

# **Leeds Asylum Seekers Support Network**

Charity number 1092647

A company limited by guarantee number 04228876

## **Annual Report and Financial Statements**

**for the year ended 31 March 2023**

**LASSN**  
Leeds Asylum Seekers'  
Support Network

**WYCAS**

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **Leeds Asylum Seekers Support Network**

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

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

# **Leeds Asylum Seekers Support Network**

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

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

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

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Nicolle Levine	Chair	
Janice Gwilliam		Resigned 27 March 2023
William Urry		Resigned 23 January 2023
Jonathan Long		
Noel Nowosielski		
Mahmoud El Sabouni		
Yoshiko Stokoe		Resigned 27 March 2023
Ian Garforth		
John Ekblom		
Deborah Murdoch-Eaton		
Stephen Maw		
Helen Radelaar		
Ceri Wilson		Appointed 27 March 2023
Lisa Martin		Appointed 27 March 2023

**Company secretary** Jon Beech

**Charity number** 1092647 Registered in England and Wales

**Company number** 04228876 Registered in England and Wales

### **Registered and principal address**

22/23 Blayds Yard  
Leeds  
LS1 4AD

### **Bankers**

Unity Trust Bank plc	Shawbrook Bank Limited
Nine Brindleyplace	Lutea House
Birmingham	Warley Hill Business Park
B1 2HB	The Drive
	Great Warley
	Brentwood
	CM13 3BE

### **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 5 June 2001. It is governed by a memorandum and articles of association incorporated 5 June 2001 as amended by special resolutions dated 28 May 2002 and 12 October 2012. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

The company was registered as a charity on 27 June 2002.

# Leeds Asylum Seekers Support Network

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

### Method of recruitment and appointment of Trustees

The charity's trustees are also the company's directors and are appointed by the members at the AGM. No more than five persons, who must be company members, may be co-opted by the trustees.

- At every Annual General Meeting, one-third of the Board of Trustees elected members shall retire.
- The members to retire shall be those longest in office since their last election.
- A retiring member shall be eligible for re-election provided that no person shall serve for more than six consecutive years.
- Persons co-opted on the Board shall retire at the first Annual General Meeting following their appointment but shall be eligible for further co-option or election.

### Objectives and activities

#### The charity's objects

To relieve asylum seekers and refugees, and other migrants in the Leeds Metropolitan District (the area of benefit) who are in conditions of need, hardship and distress because of their social and economic circumstances by such charitable means as the trustees shall determine, including the advancement of education, relief of poverty and the preservation and protection of good health.

#### The charity's main activities

**Befriending** - volunteers provide practical support to the refugees and asylum seekers they are matched with - helping people access health and social care services, make stronger connections with their communities, and make friends. Befriending reduces isolation, improves well-being, and encourages integration and greater self-reliance among asylum seekers and refugees.

- 46 asylum seekers and refugees were matched with 40 volunteers who provided one-to-one support.
- Befriending enabled refugees and befrienders to learn more about Leeds and make greater social connections.
- Activities like picnics, theatre visits, and visits to sporting fixtures helped people to discover new aspects of life in Leeds and to widen their social circle.
- LASSN's digital inclusion work - access to digital devices, data, and IT support delivered in community languages - was passed over to Leeds Refugee Forum's Digital Inclusion project following the success of the LASSN-funded pilot in 2021/22.

**Connecting Opportunities** – offers new migrants the chance to build their confidence, improve their English, make contacts and friends in their local community, and find out about additional help and support available to them. LASSN's volunteers are matched with a refugee or migrant and meet up with them for a couple of hours each week, building a relationship with them and encouraging them to try new things.

- 29 volunteers supported 61 people who wanted to move closer to work or study
- 30% of all CO volunteers are themselves from migrant backgrounds
- Bi-Weekly Tea & Talk conversation groups met in various cafes in Leeds, which resulted in developing friendship groups, English language skills, and a network of support for all participants. The group also ventured on social/ cultural trips to places like Temple Newsam, Calverley Hall and the Corn Exchange.
- The 1:1 CO Befriending support empowered migrants to feel more independent and well-connected with the city. Volunteers were able to support participants with understanding the day-to-day systems like public transport and accessing healthcare services. Taking part in activities and fulfilling hobbies as a group has helped to build confidence and created a safe space for cultural exchange.

