



2012

Annual Report

&

Accounts

Devon & Cornwall Refugee Support

TRUSTEES REPORT

BOARD OF TRUSTEES

Mrs. Lorna M. **SEWELL**
Mr. Arnold **MELHUISH**
Ms. Elizabeth A. **HARDINGE MBE**
Mrs. Isatta (Sarah) **KALLON**
Dr. Penelope **KEY OBE, MSc, MBBS**
Ms. Svetlana **STOUPNIKOV**
Mr. John **SHINNER**
Mrs. Christine **REID**

Mr. John **JEBB**
Mr. Colin **STARES**
Professor David **HUNTLEY**
Mr. Martin **WYATT**
Ms. Lucy **BECKWITH**
Mrs Hazel **POAD**
Cllr Mary **ASPINALL**
Mrs Susan **TURNER**

Chair
Vice-Chair
Volunteer Co-ordinator
Trustee
Trustee
Trustee
Operations Director/Acting Treasurer
Food Programme Co-ordinator [Trustee until June 2012]
Clothes Store Co-ordinator
Fundraising Co-ordinator
Trustee & Chair of HR Committee
Trustee & Secretary
Trustee [until April 2012]
Trustee [from February 2012]
Trustee [from April 2012]
Trustee

STAFF MEMBERS

Mrs. Patricia **BAXTER**
Mrs. Patricia **JOYCE**

Mrs. Irena **ONIONS**
Mr. Hugh **MARWICK**
Ms. Wiktoria **NIEMIADOMSKA**
Mr. Ellis **RANSOM**
Ms. Joanne **HIGSON**
Mr. Rob **NEWELL**

Lead Project Support Worker [until April 2012]
Team Leader/Project Support Worker [from July 2012]
Project Support Worker
Project Support Worker [from January 2012]
Project Support Worker [from July 2012]
Sports & Activities Co-ordinator
Training & Outreach Co-ordinator
Finance Co-ordinator

PRINCIPLE ADDRESS

7 Whimble Street, Plymouth, Devon PL1 2DH

BANKERS

The Co-operative Bank plc.
Head Office, PO Box 101
1 Balloon Street, Manchester. M60 4EP

INDEPENDENT EXAMINER

Mr. John **WARN**
26 Hopton Close
Crownhill
Plymouth PL 6 5JJ

REGISTERED CHARITY NUMBER: 1130360
OISC EXEMPTION NUMBER: N200100427

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2012

FOR THE YEAR ENDED 31 DECEMBER 2012

The Trustees present their annual report and the financial statements for the year ended 31 December 2012. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements.

PRINCIPLE OBJECTS

Devon and Cornwall Refugee Support aims to ensure that asylum seekers and refugees (ASR) receive the full benefit of their entitlements under UK and international law. We aim to provide a culturally sensitive and practical response to the needs of the ASR community.

REVIEW OF ACTIVITIES IN 2012

The chairperson's report will appear in the annual review which accompanies these accounts.

FINANCE REVIEW

Despite very difficult financial times, DCRS has been quite successful in obtaining additional funds during 2012. With government/ local councils cutting their financial commitments to charities, a much larger number are approaching private charitable organisations, who themselves are having to work with smaller funds. We have managed to increase our funding base and also secure some multiple grants covering the next 3 years.

Of particular note this year is the £20,000 that we have been given by individual supporters from Plymouth, Devon and Cornwall. A major contribution came through the Devon Community Foundation who organised a 'local giving' campaign which resulted in them doubling any money contributed to DCRS, as well as gift aiding it. This particular scheme raised £7,500.

We also received £145,500 in non-recurring grants, a large increase on last year's income. However, a significant proportion of this will accrue into 2013 financial year.

We have also worked very hard to cut operating costs. We have made savings in telephone, water and photocopying costs. We hope that the owners of our offices will improve the heating system so that we will not require expensive supplementary heating that we are having to use in cold weather. Income and expenditure, the balance sheet and the auditor's report follow this brief review.

I list below our funders for 2012 to whom I offer our most grateful thanks. I would also wish to express my gratitude to our fundraising committee, the trustees, staff and volunteers for all their work on behalf of our service users.

CHARITABLE CONTRIBUTORS

The AB Charitable Trust, The Big Lottery Fund, Devon Community Foundation, Jill Franklin Trust, J Paul Getty Jnr Charitable Trust, The Hilden Charitable Fund, The Allen Lane Foundation, Lankelly chase foundation, Pennon Group, The Austin and Hope Pilkington Trust, Plymouth City Council Sports, The ESG Robinson Charitable Trust and the Tudor Trust.

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2012

RISK MANAGEMENT AND INTERNAL CONTROL

The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and to provide reassurance that:

Its assets are safeguarded against unauthorised use or disposition.

Proper records are maintained and financial information used within the charity and for publication is reliable.

The charity complies with relevant laws and regulations.

There have been improvements in health and safety over the last year and we are continuing to develop our risk management policies.

STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources during the year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity and the group will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993 and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005. 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.

Dated:

Signed:

Mrs. Lorna M. Sewell
Chair of the Board of Trustees
Devon & Cornwall Refugee Support

On behalf of the Board of Trustees

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2012

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE DEVON & CORNWALL REFUGEE SUPPORT

I report on the accounts of the Charity for the year ended 31 December 2012, which are set out on pages 5 to 8.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 43 of the 1993 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- To state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT.

