

**WELCOME HOUSE CIO**  
**(Charitable Incorporated Organisation)**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 JULY 2021**

# WELCOME HOUSE CIO

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	A Chakouch	(Appointed 3 November 2020)
	I Munkaila	(Appointed 6 October 2020)
	P M Dalby	(Appointed 24 August 2020)
	H G Forrest	(Appointed 7 May 2020)
<b>Charity number</b>	1189399	
<b>Registered and Principal address</b>	3 Wright Street Hull United Kingdom HU2 8HU	
<b>Independent examiner</b>	Fawley Judge & Easton Chartered Certified Accountants 1 Parliament Street Hull East Yorkshire HU1 2AS	

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# WELCOME HOUSE CIO

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# WELCOME HOUSE CIO

## TRUSTEES' REPORT

### FOR THE PERIOD ENDED 31 JULY 2021

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The trustees present their annual report and financial statements for the Period ended 31 July 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to 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).

#### Objectives and activities

The charity's objects are for the benefit of the public living in Hull and the East Riding :

1) To relieve financial hardship among those seeking asylum and those granted refugee status together with their dependants by providing:

- a) Financial assistance in the form of grants, loans or payment for services such as essential house decorating, insulation and repairs and utilities.
- b) Items such as furniture, clothing, food and other household essentials;
- c) Facilities such as the supply of tools or books, payments of fees for instruction, examination or other expenses connected with vocational training, language , literacy, numerical or technical skills, travelling expenses to help the recipients to earn their living, equipment and funds for recreational pursuits in the interest of social welfare or training intended to bring the quality of life of the beneficiaries to a reasonable standard;
- d) Information, advice and guidance to assist with benefits, entitlements and money management.

2) The preservation and protection of the physical and mental health of those seeking asylum and those granted refugee status by offering information, support and practical advice

3) To advance the education and training of those seeking asylum and those granted refugee status and their dependants in need thereof so as to advance them in life and assist them to adapt within a new community.

4) To advance religious and racial harmony, equality and diversity by promoting good relations between refugee and asylum seekers and the wider community.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Our services directly benefit a sufficient section of the overall population in Hull and the East Riding, the 3 to 5,000 Refugees and Asylum Seekers resident in the area; and benefit the existing population by promoting awareness, understanding and integration.

None of our activities are undertaken for profit; all of our activities are provided free to Asylum Seekers and Refugees; and none of our Trustees (or related parties) receive any payment or remuneration for their services.

Our services create substantial benefits for our service users; and benefit the wider community by promoting the ability of refugees and asylum seekers to contribute and take part in the life of the community, promoting integration, on all sides.

# **WELCOME HOUSE CIO**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE PERIOD ENDED 31 JULY 2021**

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During our first year, from August 2020 to July 2021, Welcome House has met those objectives through activities delivering personal, social, educational and practical support to Asylum Seekers and Refugees, across the City of Hull, and from Hessle, Willerby and Beverley in the East Riding.

#### **Personal Support**

We provided advice, signposting and referrals for those seeking help with their new lives, both in dealing with agencies over matters such as their asylum applications or housing; or practical support in finding a GP or school for the children; or just locating the right mosque or church. We developed partnerships with a host of local agencies, including Hull CC (education, housing and social services); the Red Cross; DWP; Humberside Police; local immigration advisors and lawyers. We made referrals for counselling and psychiatric support.

#### **Social Support**

We set up groups for families, single parents, women; and groups made up from particular nationalities or ethnicity. Our aim of providing social activities was hampered by the enforced isolation of COVID. During the strict COVID restrictions, we used a doorstep delivery system to reach dispersed refugee and asylum seekers across the City. This delivered support in various forms, including food, clothing, transport, mobile phone support, and personal support and contact. We made over 200 doorstep deliveries and visits over this period. We also delivered our first grant funded programme, Walks for All, funded by Sports Humber, on time, on target and within budget.

#### **Educational Support.**

Again, we were restricted by COVID, but offered ESOL courses; and an Introduction to the City, including: finding your way about; key services; other support agencies. We ran groups for Art and Music. We helped individuals with fees for exams and courses.

#### **Practical Support.**

We gave over 100 small grants to help with particular needs: for example, bedding or household equipment; emergency food parcels; help with travel; fees for court applications or exams. We worked with Hull Help for Refugees to distribute clothing to refugees and asylum seekers.

