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**COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS**

(Company registered by guarantee no. 06462487,  
registered charity no. 1124376)

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2020**

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**COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS**  
(Company limited by guarantee no. 06462487, registered charity no. 1124376)

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**REPORT AND FINANCIAL STATEMENTS**  
For the year ended 31 August 2020

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**CONTENTS**

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	Page
Legal and administrative information	1
Chair's statement	2
Trustees' Annual Report	3
Independent examiner's report	11
Statement of financial activities	12
Balance sheet	13
Statement of cash flows	14
Notes to the financial statements	15

## COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

For the year ended 31 August 2020

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<b>Company reg. no.</b>	06462487
<b>Charity reg. no. (England)</b>	1124376
<b>Registered office</b>	25 Blakenham Road London SW17 8NE
<b>Trustees</b>	<p>The trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:</p> <p>Rosie Spiegelhalter, Chair Katherine Heather Burgess, Treasurer (appointed June 2020) Rishiraj Goenka (appointed December 2019) Emily Grant Helen Gribble Keith McGuinness Matthew Pepler Suhan Rajkumar Charles Whitehead Jessica Helen Thomas (resigned June 2020) Haidi Jenkin (resigned June 2020) Divnesh Datt Mohan (resigned October 2019) Amir Abbas Ahmed (resigned October 2019)</p>
<b>Senior Management</b>	Managing Director – Eleanor Brown Director of Operations and Development – Pete Target
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue Kent, ME19 4JQ
<b>Independent Examiner</b>	Charles Ssempijja, ACA NfP Accountants Ltd No. 38, 52 Peckham Grove London, SE15 6FR

## COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

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### CHAIR'S STATEMENT

For the year ended 31 August 2020

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CARAS has tripled in size in the last three years. We are grateful to the funders and supporters who have made this possible. Our ambitions for growth were pursued in dialogue with the people who use our services and intended to develop and broaden support in line with our holistic approach. This year the focus for this growth was principally: offering a greater range of social and physical activities for young people and adults; increasing casework support for young people; alleviating the emotional impacts of displacement; developing a broader learning offer; and time for connecting and sharing learning with other organisations who support people who are refugees or seeking asylum.

While 2020 was a challenging year for all, we saw that the impact could be debilitating for those without a support network, without resources and with a history of trauma - an added layer of uncertainty to those whose lives are very affected by precarity.

CARAS' most pressing challenge has been moving to digital support – most of our services are provided face-to-face in a familiar and friendly environment. We consulted over 200 of our beneficiaries on their level of digital access and their wishes and needs. The results revealed that digital poverty is rife in the community that we support. This leads to people missing out on vital health messages, struggling to make use of 111 and access medication. Most are simply lonely. Digital poverty, lack of access to information, connection to others and support has become our key focus in pandemic response and an unknown future.

We are proud of the rapid response we made, quickly taking steps that meant many who were most impacted were able to connect and access advice and learning when they needed it most. Our requests for financial support for this work were well met, demonstrating the necessity of this work, and as a result we will be able to take forward a substantial enough investment to sustain this work into next year.

Our progress during 2019 and commitment to meet needs during the pandemic means that we have scaled up in order to make a significant impact. Our casework offer has been doubled to support more people through periods of crisis and towards independence. Our aim to empower people to improve their physical health is also well embedded, with the women we work with going from rare physical activity to 62% of our cohort doing something at least once a week.

CARAS' English language provision, recognised as being of exceptional quality and aspiration, quickly expanded and varied to be delivered online and to meet the full range of skills needed and acknowledging the diversity of needs and backgrounds of those that we support.

A key achievement that I am personally very proud of has been embedding project participants in the governance of CARAS and empowering them to shape our work, from our regular CARAS Voice sessions to the addition of youth representatives in our board meetings.

None of this would have been possible without the individuals, trusts and companies that support us and some key supporters that have underpinned our ability to be here for those that need us.

The coming year will see challenges – we know that those in need of support who are hardest to reach will be even more inaccessible in ongoing restrictions, and the impact of the pandemic on our beneficiaries' prospects and mental health may have long-term repercussions. We have scaled up our staff team in order to support people at and beyond the acute impacts of the pandemic, using our core funds and Covid-19 emergency funding to do so. We urgently need to seek longer term funding to maintain these services that engage people where and how they can. Ambitions that were put on hold this year due to capacity and viability, such as in-house mental health services, remain vital and will be a priority. We look forward to meeting this challenge.