# Leeds Asylum Seekers Support Network

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

### The charity's main activities continued

- Both Tea & Talk groups benefitted from workshops and learning sessions around routes into education and employment. This included CV writing workshops, a session on interview skills, registering with the volunteer centre and support with the Life in the UK and B1 English tests.
- Partnerships have been made with various organisations and service providers in Leeds. For example, Touchstone regularly delivered well-being workshops for the group sessions, and the University of Leeds hosted a well-being and weaving workshop at the Stanley and Audrey Burton galleries.

**English at Home** - matches volunteer tutors with refugee and asylum seeker learners who cannot attend mainstream English classes. The service helps learners to build their confidence to achieve the goals they set for themselves.

- 91 tutors spent 2013 hours (the equivalent of 250 working days) teaching English to 111 people on and offline.
- One-to-one sessions enabled learners to pass the Life in the UK and B1 tests for Citizenship, pass driving tests, speak with teachers at parents' evenings, make GP appointments, attend bakery courses, support other refugees and asylum seekers arriving in the area and much more!
- 25 training and support sessions ensured Tutors had a place to share skills, learn from one another, and reflect on how they help people learn.
- 95% of learners said they were more confident to speak English after speaking with their teacher.
- LASSN tutors helped 55 people to successfully take up college courses, and mainstream ESOL classes.
- Learners were connected with volunteering opportunities to practise their English including working with the elderly, in a charity shop, assisting a creche, in a food bank and in retail.

**The Grace Hosting Project** provides accommodation to destitute asylum seekers who are living in Leeds. Volunteer Hosts share their home by providing a private bedroom, regular meals as well as providing emotional and practical support for a few months. Grace House and Eva House are shared houses where destitute asylum-seeking men can get respite from destitution and reconnect with support around their asylum claim.

- 37 guests were accommodated over 5189 nights in Grace Hosting, Grace House and Eva's House - the equivalent of over 14 years.
- 19 people stayed with 16 hosts, 18 at Grace or Eva's House
- Grace House completed its third year of operation, providing shared accommodation to 4 asylum-seeking men at a time. It remains resourced exclusively by the generosity of donors, volunteers, and supporters. A second shared house, Eva's House, opened in June 2022
- Increased financial support was given to hosts and guests through the winter months to help with an increase in cost of living and utility bills.
- Mobile phones were routinely offered to all Hosts/Guests to help them stay connected.
- Guests have been supported to participate in wider group activities to ease their isolation and levels of stress - including a gardening group, trips to the theatre and rugby. A generous donation also enabled us to access leisure activities such as the gym or swimming.

# Leeds Asylum Seekers Support Network

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

### The charity's main activities continued

**Support to Hosts of Ukrainian Refugees** – LASSN's Ukraine Hosting Support Project started in November 2022 with the support of Leeds City Council and Leeds Community Foundation. The project aims to make hosting an enjoyable and positive experience by helping hosts meet, learn from one another, and find extra support for their Ukrainian Guests.

- Regular groups have been set up around the city, and a series of how-to sessions (e.g. "finding Private rented accommodation" and "supporting people who are experiencing trauma") are planned for the second half of the year.

**Information and awareness raising** remains central to LASSN's mission, tackling prejudice, encouraging understanding, and fostering interaction and integration with the local community.

- 17,000 people looked at [lassn.org.uk](http://lassn.org.uk) - where all of LASSN's policies, procedures and training materials remain free of charge for anyone to use or adapt – as with an online library of more than 100 ESOL resources.
- 4,300 people used [helpinleeds.com](http://helpinleeds.com) - LASSN's directory of groups and services offering help to asylum seekers and refugees in Leeds
- 22,000 people looked at [migrationpartnership.org.uk](http://migrationpartnership.org.uk) - a multi-author blog focused on local asylum, refuge and migration.
- LASSN's social media presence continued to grow, with 3,000 Facebook likes, and 2,100 Twitter followers
- The [newtoleeds.org](http://newtoleeds.org) website has been completely updated and is a resource for all new migrants living in Leeds – reaching over 16,000 people.

**The Hardship fund** provides cash payments to people experiencing homelessness and destitution during winter. LASSN works in partnership with six other refugee support organisations to raise and distribute funds to households with no other form of income.

- In 2022/23, a total of £5050 distributed to 78 households in 198 separate payments.