#### **Welcome House.**

With the support of the City Council, we identified a large city centre building (a vacant supermarket), which is now Welcome House. We negotiated a Service Level Agreement with the Council and signed our lease, at a peppercorn rent, at the beginning of June. We have started refurbishment. The building has great potential. We have reached agreement with a number of agencies to deliver services from our building, including the DWP, Citizens Advice, the NHS and the City Council.

To deliver our services and activities we employed a General Manager, Bashir Siraj (himself a refugee); and we obtained funding for short term projects during COVID that enabled us to employ on a temporary basis Jill Barton and Mel Jassim: their contribution at the start of our journey was invaluable and we thank them for their commitment in strengthening our administration and delivering our activities.

#### **Volunteer Programme**

We recruited over 20 Volunteers over the year. Volunteers are central to Welcome House. Their contribution is central to the Welcome House way of working and service delivery. Some come from the local community, but most are asylum seekers and refugees themselves. The Volunteer Programme provides opportunities to enable asylum seekers and refugees to develop their skills and employability; and to contribute to the life of the community.

#### **Achievements and performance**

During our first year, and in the middle of Covid restrictions, we reached over 450 asylum seekers and refugees individually; built relationships with other refugee organisations and agencies; and delivered the programme of activities described above. We established the Trust Board as an effective form of governance, adopting a range of policies for service delivery, including: data protection, safeguarding, employment and recruitment, equal opportunities, safe and effective ways of working; and Covid. We raised over 100,000 pounds from our generous benefactors; took possession of our new building and started its refurbishment.

# WELCOME HOUSE CIO

## TRUSTEES' REPORT (CONTINUED)

### FOR THE PERIOD ENDED 31 JULY 2021

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#### Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the Period.

#### Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO), with a Constitution, (based on the Charity Commission's model CIO constitution), registered with the Charity Commission on 7 May 2020, and available on request.

The trustees who served during the Period and up to the date of signature of the financial statements were:

A Chakouch	(Appointed 3 November 2020)
I Munkaila	(Appointed 6 October 2020)
P M Dalby	(Appointed 24 August 2020)
H G Forrest	(Appointed 7 May 2020)
Mr A Fisher	(Appointed 7 May 2020 and resigned 29 January 2021)
L Griggs	(Appointed 7 May 2020 and resigned 29 January 2021)
A Palfreman	(Appointed 7 May 2020 and resigned 20 June 2021)
Dr N Mahomed	(Appointed 7 May 2020 and resigned 20 February 2021)

**Trustee selection method:** Trustees are proposed for election at a duly constituted Board meeting, and elected by vote of the Trustees.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

#### Details of organisational structure.

The Trust Board elects a Chair: initially Adrian Fisher; and on his resignation (for pressure of other commitments), Leonne Griggs, for the rest of the year

The Trust Board meets every two months, 6 times a year. In the intervening months there is a Sub Committee meeting, for Financial and General Purposes, to deal with urgent issues and to review performance and activities.

The charity is run for all day to day purposes by its General Manager, Bashir Siraj, who reports to the Trust Board.

#### Supplier payment policy

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

Trade creditors of the company at the year end were equivalent to 30 day's purchases, based on the average daily amount invoiced by suppliers during the year.

# **WELCOME HOUSE CIO**

## **TRUSTEES' REPORT (CONTINUED)** ***FOR THE PERIOD ENDED 31 JULY 2021***

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The trustees' report was approved by the Board of Trustees.

P M Dalby  
**Trustee**

20 January 2023

# WELCOME HOUSE CIO

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WELCOME HOUSE CIO

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I report to the trustees on my examination of the financial statements of Welcome House CIO (the charity) for the Period ended 31 July 2021.

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

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.

Jonathan Leathley, FCCA  
1 Parliament Street  
Hull  
East Yorkshire  
HU1 2AS

Dated: 20 January 2023



# WELCOME HOUSE CIO

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 JULY 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<b><u>Income from:</u></b>				
Donations and legacies	3	80,470	27,232	107,702
<b><u>Expenditure on:</u></b>				
Charitable activities	4	26,033	26,937	52,970
<b>Net income for the Period/ Net movement in funds</b>		54,437	295	54,732
Fund balances at 7 May 2020		-	-	-
<b>Fund balances at 31 July 2021</b>		54,437	295	54,732

The statement of financial activities includes all gains and losses recognised in the Period.

All income and expenditure derive from continuing activities.

