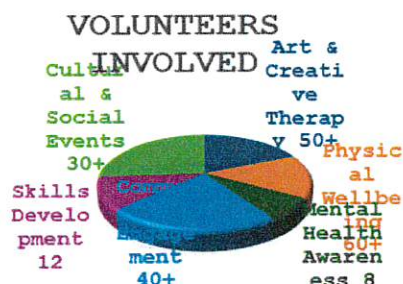
Well-being and Mental Health support

Art therapy has long been recognised as a powerful tool for supporting individuals who have experienced trauma, displacement, and isolation. Creative expression provides a safe, non-verbal outlet for processing difficult emotions, building resilience, and fostering social connections. Within the Leeds Refugee Forum Wellbeing Programme, art-based activities — alongside physical health initiatives and community events — have played a vital role in creating safe, inclusive spaces where participants can connect, heal, and grow together.

Programme Highlights

This year has been one of our busiest, delivering a diverse range of activities for both men and women in our community:

- **Mafwa Theatre Collaboration** – 25 creative workshops (Nov 2024 – Mar 2025), led by 5 professional artists, growing attendance from 3 to 20 participants.
- **Kirkgate Market Stall** – 12 days (Jul – Dec 2024) selling handmade crafts, building business skills and confidence.
- **Intouch Zumba & Massage Sessions** – Weekly Zumba and 4 monthly massage sessions (May 2025 – present), capping attendance at 12 due to high demand.



- **Men's Group with Leeds University** – 12 weekly sessions (Dec 2024 – Jan 2025) in music and theatre, with up to 8 attendees.
- **Mental Health Awareness Workshops** – 4 sessions (Jun – Jul 2025) with 25–30 participants.
- **Police & Social Services Talks** – 3 major sessions plus regular meetings, engaging 25–30 attendees.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

- **Cultural Events** – Community Iftar, Refugee Week celebrations, International Women's Day, Christmas & Summer parties.
- **Student & Volunteer Support** – 6 skill-building workshops (Jun – Jul 2025).
- **Health Talks** – NHS visits (Oct 2024 – Feb 2025) with health checks and education.
- **Food Cohesion Project** – 6 cooking sessions sharing cultural dishes (Nov – Dec 2024).
- **Men's Group Outreach with Local Barber** – Skills-sharing workshops.

Homework and GCSE Clubs

Creating a safe and inspiring learning environment for all

What We Do

The Leeds Refugee Forum (LRF) runs weekly Homework Clubs every Tuesday and Thursday for primary school children (Years 1–6) and a Saturday GCSE Club for secondary school students in Years 10 and 11. Each session is led by an LRF staff member and supported by dedicated volunteers.

Our clubs offer academic support in core subjects such as Maths, English, and Science, while also fostering social skills, confidence, and a sense of belonging within the local community of Lincoln Green and Burmantofts.

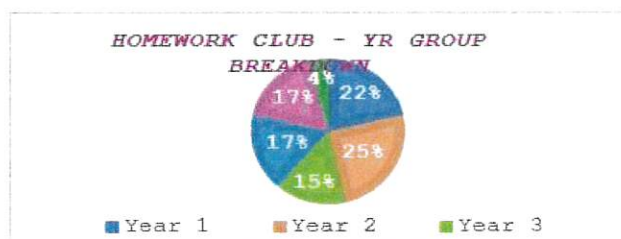
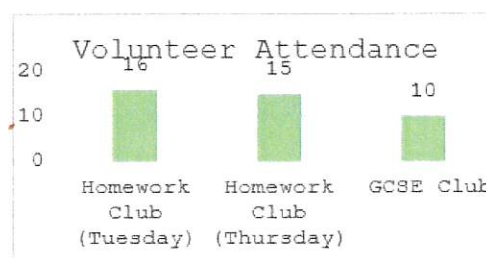
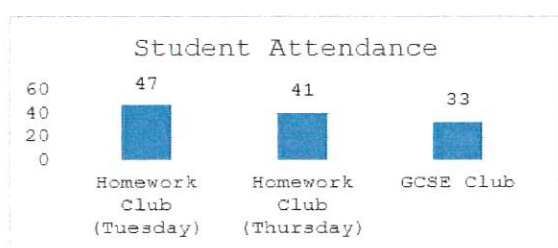
For primary children, creative activities like drawing and colouring are a regular feature, helping them express themselves and relax. At the end of each term, we celebrate achievements with parties filled with snacks, music, dancing, and games.