Members - Supporters of LASSN have the option of becoming members. Membership is free for unwaged

- In 2022/23, LASSN had 107 members.

Volunteers are vital to the success of everything LASSN achieves.

- In 2022/23, LASSN staff supported 232 volunteers in various roles, with 63 volunteers recruited last year .

Supporters - LASSN benefits from a huge number of supporters and individual donors.

- LASSN's mailing list of active supporters includes around 1300 individuals and 400 organisations.

### Grant Making Policy

LASSN partners with other stakeholders within the refugee sector to provide better services for asylum seekers and refugees. On some occasions, this partnership working involves receipt of a grant for specific projects, where LASSN may agree to be responsible for receipt and distribution of the total grant award to partners, in accordance with funding agreements. The Hardship Fund is administered by Leeds Refugee Forum and is made up of donations for the restricted purpose of providing subsistence support to destitute asylum seekers. To this end, grants are made to a third party or directly to individuals in exceptional circumstances.

# Leeds Asylum Seekers Support Network

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

### Related parties

- LASSN is a Member of the Solidarity Network – alongside Leeds Gypsy and Travellers Exchange, BASIS Yorkshire and Yorkshire Mesmac – who, with Leeds City Council and Integrated Care Board - deliver the Healthy Communities Together project.
- LASSN raises funds for the Leeds Hardship Fund for destitute asylum seekers, operated by Leeds Refugee Forum.
- LASSN works closely with Positive Action for Refugees and Asylum Seekers (PAFRAS) and the British Red Cross, who provide support and advice for clients staying with Grace Hosting and Grace

### 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.

All of LASSN's activities and projects relate to the charity's aims.

- All existing activities and new developments are aimed at asylum seekers, refugees and other migrants at risk of harm or exploitation.
- LASSN's activities are organised to make them as accessible as possible – usually meeting asylum seekers and refugees in their own homes or close to where they live. Since the Covid-19 Pandemic, this has meant providing online support and ensuring computers, phones, and internet connections are available for households who do not have them.
- Addressing the hardship and destitution experienced by many asylum seekers remains a key priority for LASSN, alongside integration support for people who have gained refugee status.
- LASSN continues to have a good reputation and support within the local community and seeks to partner with other agencies at every opportunity: seeking improvements and changes for individuals (by ensuring all Grace Guests receive destitution support from British Red Cross or PAFRAS) as well as influencing the development of local, regional and national strategy (through involvement with Leeds Migration Partnership, Asylum Matters and the No Accommodation Network).

### Achievements and performance

LASSN has made significant progress in all three strategic objectives this year.

#### 1. Supported

LASSN wants asylum seekers and refugees to be supported and relieved from hardship and distress.

LASSN wants local people to support asylum seekers and refugees.

- 373 asylum seekers and refugees received one to one support from LASSN. If we count the total number of children (224) and other dependents in these households (75), LASSN supported a further 299 people - an overall total of 672)
- 2140 nights of accommodation were provided by Grace Hosts to 15 guests
- 5189 nights of accommodation were provided to the 37 guests who stayed at Grace House, Eva's House and with Grace hosts.
- £5050 was distributed in Hardship grants to 78 households

#### 2. Empowered

LASSN wants asylum seekers and refugees to be empowered to rebuild their lives and fulfil their potential and for individuals and refugee communities to have a voice and influence.

- 232 people volunteered with LASSN. 32 of these people (14%) describe themselves as migrants

# **Leeds Asylum Seekers Support Network**

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

### **Achievements and performance continued**

- By connecting asylum seekers, refugees and other migrants with mentors and befrienders, 107 people were able to improve their social connections and their overall health and well-being.
- 32 refugees and asylum seekers, and other people lived experience of migration volunteered with LASSN: assisting with recruitment and selection; training volunteers; representing LASSN at conferences and strategic meetings; public speaking; interpreting and translating; organising trips and socials; making films and taking photos; cooking; publicising our work; and serving as Trustees
- all LASSN clients were offered phone/data credit to help them stay in touch and access support.

### **3. Integrated**

LASSN wants asylum seekers and refugees to feel settled and safe in their new environment in Leeds and for Leeds to be a place of welcome and understanding for asylum seekers.