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

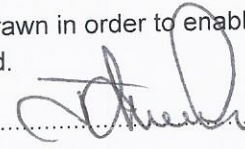
INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

Have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Dated: 27 February 2013 Signed: 

Mr. John WARN, 26 Hopton Close, Crownhill, PLYMOUTH. PL6 5JJ

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2012

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2012

	Notes	Unrestricted Fund 2012 £	Restricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
INCOMING RESOURCES					
Income received		60,095	114,211	174,306	182,068
Investment Income		246	26	272	144
TOTAL INCOMING RESOURCES	2	<u>60,341</u>	<u>114,237</u>	<u>174,578</u>	<u>182,212</u>
RESOURCES EXPENDED					
Direct Charitable expenditure		46,400	113,812	160,212	178,342
TOTAL RESOURCES EXPENDED	3	<u>46,400</u>	<u>113,812</u>	<u>160,212</u>	<u>178,342</u>
NET MOVEMENT IN FUNDS		13,941	425	14,366	3,870
BALANCES BROUGHT FORWARD AS AT 31 DECEMBER 2011		<u>21,451</u>	<u>11,470</u>	<u>32,921</u>	<u>29,051</u>
BALANCES CARRIED FORWARD AS AT 31 DECEMBER 2012		<u><u>35,392</u></u>	<u><u>11,895</u></u>	<u><u>47,287</u></u>	<u><u>32,921</u></u>

The notes on page 8 form an integral part of these financial statements.

The charity is able to use its total funds for any purpose in connection with its charitable objectives.

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2012

BALANCE SHEET AT 31 DECEMBER 2012

		2012	2011
		£	£
	Notes		
CURRENT ASSETS			
Debtors	4	0	9,375
Investments		40,187	15,428
Cash at bank		38,893	48,706
Cash in hand		92	158
		<u>79,172</u>	<u>73,667</u>
LIABILITIES			
Amounts falling due within one year	5	31,885	40,746
		<u>47,287</u>	<u>32,921</u>
NET CURRENT ASSETS			
		<u>47,287</u>	<u>32,921</u>
NET ASSETS			
		<u><u>47,287</u></u>	<u><u>32,921</u></u>
FUNDS			
Surplus for the year		14,366	3,870
Funds brought forward		32,921	29,051
		<u>47,287</u>	<u>32,921</u>

For the year ending 31.12.12 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The Members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect of accounting records and for the preparation of accounts.

These financial statements are prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Trustees on 27-02-13.. and signed on its behalf by

Signed:

Mrs. Lorna M. Sewell
Chair of the Board of Trustees

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2012

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2012

1 ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards and under the historical cost accounting rules. Accruals accounting has been applied. The accounts comply with the Charities Act 1993 and the Charity Commissions Statement of Recommended Practice (revised 2005), Accounting by Charities.

The charity has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No. 1 on the grounds that if it had been incorporated as a company under the Companies Act 1985 it would have qualified as a small company.

Incoming resources

Grants are recognised in the period to which they relate.

Resources expended

Direct charitable expenditure represents expenditure incurred directly to support the particular charitable objectives of the charity. Costs of management and administration of the charity have been identified on the basis that they are not direct charitable expenditure.

Taxation

The Charity is a registered charity and is exempt from Corporation Tax under the provisions of Section 505 of the Income and Corporation Taxes Act 1988.

2 INCOME

	B/fwd £	Income £	Expenditure £	C/fwd £
Donations restricted	772	264	100	936
Lankelly chase foundation	2	10,000	8,954	1,048
Hilden Charitable Fund	1,965	5,500	7,465	0
MIF – Destitution support (START)	4,725	0	0	4,725
Big Lottery	327	86,208	85,916	619
J Franklin Fund	7	500	500	7
PCC Sport Fund	1,422	1,965	3,010	377
Allen Lane Foundation	1,250	3,000	4,250	0
The Co-Op Grant	1,000	0	329	671
Tudor Trust Food	0	1,000	0	1,000
A B Charitable Trust	0	1,000	0	1,000
Devon Community Fund	0	1,000	360	640
Austin & Hope Pilkington Trust	0	1,000	1,000	0
Pennon Group	0	200	179	21
Anonymous - Sport	0	500	383	117
Anonymous - Destitution	0	1,100	820	280
ESG Robinson Charitable Trust	0	1,000	546	454
Total restricted funds	11,470	114,237	113,812	11,895
Total unrestricted	21,451	60,341	46,400	35,392
Total funds	32,921	174,578	160,212	47,287

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2012

3 DIRECT CHARITABLE EXPENDITURE

	2012 £	2011 £
Staff costs	118,800	114,190
Staff expenses	409	218
Rent, rates	4,571	8,475
Allotments	68	61
Heat, light & water	2,345	3,245
Health & Safety	29	29
Equipment & stationery	2,170	12,557
Postage	669	386
Telephone & fax	3,949	6,916
Food Programme	6,720	7,683
Sundries/miscellaneous expenses	757	620
Volunteers expenses	1,468	1,435
Training	2,587	2,252
Computer Expenses	905	0
Software	0	1,660
Insurance	1,180	1,164
Costs of funding	72	0
AGM/Anniversary	16	0
Relief	2,647	3,569
Sports programme	4,308	4,559
Non-Sports SU activities	150	0
Repairs & renewals	361	763
RTP/Solicitor travel costs	4,533	4,920
Furniture	0	1,440
Photocopier	1,133	1,671
Administration	67	0
Audit & Governance	105	0
Recruitment	194	149
Office expenses	0	380
	<u>160,212</u>	<u>178,342</u>

4 DEBTORS

	2012 £	2011 £
Plymouth City Council	0	9,375
	<u> </u>	<u>9,375</u>

5 LIABILITIES: Amounts falling due within one year

	2012 £	2011 £
Deferred Income	31,885	40,746
	<u>31,885</u>	<u>40,746</u>

Devon & Cornwall Refugee Support

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