Student Attendance & Participation

In 2024–2025, we delivered:

- 63 Homework Club sessions (126 hours of learning)
- 31 GCSE Club sessions (62 hours of learning)

Across the year, we welcomed 25 new primary students and 13 new GCSE students into the clubs. Attendance has grown steadily, with both students and volunteers increasing in number.



Our Impact

The success of the clubs is built on the invaluable support of our volunteers and the ongoing encouragement from parents. The combination of academic help, emotional support, and community connection has made a tangible difference in the lives of our students.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

Key outcomes this year:

- Improved confidence and participation among students
- Stronger peer friendships and social skills
- Enhanced subject knowledge and study habits
- A safe, consistent, and welcoming space for young people to learn and grow

A massive thank you to all the tutors and support staff who have helped my children during their GCSE journey. I can't thank you all enough.

- Iva (Parent)

This year, Homework Club has been the highlight of each week. Thank you for creating such a great space.

- Hannah

Homework Club has been such a great support for my child, and he really enjoyed the classes. We're grateful for everything the team has done.

Looking Back, Moving Forward

The feedback we've received from parents, volunteers, and students reflects the warm, supportive, and educational environment we aim to provide. This has been a fantastic year of growth, and the progress we've seen inspires us to continue building on this momentum.

Our goal for next year is to expand our reach, supporting even more children to thrive both in school and in life.

Advocacy Service – Scope and Impact

Our Advocacy Service supports vulnerable, newly arrived refugees, asylum seekers, and local residents facing barriers to accessing information and services. We provide help with navigating UK systems, both in English and through interpreters, ensuring language and cultural barriers do not prevent people from getting the support they need.

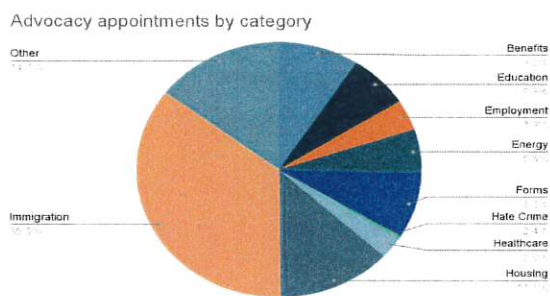
Advocacy appointments run alongside our ESOL and wellbeing classes, making it easier for participants to access advice. Our trained staff and volunteers work closely with Refugee Community Organisations and other partners in Leeds to connect clients to the right services.

Through the Advocacy Support Fund from Advonet and Disrupt, we actively recruit staff and volunteers with relevant language skills. Currently, we have 3 part-time advocacy staff and 8 active volunteers, including speakers of Tigrinya, Arabic, and Kurdish Sorani. We also maintain a bank of interpreters and provide ongoing training to ensure volunteers feel confident in delivering appointments.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

Our partnerships with the DWP Social Justice Outreach team, Manuel Bravo, CCAB, Employment Hubs, and other refugee organisations strengthen our ability to meet client needs. The service also forms part of our volunteering programme, harnessing the skills of community leaders and involving them directly in project delivery.



LRF is now an Immigration Advice Accreditation (IAA) registered organisation, with 3 advisers accredited at Level 1 in Asylum & Immigration. We are working with partners to expand capacity for immigration advice in Leeds.

Since July 2024, we delivered 544 advocacy drop-in appointments, a significant increase from 370 in 2023. The majority were related to eVisas and extension eVisas for Ukrainian refugees, reflecting the urgent demand for this support. By providing this service, we have enabled hundreds of individuals to maintain legal status, access benefits, secure housing, and engage fully in their communities.

This growth demonstrates both the increasing need for advocacy and the trust placed in our service. The impact is clear: our work helps people overcome systemic barriers, build confidence, and access the opportunities necessary to rebuild their lives in the UK.