- 218 asylum seekers and refugees were supported to improve their confidence in speaking and writing English, through our befriending and English at Home projects.
- All of the people we work alongside were encouraged to find out more about life in the UK, as volunteers helped them to find their feet in Leeds, and to understand more about where they lived, and how Leeds works – visiting schools, universities, cultural activities, galleries, theatre performances, gardening, swimming, walking, cycling, visiting sporting fixtures, and contributing to arts projects
- 201 posts on migrationpartnership.org.uk helped keep 22,000 people abreast of the changing face of asylum services in Leeds and beyond
- The lassn.org.uk website had more than 17,000 visitors, LASSN's Facebook page has over 3,000 likes and LASSN has over 2,100 Twitter followers.

### **Financial review**

The net income for the year was £34,709, including net income of £-20,400 on unrestricted funds and net income of £55,109 on restricted funds.

LASSN still benefits enormously from the generosity of individual donors and supporters, whose contributions to unrestricted funds which ensures the continued operation of LASSN projects when funding streams have come to an end.

### **Reserves policy**

The trustees' policy is to hold reserves of between three and nine months average expenditure to support the smooth running of the charity, and enable an orderly winding up should the charity have to close down. Based on budgeted expenditure of approximately £360,000 this would equate to a lower limit of £90,000 and an upper limit of £270,000.

The charity's free reserves, excluding fixed assets, at the year end were £238,090.

### **Risk management**

The trustees identify the major risks to which the charity is exposed as circumstances arise, prepare and update a strategic plan, in particular those related to the operations and finances of the charity. The trustees then review any major risks which have been identified and establish systems to mitigate these risks.

The charity is dependent on grants, gifts and donations and there is the risk that such items may not be received. There are particular risks of changes to government policy on asylum and immigration. To mitigate these risks, the Director prepares funding applications and senior representatives of other key agencies are called upon to give reference on our viability and effectiveness.

There are risks associated with working with children and adults at risk of harm or exploitation, as well as for volunteers working in the community and in asylum seekers' homes. LASSN's policies and procedures around the safeguarding of adults and children. In addition, have all been revised and updated, and LASSN continues to provide detailed policy and guidelines for volunteer roles; the disclosure of criminal records; health and safety; equal opportunities; disciplinary and grievance procedures for staff; appropriate insurance; training volunteers on personal safety and safeguarding; references for volunteers, and regular supervision.



# **Leeds Asylum Seekers Support Network**

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

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

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

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

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

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

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

Approved by the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

# **Leeds Asylum Seekers Support Network**

## **Independent examiner's report to the trustees of Leeds Asylum Seekers Support Network**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2023, which are set out on pages 10 to 18.

### **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

Date: .....

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Leeds Asylum Seekers Support Network**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2023**

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	80,113	244,807	324,920	211,184
Membership subscriptions		20	-	20	20
Other earned income		11,193	-	11,193	1,746
Bank interest		675	-	675	439
Donated services	(3)	41,537	-	41,537	16,800
<b>Total income</b>		<b>133,538</b>	<b>244,807</b>	<b>378,345</b>	<b>230,189</b>
<b>Expenditure on:</b>					
Salaries, pensions and NIC	(4)	58,466	138,050	196,516	181,534
Payroll charges		596	711	1,307	1,342
Premises		16,384	2,556	18,940	19,037
Office expenses		3,850	189	4,039	1,567
Insurance		3,350	1,492	4,842	2,221
Staff recruitment and training		1,473	987	2,460	1,543
Publicity		850	300	1,150	1,035
Staff expenses		1,243	2,397	3,640	2,880
Equipment and ICT support		2,982	2,171	5,153	5,325
Volunteer costs		3,979	7,295	11,274	7,081
Professional fees		408	408	816	816
Client involvement		12,255	21,707	33,962	37,189
Grants payable	(5)	-	1,305	1,305	3,175
Accountancy fees		1,352	436	1,788	1,705
Trustee expenses and AGM		455	-	455	901
Facilitation		1,002	-	1,002	-
Grace House and Eva's House operating costs		3,756	9,694	13,450	5,545
Donated services	(3)	41,537	-	41,537	16,800
Depreciation		-	-	-	-
<b>Total expenditure</b>		<b>153,938</b>	<b>189,698</b>	<b>343,636</b>	<b>289,696</b>
<b>Net income / (expenditure)</b>		<b>(20,400)</b>	<b>55,109</b>	<b>34,709</b>	<b>(59,507)</b>
<b>Transfers between funds</b>	(6)	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(20,400)</b>	<b>55,109</b>	<b>34,709</b>	<b>(59,507)</b>
<b>Fund balances brought forward</b>		<b>258,490</b>	<b>39,825</b>	<b>298,315</b>	<b>357,822</b>
<b>Fund balances carried forward</b>	(6)	<b>238,090</b>	<b>94,934</b>	<b>333,024</b>	<b>298,315</b>

All incoming resources and resources expended derive from continuing activities.