**Rosie Spiegelhalter**

Chair

## COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

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### BOARD OF TRUSTEES' REPORT For the year ended 31 August 2020

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The Trustees (who are the Directors of the charitable company for the purposes of the Companies Act), present their combined Directors' report and Trustees' annual report (as required by company and charity law), together with the financial statements of Community Action for Refugees and Asylum Seekers for year ended 31 August 2020. The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document, and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

The reference and administrative information set out on page 1 forms part of this report.

#### **Structure, governance and management**

##### **Constitution and governing document**

Community Action for Refugees and Asylum Seekers (referred to in this report as CARAS) is registered as a company limited by guarantee in England and Wales, incorporated on 3 January 2008. The Company Registration Number is 6462487.

The company is also a registered charity with the Charity Commission with registered number 1124376. CARAS is constituted under a Memorandum and Articles of Association for a charitable company dated 20 November 2007, last amended on 9 March 2016.

##### **Organisational structure and decision making**

The governance of CARAS is the responsibility of the Board of Trustees. The Board of Trustees are also the company's directors for the purposes of the Companies Act 2006. CARAS is managed on a day to day basis by the Managing Director and Director of Operations and Development, who, during the period, supervised a permanent staff of 13 employees as well as volunteers. The Managing Director and Director of Operations and Development are supported by the Board of Trustees when needed.

The Board of Trustees usually meets quarterly. From April 2020 to the end of the period, the Board of Trustees met on a monthly basis in order to support the Senior Management with operational decision-making in response to the Covid-19 pandemic. The Trustees also attended an annual strategic planning day in October 2019.

##### **Recruitment and appointment of the Trustees**

CARAS advertises vacant Trustee positions publicly. Prospective Trustees are required to submit a CV and covering letter setting out how they meet the criteria for the role. Applicants are first invited to an informal meeting with the Chair of Trustees or the Managing Director to enable them to find out more about us. Following this meeting, applicants take part in an interview with representatives of the board, including a youth representative who is also a beneficiary of CARAS, and senior management representatives. Applicants are provided with an information pack on CARAS to review and are invited to present their thoughts on current strengths, risks and opportunities faced by CARAS at interview.

A DBS check is undertaken for new Trustees, along with two reference checks. New Trustees are then elected by the full Board. One third of Trustees are subject to re-election at each Annual General Meeting. These Trustees subject to re-election are those who have served longest on the board.

### BOARD OF TRUSTEES' REPORT For the year ended 31 August 2020

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No other person or external body is entitled to appoint any Trustees. The Trustees who served during the period and after the year end are shown on page 1.

#### **Policies adopted for the induction and training of Board of Trustees**

New Trustees meet with senior management, the Chair of Trustees and other Board members. New Trustees are given the opportunity to attend an externally run Trustee induction course and are provided with an information pack including Charity Commission guidance on Trustee roles and responsibilities.

#### **Remuneration policy for key management personnel**

CARAS considers paying staff fairly and well to be an essential part of our identity, as well as necessary in creating and retaining strongly motivated and talented teams. In 2020/21, the Board of Trustees will work with Senior Management to conduct a review of our approach to pay and benefits. This will include a review of the principles informing pay and a benchmarking exercise against organisations of comparable size and purpose.

#### **Related party transactions**

CARAS has considered the disclosure requirements of the SORP for related party relationships. The Trustees consider the members of the Board of Trustees and their close connections to be related parties of CARAS. All Trustees give their time voluntarily and have not been paid any remuneration or received any other benefits for services provided to the charity.

In terms of meeting Trustees' expenses, CARAS paid for externally run induction courses for new Trustees during the period. Further details of trustees' expenses are disclosed in Note 6.

#### **Objectives and activities**

CARAS' overall charitable objectives are:

1. *To preserve and protect the physical and mental health of those seeking asylum and those granted refugee status and their descendants.*
2. *The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances.*
3. *To advance the education of those seeking asylum and those granted refugee status and their descendants in need thereof so as to advance them in life and assist them to adapt within a new community.*
4. *To advance the education of the public in general about the issues relating to refugees and those seeking asylum.*

We have been working towards these via our programme of support for people seeking asylum and people of refugee background with a recent focus on these key strategic areas:

1. Alleviate the emotional trauma experienced by refugees and people seeking asylum through in-house mental health services and activities, and effective referrals.
2. Expand physical activities and promote good physical health for all beneficiaries.

## COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

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### BOARD OF TRUSTEES' REPORT For the year ended 31 August 2020

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3. Build communication skills needed to thrive in the UK.
4. Upgrade and expand our casework service to support more people through periods of crisis and towards independence.
5. Conduct the outreach needed to reach all individuals who can benefit from being part of the CARAS community.
6. Develop a robust program for the recruitment, retention and recognition of volunteers.
7. Be a leader on asylum seekers and refugees, and use our collective voice (staff, volunteers, beneficiaries) and expertise to advocate for our beneficiaries.

Our services focus on building relationships and responding to people's own personal goals through social support, ESOL, trips, sports, workshops, community volunteering, family days, and a problem-solving clinic for legal, educational and welfare issues. Often people describe our activities as 'like having another family', and being at home. Considering that all have been separated from or lost family and 'home' has had to be re-created in a new country, this is a huge achievement. CARAS is also a valuable asset to our wider community. It is not just our beneficiaries who gain from being here, but our staff, volunteers and supporters too. Everyone we work with has their life enriched by new connections with people they might not ordinarily meet, challenging stereotypes and working together to achieve a resilient and integrated society.

Prior to the covid-19 pandemic and its impacts on our ability to run face to face services, we had made great progress in the provision of sports and leisure activities, working in partnership with organisations including Fulham FC Kicks, The Running Charity, Park Run, Women's Swimming Collective, and Yoga Rise, all of whom have run activities for our beneficiaries. Some of these were also able to run online. In this reporting period 97 people accessed this provision, significantly boosting their health and wellbeing.

We also more than doubled our provision of English classes, offering an accredited course for those looking to make progress into a formal college course as well as a wide range of informal classes for learners at various levels. 218 people have been supported in these classes.

Our casework team has grown to be able to offer much more, in depth support that connects people to their rights and entitlements, helping them to settle better and to gain the skills they need to make choices about their own goals and directions. 167 people have made use of this support.

Together, these initiatives have contributed to much greater mental health and wellbeing for people who come to CARAS. Alongside these, we also ran a range of mental health programmes. These included upskilling all staff via Mental Health First Aid training and accreditation, working with Talk Wandsworth to run specific workshops to support beneficiaries in understanding and managing their own mental health, and developing peer-led support and ambassadors who have trained our own volunteers on some of the common mental health experiences that people seeking asylum and refugees live with.

Prior to covid-19 and the first lockdown in March 2020, CARAS was an extremely busy place that was full of people and activity. Since March, we have gone through radical changes in order to be able to continue to reach people and continue to offer a wide range of support that helps people find a community and navigate their new life well. All of our programmes exist online, with staff and volunteers rapidly upskilling themselves in new techniques to keep this engaging and meaningful. Additionally, we have a small range of outdoor face to face activities that are on offer to those who need them most.

## COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

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### BOARD OF TRUSTEES' REPORT For the year ended 31 August 2020

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CARAS volunteers remain the bedrock of our support. During this period 147 volunteers collectively gave 3583 hours of their time across all of our services, from casework to youth club, English lessons to residential trips. In the words of an ESOL volunteer, “I feel very privileged to be a small part of this big-hearted, very professional team. I've been well supported throughout my time at CARAS - from the initial training to the more recent move to online learning. A bit nerve-racking to start with but our lessons are now a weekly highlight - for all involved, I hope. It's a time to concentrate on something different, exchange news and to lighten the mood.”

CARAS is proud to have made such progress on its strategic aims, continuing to reach and include a considerable number of people even throughout this crisis period.

#### **Declaration of public benefit**

The Board of Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

The Board of Trustees regularly monitors and reviews the success of CARAS in meeting its key objectives. Having considered the public benefit guidance published by the Charity Commission, the Trustees confirm that these objectives fully meet the public benefit test and that all the activities of CARAS are undertaken in pursuit of these aims.

#### **Achievements and Performance**

Key achievements during 2019-20 include:

- pivoting all of our services to online delivery;
- mapping out digital need in our beneficiary group and creating meaningful support for people to get online and develop digital skills;
- considerably expanding our ESOL and youth offers;
- growing our staff team to meet the ongoing needs of people throughout the Covid-19 crisis;
- contributing our experiences and learning to data projects that are influencing the response and recovery from Covid-19 (e.g. the GLA's data hub, and Refugee Action).