Digital Inclusion Support

Enhancing Digital Inclusion for Asylum Seekers and Refugees

The Leeds Refugee Forum (LRF) is building on its existing project of distributing SIM cards and lending tablets to asylum seekers and refugees. The proposed improvements will expand our reach to more individuals in need, ensuring better connectivity and stronger integration into the Leeds community.

Alongside device and SIM card provision, the project will deliver digital literacy training, enabling beneficiaries to maximise the benefits of the technology. This will help individuals overcome isolation, access essential services, and participate fully in community life.

Impact so far:

Total SIM cards distributed since 2 July 2024: 942

Countries of origin represented: 47 (including Turkey, Somalia, Iran, Iraq, Afghanistan, Nigeria, Yemen, Sudan, South Sudan, Eritrea, Ethiopia, Palestine, Bangladesh, Egypt, Cameroon, South Africa, Pakistan, India, Liberia, Morocco, Albania, Georgia, Zimbabwe, Sierra Leone, Botswana, Ukraine, Algeria, Rwanda, Jordan, Kuwait, Tajikistan, Guinea, Congo, Namibia, Nicaragua, Vietnam, Eritrea, Saudi Arabia, Sri Lanka, Mali, and Tunisia).

This initiative aligns with LRF's strategic objectives to support, empower, and integrate individuals into life in the UK, fostering an inclusive and understanding community.

Smartphone Access Project – Impact Summary

Leeds Refugee Forum (LRF) successfully delivered a grant-funded project by 100% digital, providing 110 free smartphones to destitute asylum seekers, Asylum Seekers and refugees on benefits who could not afford one. The initiative kept participants connected to essential services, support networks, and loved ones. Alongside this, LRF enhanced its registration and verification system to ensure fair access, expanded SIM card and tablet distribution to more community groups, and loaned tablets to individuals engaged in education. We ran 36 digital literacy sessions, 107 people attended, enabling beneficiaries to confidently use smartphones, tablets, and laptops, and supported many in completing E-visa applications with the help of community leaders. Multilingual instructional materials ensured inclusivity for our diverse community. This project significantly improved digital access, reduced isolation, and empowered refugees and asylum seekers to participate more fully in education, communication, and everyday life.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

Digital Inclusion – Tech Lending Project

This project, led by Leeds Refugee Forum (LRF) in partnership with Temporary Accommodations (TAs), (Unaccompanied minors, foster carers, and families in refuge accommodation) and aimed to lend tablets and deliver digital skills sessions to residents across Leeds. The initiative addressed a critical need for migrants and refugees, as access to education, services, and communication increasingly depends on being online. Participants developed essential digital skills, gained confidence navigating virtual platforms, and became more independent in accessing services and educational resources. The project also provided opportunities for leisure and social connection, contributing to improved mental health and well-being. Although the initial phase has ended, the work continues with 97 tablets now actively used by youth groups and families. This ongoing access to technology remains vital, empowering individuals to participate in education, connect with their communities, and fully engage in the digital world.

Kompasi Project

In June, we launched Kompasi, a platform that provides not only a directory of organisations but also a comprehensive source to find services offered by those organisations. Kompasi is aimed primarily at people supporting individuals in our sector, but may be accessed by anyone seeking help. Organisations can manage their own listings directly and have the option to indicate capacity, meaning that where capacity is reaching its limit, individuals can access other services to ensure they are supported effectively. We are still mapping all the services available across Leeds and West Yorkshire, but we are off to a great start. Another aspect of Kompasi is the secure referral system, where organisations can log in to securely send referrals between one another. This is something we are currently developing with input from local organisations in West Yorkshire.



Meki's story: Advocacy for Migrant Communities in Leeds Meki came to us as a client in 2023 when he needed support understanding a letter. Meki says of LRF "This is like my second home!" He really appreciated the help and support, so much so that he now volunteers with us to support others from his community.

Financial review

The net income for the year was £36,667, including net income of £18,432 on unrestricted funds and net income of £18,235 on restricted funds.