# Leeds Asylum Seekers Support Network

## Balance sheet

as at 31 March 2023

		2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Current assets</b>					
Debtors and prepayments	(7)	4,800	-	4,800	11,658
Cash at bank and in hand	(8)	238,345	96,466	334,811	288,707
<b>Total current assets</b>		<u>243,145</u>	<u>96,466</u>	<u>339,611</u>	<u>300,365</u>
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(9)	5,055	1,532	6,587	2,050
<b>Total current liabilities</b>		<u>5,055</u>	<u>1,532</u>	<u>6,587</u>	<u>2,050</u>
<b>Net current assets / (liabilities)</b>		<u>238,090</u>	<u>94,934</u>	<u>333,024</u>	<u>298,315</u>
<b>Net assets</b>		<u>238,090</u>	<u>94,934</u>	<u>333,024</u>	<u>298,315</u>
<b>Funds</b>					
Unrestricted funds					
General unrestricted funds		238,090	-	238,090	119,222
Designated funds	(10)	-	-	-	139,268
Unrestricted funds		238,090	-	238,090	258,490
Restricted funds		-	94,934	94,934	39,825
<b>Total funds</b>		<u>238,090</u>	<u>94,934</u>	<u>333,024</u>	<u>298,315</u>

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

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

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

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

Signed: ..... (Trustee)

Name: .....

# **Leeds Asylum Seekers Support Network**

## **Notes to the accounts**

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

#### **1 Accounting policies**

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

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

The charity constitutes a public benefit entity as defined by FRS 102. There has been no change to the accounting policies since last year. No changes have been made to the accounts for previous years.

##### **Going concern**

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

##### **Incoming resources**

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

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

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

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

Donated 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.

##### **Grants payable without performance conditions**

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

##### **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

# **Leeds Asylum Seekers Support Network**

## **Notes to the accounts**

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

#### **1 Accounting policies continued**

##### **Pensions**

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

##### **Fund accounting**

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

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

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

##### **Leases**

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

**Leeds Asylum Seekers Support Network**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

<b>2 Grants and donations</b>	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Holy Family of Bordeaux	-	14,025	14,025	4,800
Leeds Building Society	-	29,485	29,485	-
Leeds City Council	-	52,777	52,777	-
Leeds Community Foundation	5,000	72,100	77,100	18,500
Newby Trust	-	6,000	6,000	5,000
Peoples Voice Media	2,000	-	2,000	-
PSI Volition	-	4,700	4,700	-
The National Lottery Community Fund (NLCF)	-	47,505	47,505	58,333
Yorkshire Mesmac	-	10,800	10,800	-
Barrow Cadbury Trust	-	-	-	400
Brelms Trust CIO	-	-	-	5,000
HMRC	-	-	-	1,446
Leeds City Council (LCC)	-	-	-	52,745
Yorkshire Mesmac	-	-	-	3,600
Other donations (inc gift aid)	73,113	7,415	80,528	61,360
	<u>80,113</u>	<u>244,807</u>	<u>324,920</u>	<u>211,184</u>

<b>3 Donated services</b>	2023	2022
	£	£
Grace House provide rent free - shown at equivalent market rent	19,760	16,800
Eva's House provide rent free - shown at equivalent market rent	19,760	-
WYCA free bus travel provided for LASSN clients	2,017	-
	<u>41,537</u>	<u>16,800</u>

<b>4 Staff costs and numbers</b>	2023	2022
	£	£
Gross salaries	178,159	165,121
Social security costs	15,572	12,837
Employment allowance	(5,000)	(4,000)
Pensions	7,785	7,576
	<u>196,516</u>	<u>181,534</u>