# WELCOME HOUSE CIO

## BALANCE SHEET

AS AT 31 JULY 2021

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	Notes	2021 £	£
<b>Fixed assets</b>			
Tangible assets	8		2,411
<b>Current assets</b>			
Cash at bank and in hand		61,069	
<b>Creditors: amounts falling due within one year</b>	9	(8,748)	
		<hr/>	
Net current assets			52,321
<b>Total assets less current liabilities</b>			<hr/>
			54,732
			<hr/>
<b>Income funds</b>			
Restricted funds			295
Unrestricted funds			54,437
			<hr/>
			54,732
			<hr/>
			<hr/>

The financial statements were approved by the Trustees on 20 January 2023

H G Forrest  
**Trustee**

# WELCOME HOUSE CIO

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE PERIOD ENDED 31 JULY 2021

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#### 1 Accounting policies

##### Charity information

Welcome House CIO was founded 9 December 2019 and is currently constituted under a scheme dated 9 December 2019. Registered Charity number 1186826.

#### 1.1 Reporting period

[ FRS 102 3.10 An entity shall present a complete set of financial statements (including comparative information as set out in paragraph 3.14) at least annually. When the end of an entity's reporting period changes and the annual financial statements are presented for a period longer or shorter than one year, the entity shall disclose the following: (a) that fact; (b) the reason for using a longer or shorter period; and (c) the fact that comparative amounts presented in the financial statements (including the related notes) are not entirely comparable. ]

#### 1.2 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to 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). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 1.3 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.4 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

# WELCOME HOUSE CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE PERIOD ENDED 31 JULY 2021**

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### **1 Accounting policies**

**(Continued)**

#### **1.5 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### **1.6 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

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

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	33% or 12.5% on a straight line basis
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### **1.8 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.9 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# WELCOME HOUSE CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 JULY 2021

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### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# WELCOME HOUSE CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 JULY 2021

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total
	2021 £	2021 £	2021 £
Donations and gifts	65,470	17,290	82,760
Grants	15,000	9,942	24,942
	<u>80,470</u>	<u>27,232</u>	<u>107,702</u>
<b>Donations and gifts</b>			
Active Humber Walks for Health	-	3,460	3,460
Acts 435	-	1,030	1,030
The Breslaff Centre	40,000	-	40,000
Kingston Upon Hull City Council - Leaders Grant	15,000	-	15,000
Michael Ryan - Internet Support	-	2,300	2,300
Two Ridiings Foundation	-	10,500	10,500
Donations	10,470	-	10,470
	<u>65,470</u>	<u>17,290</u>	<u>82,760</u>
<b>Grants receivable for core activities</b>			
The Leonard Chamberlain Trust	5,000	-	5,000
National Lottery Community Fund	-	9,942	9,942
Sir James Reckitt Charity Grant	10,000	-	10,000
	<u>15,000</u>	<u>9,942</u>	<u>24,942</u>

# WELCOME HOUSE CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 JULY 2021

### 4 Charitable activities

	Charitable Expenditure Heading 1 2021 £
Staff costs	35,270
Admin expenses	556
Charitable activities	15,203
Kitchen expenses	402
Volunteer expenses	361
Insurances	266
	<u>52,058</u>
Share of governance costs (see note 5)	912
	<u>52,970</u>
	<u><u>52,970</u></u>
<b>Analysis by fund</b>	
Unrestricted funds	26,033
Restricted funds	26,937
	<u>52,970</u>
	<u><u>52,970</u></u>

### 5 Support costs

	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £
Accountancy	-	912	912	-	-
	<u>-</u>	<u>912</u>	<u>912</u>	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>912</u></u>	<u><u>912</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
Analysed between Charitable activities	-	912	912	-	-
	<u>-</u>	<u>912</u>	<u>912</u>	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>912</u></u>	<u><u>912</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

### 6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the Period.

# WELCOME HOUSE CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 JULY 2021

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### 7 Employees

The average monthly number of employees during the Period was:

**2021  
Number**

2

### Employment costs

**2021  
£**

Wages and salaries

34,740

Other pension costs

530

35,270

There were no employees whose annual remuneration was more than £60,000.

### 8 Tangible fixed assets

**Plant and equipment  
£**

#### Cost

Additions

2,411

At 31 July 2021

2,411

#### Carrying amount

At 31 July 2021

2,411

### 9 Creditors: amounts falling due within one year

**2021  
£**

Trade creditors

3,010

Other creditors

5,738

8,748



# WELCOME HOUSE CIO

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 JULY 2021

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### 10 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 July 2021 are represented by:			
Tangible assets	2,411	-	2,411
Current assets/(liabilities)	52,026	295	52,321
	<u>54,437</u>	<u>295</u>	<u>54,732</u>

### 11 Related party transactions

There were no disclosable related party transactions during the Period ( - none).