CARAS has gone through a period of planned growth in the last year. Unrestricted funds supported rapid expansions in casework and ESOL in order to move work online, quickly replaced by Covid-19 emergency response funding. Other work was delayed, and some directions have changed. We found that work with some of our longer-term group members stalled during the pandemic, partially due to disinclination to take part in online activities but also as a result of having created a strong community through CARAS' work - after years of steady progress, many members of our groups had a strong network of support around them. Meanwhile we received many more referrals for newly arrived adults seeking asylum than ever before and have begun to pivot our work in this direction.

#### **Principal risks and uncertainties**

The responsibility for organisational risk sits with the Board with the day-to-day tasks of managing it delegated to the members of staff. Major risks are updated to the Trustees regularly and the Board act as a source of expertise and support on key risk areas such as finance, income, HR and safeguarding.



### BOARD OF TRUSTEES' REPORT For the year ended 31 August 2020

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Our risk appetite for the safety of our beneficiaries and for our financial sustainability is low, recognising that our income sources are varied and need to be sought on an ongoing basis. While it is never possible to entirely remove risk from our organisation, we organise and monitor risk in a way to mitigate it.

#### **Key risks and their mitigations are:**

##### *Dependency on income sources*

- Varied sources of income
- Well managed relationships with supporters
- Commitment to new activity only when reasonable from projected income or where funding confirmed

##### *Budget control*

- Clear budget set at start of financial year with Board approval
- Mid-year check point for budget

##### *Reserves*

- Reserves policy in place and linked to business plans, activities and identified financial and operating risk
- Regular review of reserves policy and reserve levels

##### *Service provision*

- Structured feedback from beneficiaries on quality and appropriateness of service
- Agreed quality control procedures

##### *Health and safety*

- Staff and volunteers trained
- Health and safety issues and occurrences monitored

##### *Strategic direction*

- Strategic plan is created with input from Trustees, staff, beneficiaries, volunteers and partner organisations
- Used as a live document for staff; quarterly board updates on activity are framed against strategic plan

##### *Safeguarding and protection of beneficiaries*

- Training of all staff and volunteers in safeguarding
- Implement staff vetting and legal requirements (eg DBS checks)

### BOARD OF TRUSTEES' REPORT For the year ended 31 August 2020

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#### Financial review

##### **Financial Position**

Total income for the year amounted to £558,842 (2019 - £350,286), against which £385,684 (2019 - £338,804) was expended during the year, leaving net income of £173,158 (2019 - net income of £11,482).

##### **Significant events affecting financial performance**

CARAS ended 2019/20 with a surplus of £173,158. £70,694 of this surplus was in unrestricted funds (See reserves position section). £102,464 is in restricted funds. This is due to:

- intended new delivery in 2019/20 being unfeasible in the context of lockdown restrictions
- reduced need for budget for venue hire, equipment, refreshments and travel
- brief postponing of budgeted expansion of staff team in recognition of financial uncertainty
- furloughing of staff that were not able to perform their roles, reducing demand on budgeted income

These funds will be fully spent in the following financial year to match the increased staffing needed to engage beneficiaries remotely.

In dialogue with relevant funders, the portion of grant budgets assigned to project costs that were not able to be spent will be used to expand staff capacity in order to further adapt activities to lockdown restrictions, during which we will continue to deliver a mix of face-to-face and online work. We are investing in an additional caseworker role in 2020/21, as well as in IT infrastructure and continuing to develop our digital inclusion offer to ensure that we have this flexibility. We needed to postpone the development of several programmes as we judged it ill-advisable to grow these as online services. These included a new sports programme, group therapy sessions, adding to our training and development offer for volunteers and a therapeutic gardening project. Due to uncertainty around our financial position at the onset of the pandemic, we also slightly postponed recruitment of a new fundraiser and an ESOL Coordinator until August 2020. As a result, total expenditure increased only 14% from 2018/19.

##### **Principal sources of funding**

During the period, CARAS' largest source of funding was grants, which amounted to £445,277. A range of grants supported our youth work, education provision, casework and adult support services. Grant income increased by £183,990 (or 70%) from 2018/19 as a result of successful applications for funding core work in the period, as well as grants to help adapt our work to the needs of our beneficiaries during the Covid-19 pandemic. This growth in grant income from 2018/19 follows 81% growth in grant income from 2017/18.