Reserves policy

The reserves policy is:

- i) to maintain minimum reserves sufficient to cover 3 months operating expenditure.
- ii) if i) from last year
- 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 £72,582.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

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 ...6.10.2025

Signed:  (Trustee)

Name: Katayoun Saemian

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 2025, which are set out on pages 15 to 22.

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

9/10/2025

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 2025

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Income from:					
Grants and donations	(2)	25,082	161,163	186,245	138,416
Donated services	(3)	2,730	-	2,730	2,730
Fees and charges		3,021	-	3,021	131
Other income		584	-	584	-
Total income		31,417	161,163	192,580	141,277
Expenditure on:					
Salaries, NIC and pensions	(4)	8,253	86,831	95,084	94,198
Payroll fees		1,478	84	1,562	1,345
Donated services		2,730	-	2,730	2,730
Donations and grants paid out	(5)	-	33,092	33,092	14,120
Volunteer expenses		368	1,829	2,197	3,911
Utilities		1,656	2,236	3,892	5,144
Printing, postage and stationery		776	1,113	1,889	2,222
Telephone and Internet		25	1,699	1,724	1,094
Insurance		-	246	246	220
Independent examination		270	990	1,260	990
Equipment and materials		155	1,317	1,472	433
Food and refreshments		62	576	638	509
Cleaning, repairs and maintenance		-	594	594	657
Travel and transport		7	182	189	268
Website		-	14	14	132
Membership fees		67	50	117	117
Other office costs		-	34	34	122
Bank Charges		22	162	184	215
Depreciation		628	-	628	1,304
IT and software		50	884	934	880
Activities		857	4,414	5,271	7,641
Venue hire		-	2,095	2,095	-
Training and staff development		-	67	67	-
Total expenditure		17,404	138,509	155,913	138,252
Net income / (expenditure)		14,013	22,654	36,667	3,025
Transfers between funds	(6)	4,419	(4,419)	-	-
Net movement in funds		18,432	18,235	36,667	3,025
Fund balances brought forward		54,762	94,349	149,111	146,086
Fund balances carried forward	(6)	73,194	112,584	185,778	149,111

All incoming resources and resources expended derive from continuing activities.

Leeds Refugee Forum

Balance sheet

as at 31 March 2025

		2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Fixed assets					
Tangible assets	(7)	612	-	612	1,240
Total fixed assets		<u>612</u>	<u>-</u>	<u>612</u>	<u>1,240</u>
Current assets					
Debtors and prepayments	(8)	53	1,890	1,943	35
Cash at bank and in hand	(9)	73,789	110,694	184,483	148,868
Total current assets		<u>73,842</u>	<u>112,584</u>	<u>186,426</u>	<u>148,903</u>
Current liabilities:					
amounts falling due within one year					
Creditors and accruals	(10)	1,260	-	1,260	1,032
Total current liabilities		<u>1,260</u>	<u>-</u>	<u>1,260</u>	<u>1,032</u>
Net current assets / (liabilities)		<u>72,582</u>	<u>112,584</u>	<u>185,166</u>	<u>147,871</u>
Net assets		<u>73,194</u>	<u>112,584</u>	<u>185,778</u>	<u>149,111</u>
Funds					
Unrestricted funds		73,194	-	73,194	54,762
Restricted funds		-	112,584	112,584	94,349
Total funds		<u>73,194</u>	<u>112,584</u>	<u>185,778</u>	<u>149,111</u>

For the year ending 31 March 2025 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

Signed:  (Trustee)

Name: KATAYOUN SAEMIAN

Leeds Refugee Forum

Notes to the accounts

for the year ended 31 March 2025

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

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 2025

2 Grants and donations	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Disrupt Foundation	-	26,502	26,502	30,000
Leeds Asylum Seekers Support Network	-	300	300	300
Leeds Christian Community Trust (LCCT)	-	13,200	13,200	13,950
Leeds City Council (LCC)	-	36,594	36,594	3,969
Leeds Community Foundation	-	10,050	10,050	-
Leeds Older Peoples Forum (LOPF)	-	9,400	9,400	5,000
Manuel Bravo Project	-	7,478	7,478	3,839
Mawfa Theatre	-	3,779	3,779	-
PAFRAS Leeds	-	1,500	1,500	-
The Blue Thread	15,000	-	15,000	-
The Tilehouse Trust	2,000	-	2,000	-
Tudor Trust	-	47,000	47,000	42,000
Advonet	-	-	-	4,750
Hubbub Foundation	-	-	-	17,100
Manuel Bravo Project	-	-	-	3,639
Other donations	8,082	5,360	13,442	13,869
	<u>25,082</u>	<u>161,163</u>	<u>186,245</u>	<u>138,416</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 £2,730 (2024 £2,730).