The average number of employees during the year was 8.7, being an average of 5.5 full time equivalent (2022: 8.1, 5.2 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2023	2022
	£	£
Costs of the scheme to the charity for the year	7,785	7,576
Amount of any contributions outstanding at the year end	-	-

# Leeds Asylum Seekers Support Network

## Notes to the accounts continued

### for the year ended 31 March 2023

<b>5 Grant making</b>	2023	2022
	£	£
Grants were awarded under the Hardship Fund to help asylum seekers in particular need of support. These grants were paid to individuals through Leeds Refugee Forum.	1,305	3,175
Total	<u>1,305</u>	<u>3,175</u>

<b>6 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Hardship Fund	283	1,277	1,305	-	255
Big Lottery Fund	-	47,505	41,237	-	6,268
ESIF Co 3	5,619	52,777	58,396	-	-
Brelms Trust CIO	3,037	-	3,037	-	-
Grace House donations	-	3,138	1,149	-	1,989
Newby Trust	5,000	6,000	5,000	-	6,000
National Lottery Awards for All	10,000	-	10,000	-	-
Holy Family of Bordeaux	-	14,025	11,066	-	2,959
LCF Ukraine Fund	-	57,100	28,534	-	28,566
PSI Volition	-	4,700	4,700	-	-
Leeds Building Society	-	29,485	2,252	-	27,233
Yorkshire and Clydesdale Bank	4,326	-	-	-	4,326
NHS Animations	5,560	-	-	-	5,560
LCF 3rd sector visibility	6,000	-	6,000	-	-
LCF Resilience Fund	-	15,000	15,000	-	-
Yorkshire Mesmac	-	10,800	1,161	-	9,639
Adel War Memorial Association	-	3,000	861	-	2,139
	<u>39,825</u>	<u>244,807</u>	<u>189,698</u>	<u>-</u>	<u>94,934</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
Hardship Fund	Grants paid to individuals through Leeds Refugee Forum.
Big Lottery Fund	Towards project costs of the English at Home scheme providing opportunities for ESOL learning to refugees and asylum seekers living in Leeds.
ESIF Co 3	To support the Connecting Opportunities project
Brelms Trust CIO	Towards costs of the Grace Hosting Project.
Grace House donations	Individual donations towards the costs of Grace House.
Newby Trust	To enable work of Grace & Eva House projects.
National Lottery Awards for All	To enable start up and running costs of the Eva's House project.
Holy Family of Bordeaux	Towards the running costs of Grace House, client subsistence, bills and volunteer travel and expenses.
LCF Ukraine Fund	For the Ukraine Hosting Support Project.
PSI Volition	Towards providing cash payments asylum seekers and hosts towards food and toiletries.
Leeds Building Society	Towards the operating costs for Grace and Eva's House.
Yorkshire and Clydesdale Bank	Towards financial literacy project costs.
NHS Animations	Refugee film project to increase awareness of NHS services.
LCF 3rd sector visibility	To enable LASSN contribution to 3rd Sector Visibility project with Forum Central.
LCF Resilience Fund	Salary costs of management and admin team to create capacity.
Yorkshire Mesmac	To enable Management consultancy provision to Healthy Communities Together project.
Adel War Memorial Association	Towards sports and physical activities for refugees and asylum seekers.



**Leeds Asylum Seekers Support Network**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

<b>7 Debtors and prepayments</b>	2023	2022
	£	£
Prepayments	-	2,278
Accrued income	4,800	9,380
	<u>4,800</u>	<u>11,658</u>

<b>8 Cash at bank and in hand</b>	2023	2022
	£	£
Cash at bank	334,811	288,707
Cash in hand	-	-
	<u>334,811</u>	<u>288,707</u>

<b>9 Creditors and accruals</b>	2023	2022
	£	£
Accruals for grants payable	1,200	-
Creditors	2,148	-
Accruals	3,239	2,050
	<u>6,587</u>	<u>2,050</u>

<b>10 Designated funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
New office reserve	124,268	-	-	(124,268)	-
New house reserve	15,000	-	13,188	(1,812)	-
	<u>139,268</u>	<u>-</u>	<u>13,188</u>	<u>(126,080)</u>	<u>-</u>

**Fund name**

New office reserve

**Reason for designation**

Towards the costs of relocating, developing and refurbishing office space, subject to LCC transfer of assets process. The charity moved offices during the year and the designated funds were not required and so were transferred back to general unrestricted funds.