Covid-19 response grants enabled CARAS to expand casework provision, as the need for this work became more widespread and cases became more complex as a result of the pandemic. We were also able to operate a laptop loan scheme as a result of this emergency funding, to support education provision for beneficiaries. CARAS also received or accrued £11,000 grant funding from the Covid-19 Job Retention Scheme as three members of staff were put on furlough.

## COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

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### BOARD OF TRUSTEES' REPORT For the year ended 31 August 2020

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Donations to CARAS in the period (including gift aid) totalled £103,514 (2018/19: £83,292) of which £24,621 were restricted and £78,893 were unrestricted. Most restricted donations are used to fund the women's casework service. Growth in unrestricted donations was driven by a hugely generous additional donation from our major donor in response to the Covid-19 pandemic, and a warm response to an appeal for monthly donations at the outset of the pandemic. Unrestricted donations contributed to funding adult support services, volunteer coordination, as well as core and office costs such as rent, insurance and office equipment. The majority of unrestricted funds were reserved for future use, ensuring that our enlarged service is able to weather the highly uncertain funding environment ahead.

Trading income is earned through contracts with universities to offer students placements and teaching on refugee experiences in the UK. This activity was unable to continue during the pandemic lockdown but we plan to recommence this work in 2020/21.

#### Statement on going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that CARAS has adequate resources to continue in operational existence for the foreseeable future. For this reason, the Trustees adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

#### Reserves position

CARAS' general funds or reserves are its unrestricted funds not designated by the Board for any other purpose. As at 31 August 2020, CARAS had reserves of £171,448, being calculated as unrestricted funds of £173,164 less the value of tangible fixed assets of £1,716. Our current reserves policy states that CARAS' reserves held must be sufficient to cover at least three months' operating costs for potential recovery or resolution (either partial or full closure). Based on CARAS' turnover in 2019/20, this reserves level is £141,500 (in 2018/19 this was £87,500). CARAS' reserves at 31 August 2020 therefore meet the policy level. Our budget for the subsequent financial year will require us to end the year with £164,000 in reserve.

The Trustees foresee several challenges which may see us need to draw substantially on our reserves in the near future: we have grown our offer in 19/20 in response to the needs of our beneficiaries using short-term, Covid-19 emergency funding, which we need to replace by spring 2021; the recession in 2020/21 is anticipated to have a significant impact on the funding landscape and this may reduce the amount of new grants and donations CARAS is able to secure. We also hope to secure more suitable premises for project work which may require the build-up of a designated fund.

**COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS**

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**BOARD OF TRUSTEES' REPORT**  
**For the year ended 31 August 2020**

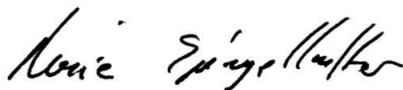
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**Plan for future periods**

CARAS is nearing the end of our current three-year strategy which served us well throughout this period, even with the additional and significant challenges that have been faced in 2020. We are in a period of stakeholder consultation which will inform our decisions about future plans from summer 2021 through to at least 2024. We expect this to include increased service provision for adults who are newly arrived asylum seekers, as this is currently the fastest growing population seeking support from CARAS. We are now in a position that we can build a wider range of holistic support for adults, bringing this offer in line with our highly successful whole-person support for young people. We will be putting particular focus onto digital inclusion work, looking at three strands that include access to technology, skills and confidence building, and advocacy to make digital access a right for all. CARAS will continue to collaborate as much as possible with partner organisations and groups, aiming for everyone to widen their skills and reach. We will also be holding true to our inclusive and participatory approach, continuing to prioritise new methods for beneficiary experiences and voices to be the driving force behind all of our work.

**Approval of the report**

This report was approved by the Board of Trustees on .....*24/05/21*..... and signed on their behalf by:



**Rosie Spiegelhalter**  
Chair

## COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

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### INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES For the year ended 31 August 2020

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I report on the accounts of the charity for the year ended 31 August 2020 set out on pages 12 to 25.

#### Respective responsibilities of the Board of Trustees and examiner

As the 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'). You are satisfied that the accounts of the Company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the 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 the Company's accounts carried out under section 145 of the Charities Act 2011 ('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

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

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 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.