4 Staff costs and numbers

	2025	2024
	£	£
Gross salaries	92,489	91,540
Social security costs	4,710	5,019
Employment allowance	(4,710)	(5,000)
Pensions	2,595	2,639
	<u>95,084</u>	<u>94,198</u>

The average number of employees during the year was 9.3, being an average of 3.4 full time equivalent (2024: 7.5, 3.1 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2025	2024
	£	£
Costs of the scheme to the charity for the year	2,595	2,639
Amount of any contributions outstanding at the year end	-	-

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2025

5 Grant making	2025	2024	2025	2024
	Grants to institutions	Grants to institutions	Grants to individuals	Grants to individuals
Project or activity	£	£	£	£
Hardship fund - cash donations	-	-	4,660	7,795
Household support fund - cash donations	-	-	2,870	2,075
Household support fund - gift cards	-	-	2,500	-
Wellbeing support fund - gift cards	-	-	5,485	-
Leeds Rhinos Foundation	2,000	-	-	-
The Youth Association	2,000	-	-	-
Equipment donated to beneficiaries	-	-	13,577	-
Total	4,000	-	29,092	9,870

6 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Manuel Bravo Project	72	4,500	1,710	-	2,862
Advonet	4,629	-	4,629	-	-
Manuel Bravo Project	805	7,478	4,857	-	3,426
Mafwa Theatre CIC	-	3,779	3,779	-	-
Community Cohesion	6,235	-	170	-	6,065
Disrupt Foundation	15,064	26,502	25,057	-	16,509
Hardship Fund	15,574	6,860	4,720	(1,029)	16,685
Homework Club	369	-	369	-	-
LCCT Household Support Fund	6,000	18,200	5,370	(2,730)	16,100
LCC Inner East Committee	89	-	89	-	-
LCF	-	10,050	2,087	-	7,963
Redundancy Reserve	1,553	-	-	-	1,553
Refugee Week	3,098	1,050	809	-	3,339
Hubbub Foundation	16,021	-	7,808	-	8,213
Tudor Trust	16,432	42,000	38,748	-	19,684
LCC Ukraine Project	1,181	-	1,181	-	-
LCC 100% Digital	-	14,000	13,990	-	10
LCC Safety Project	-	16,244	11,069	-	5,175
LOPF	7,214	4,400	10,954	(660)	-
MICE	13	1,100	1,113	-	-
Tudor Trust	-	5,000	-	-	5,000
	94,349	161,163	138,509	(4,419)	112,584

Leeds Refugee Forum

Notes to the accounts continued

for the year ended 31 March 2025

Fund name	Purpose of restriction
Manuel Bravo Project	Advocacy support for the refugee community.
Advonet	For running costs.
Manuel Bravo Project	For community activities (additional Tudor Trust funding).
Mafwa Theatre CIC	Towards the Art Club for women's groups in Lincoln Green.
Community Cohesion	For community activities (additional Tudor Trust funding).
Disrupt Foundation	Towards core support.
Hardship Fund	Funding from PAFRAS, LASSN and Leeds Christian Community Trust to support destitute asylum seekers in Leeds.
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.
LCC Inner East Committee	Towards the Christmas party celebration for the Women Well-being group.
LCF	Towards basic digital literacy workshops.
Redundancy Reserve	Redundancy reserve for staff transferred at the incorporation date.
Refugee Week	Towards the costs of the annual Refugee Week events.
Hubbub Foundation	Tech Lending Project – Tablets for Temporary Accommodations.
Tudor Trust	Towards core costs including the salaries of the Director and an office
LCC Ukraine Project	Ukrainian Refugee Community Support Project.
LCC 100% Digital	£4,000 allocated for the purchase of digital equipment to support IT training, and £10,000 allocated for the purchase of smartphones to be distributed to people in need, including asylum seekers.
LCC Safety Project	Supporting refugee and migrant young people to stay safe from grooming and gang involvement.
LOPF	Towards Women's group activities.
MICE	Towards a variety of community events, including Christmas, Ramadan Iftar, and International Women's Day celebrations.
Tudor Trust	Towards community cohesion through supporting staff, volunteers, and community leaders.