New house reserve

The trustees had designated £15,000 of existing unrestricted funds to provide initial seed funding to get an additional property up and running for use by refugees and asylum seekers. The use of 'Eva's House' has been donated to the charity and grant funding was secured in the year towards its operating costs. Some of the designate fund has been utilised and the remaining balance transferred back to general unrestricted funds.

**11 Related party transactions**

**Trustee expenses**

During the year four trustees were paid a total of £273 in respect of travel (previous year: two trustees and £119). One trustee received was paid £12 as a volunteer in respect of travel (previous year: one trustee £65).

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

The total employee benefits received by key management personnel were £49,134 (previous year: £45,394).

**Other transactions with trustees or related parties**

Nicolle Levine (Trustee) is the part owner of a residential property known as Grace House (5 Village Place) which is let to LASSN on a £nil rent for the purpose of housing Refugee/Asylum Seekers. No payments were made to her this year (previous year £1,375 to re-imburse client-related payments made at the request of LASSN).

**Leeds Asylum Seekers Support Network**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

**12 Contingent assets**

**Legacy donations**

During the year the charity received communication in relation to two legacy donations. However, these are contingent on events outside the charity's control and the anticipated sums may differ. They have therefore have not been adjusted for within the accounts. The total sum which is potentially receivable would be approximately £515,000.

## Leeds Asylum Seekers Support Network

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

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income</b>						
Grants and donations	80,113	51,418	244,807	159,766	324,920	211,184
Membership subscriptions	20	20	-	-	20	20
Other earned income	11,193	1,746	-	-	11,193	1,746
Bank interest	675	439	-	-	675	439
Donated services	41,537	16,800	-	-	41,537	16,800
<b>Total income</b>	<b>133,538</b>	<b>70,423</b>	<b>244,807</b>	<b>159,766</b>	<b>378,345</b>	<b>230,189</b>
<b>Expenditure</b>						
Salaries, pensions and NIC	58,466	29,309	138,050	152,225	196,516	181,534
Payroll charges	596	1,342	711	-	1,307	1,342
Premises	16,384	15,443	2,556	3,594	18,940	19,037
Office expenses	3,850	1,543	189	24	4,039	1,567
Insurance	3,350	1,337	1,492	884	4,842	2,221
Staff recruitment and training	1,473	934	987	609	2,460	1,543
Publicity	850	1,035	300	-	1,150	1,035
Staff expenses	1,243	1,321	2,397	1,559	3,640	2,880
Equipment and ICT support	2,982	5,309	2,171	16	5,153	5,325
Volunteer costs	3,979	3,186	7,295	3,895	11,274	7,081
Professional fees	408	68	408	748	816	816
Client involvement	12,255	20,110	21,707	17,079	33,962	37,189
Grants payable	-	-	1,305	3,175	1,305	3,175
Accountancy fees	1,352	1,465	436	240	1,788	1,705
Trustee expenses and AGM	455	901	-	-	455	901
Facilitation	1,002	-	-	-	1,002	-
Grace House and Eva's House costs	3,756	-	9,694	5,545	13,450	5,545
Donated services	41,537	16,800	-	-	41,537	16,800
Depreciation	-	-	-	-	-	-
<b>Total expenditure</b>	<b>153,938</b>	<b>100,103</b>	<b>189,698</b>	<b>189,593</b>	<b>343,636</b>	<b>289,696</b>
<b>Net income / (expenditure)</b>	<b>(20,400)</b>	<b>(29,680)</b>	<b>55,109</b>	<b>(29,827)</b>	<b>34,709</b>	<b>(59,507)</b>
<b>Transfers between funds</b>	<b>-</b>	<b>463</b>	<b>-</b>	<b>(463)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(20,400)</b>	<b>(29,217)</b>	<b>55,109</b>	<b>(30,290)</b>	<b>34,709</b>	<b>(59,507)</b>
<b>Fund balances brought forward</b>	<b>258,490</b>	<b>287,707</b>	<b>39,825</b>	<b>70,115</b>	<b>298,315</b>	<b>357,822</b>
<b>Fund balances carried forward</b>	<b>238,090</b>	<b>258,490</b>	<b>94,934</b>	<b>39,825</b>	<b>333,024</b>	<b>298,315</b>