The transfers relate to a contribution towards overhead costs except for the Knowledge project and 100% digital which relate to the purchase of fixed assets for the general purposes of the charity.

7 Tangible assets

	Computer equipment	Total
Cost	£	£
At 1 April 2024	5,675	5,675
Additions	-	-
At 31 March 2025	5,675	5,675
Depreciation		
At 1 April 2024	4,435	4,435
Charge for year	628	628
At 31 March 2025	5,063	5,063
Net book value		
At 31 March 2025	612	612
At 31 March 2024	1,240	1,240

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2025

8 Debtors and prepayments	2025	2024
	£	£
Debtors	-	-
Prepayments	53	35
	<u>1,943</u>	<u>35</u>

9 Cash at bank and in hand	2025	2024
	£	£
Cash at bank	183,765	146,844
Cash in hand	718	2,024
	<u>184,483</u>	<u>148,868</u>

10 Creditors and accruals	2025	2024
	£	£
Creditors	-	-
Accruals	1,260	1,032
	<u>1,260</u>	<u>1,032</u>

11 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 £44,632 (previous year: £49,045).

Funds held as agent	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Refugee Community Organisations	75	1,752	-	1,827
The Knowledge Project CIC	-	11,416	9,628	1,788
	<u>75</u>	<u>13,168</u>	<u>9,628</u>	<u>3,615</u>

Fund name

Refugee Community
Organisations

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 2025

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
Income						
Grants and donations	25,082	9,213	161,163	129,203	186,245	138,416
Donated services	2,730	2,730	-	-	2,730	2,730
Fees and charges	3,021	131	-	-	3,021	131
Other income	584	-	-	-	584	-
Total income	31,417	12,074	161,163	129,203	192,580	141,277
Expenditure						
Salaries, NIC and pensions	8,253	36	86,831	94,162	95,084	94,198
Payroll fees	1,478	1,345	84	-	1,562	1,345
Donated services	2,730	2,730	-	-	2,730	2,730
Donations and grants paid out	-	-	33,092	14,120	33,092	14,120
Volunteer expenses	368	433	1,829	3,478	2,197	3,911
Utilities	1,656	1,835	2,236	3,309	3,892	5,144
Printing, postage and stationery	776	-	1,113	2,222	1,889	2,222
Telephone and Internet	25	575	1,699	519	1,724	1,094
Insurance	-	-	246	220	246	220
Independent examination	270	-	990	990	1,260	990
Equipment and materials	155	-	1,317	433	1,472	433
Food and refreshments	62	-	576	509	638	509
Cleaning, repairs and maintenance	-	-	594	657	594	657
Travel and transport	7	169	182	99	189	268
Website	-	-	14	132	14	132
Membership fees	67	-	50	117	117	117
Other office costs	-	10	34	112	34	122
Bank Charges	22	129	162	86	184	215
Depreciation	628	1,304	-	-	628	1,304
IT and software	50	44	884	836	934	880
Activities	857	22	4,414	7,619	5,271	7,641
Venue hire	-	-	2,095	-	2,095	-
Training and staff development	-	-	67	-	67	-
Total expenditure	17,404	8,632	138,509	129,620	155,913	138,252
Net income / (expenditure)	14,013	3,442	22,654	(417)	36,667	3,025
Transfers between funds	4,419	3,560	(4,419)	(3,560)	-	-
Net movement in funds	18,432	7,002	18,235	(3,977)	36,667	3,025
Fund balances brought forward	54,762	47,760	94,349	98,326	149,111	146,086
Fund balances carried forward	73,194	54,762	112,584	94,349	185,778	149,111