**Charles Ssempijja, ACA**  
NfP Accountants Ltd  
Chartered Accountants  
No. 38, 52 Peckham Grove  
London  
SE15 6FR

Date: 24/05/21

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

STATEMENT OF FINANCIAL ACTIVITIES

(incorporating Income and Expenditure Account & Statement of Total Realised Gains and Losses)

For the year ended 31 August 2020

	Note	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £
<b>INCOME FROM</b>							
Donations and legacies	2	102,992	445,799	548,791	67,732	276,847	344,579
Other trading income		9,470	-	9,470	5,080	-	5,080
Investment income: bank interest		400	-	400	-	-	-
Other income		181	-	181	627	-	627
<b>TOTAL INCOME</b>		<b>113,043</b>	<b>445,799</b>	<b>558,842</b>	<b>73,439</b>	<b>276,847</b>	<b>350,286</b>
<b>EXPENDITURE ON:</b>							
Raising funds	3	15,535	17,393	32,928	41,209	9,058	50,267
Charitable activities	3	26,814	325,942	352,756	-	288,537	288,537
<b>TOTAL EXPENDITURE</b>		<b>42,349</b>	<b>343,335</b>	<b>385,684</b>	<b>41,209</b>	<b>297,595</b>	<b>338,804</b>
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<b>70,694</b>	<b>102,464</b>	<b>173,158</b>	<b>32,230</b>	<b>(20,748)</b>	<b>11,482</b>
<b>RECONCILIATION OF FUNDS</b>							
TOTAL FUNDS AT 1 SEPTEMBER 2019		102,470	(1,533)	100,937	70,240	19,215	89,455
<b>TOTAL FUNDS AT 31 AUGUST 2020</b>		<b>£ 173,164</b>	<b>£ 100,931</b>	<b>£ 274,095</b>	<b>£ 102,470</b>	<b>£ (1,533)</b>	<b>£ 100,937</b>

All income and expenditure has arisen from continuing activities

The annexed notes form part of these financial statements

**COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS**  
**(company limited by guarantee number 06462487)**

**BALANCE SHEET**  
**As at 31 August 2020**

	Notes	£	2020 £	£	2019 £
<b>FIXED ASSETS</b>					
Tangible assets	11		1,716		3,589
<b>CURRENT ASSETS</b>					
Debtors	12	18,859		17,508	
Cash at bank and in hand		339,979		171,346	
		<u>358,838</u>		<u>188,854</u>	
<b>CREDITORS: amounts falling due within one year</b>	13	<b>(86,459)</b>		<b>(91,506)</b>	
<b>NET CURRENT ASSETS</b>			<b>272,379</b>		<b>97,348</b>
<b>NET ASSETS</b>			<u><b>£ 274,095</b></u>		<u><b>£ 100,937</b></u>
<b>FUNDS</b>					
Restricted funds	14		100,931		(1,533)
Unrestricted funds:			173,164		102,470
			<u><b>£ 274,095</b></u>		<u><b>£ 100,937</b></u>

For the year ended 31 August 2020 the Company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- (i) The members have not required the Company to obtain an audit of its accounts for the year in question in accordance with section 476;
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with 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) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

They were approved, and authorised for issue, by the Board of Trustees on ...24/05/21..... and signed on their behalf by:-



Rosie Spiegelhalter, Chair

The annexed notes form part of these financial statements

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

**STATEMENT OF CASHFLOWS**  
For the year ended 31 August 2020

	<u>2020</u>		<u>2019</u>	
	£	£	£	£
Cash flows from operating activities				
Net income / (expenditure) for the year	<b>173,158</b>		11,482	
Add back depreciation	<u>1,873</u>		<u>1,873</u>	
		<b>175,031</b>		13,355
Net cash provided by / (used in) operating activities				
(Increase)/decrease in stocks	-		-	
(Increase)/decrease in debtors	<b>(1,351)</b>		<b>(5,510)</b>	
Increase/(decrease) in creditors	<u><b>(5,047)</b></u>		<u>26,887</u>	
		<b>(6,398)</b>		21,377
Change in cash and cash equivalents in the year		<u><b>168,633</b></u>		<u>34,732</u>
Cash and cash equivalents at the beginning of the year		<b>171,346</b>		136,614
Cash and cash equivalents at the year end		<u><b>339,979</b></u>		<u>171,346</u>



NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2020

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1. ACCOUNTING POLICIES

***Basis of preparation of financial statements***

The accounts have been prepared under the historical cost accounting rules, and in accordance with 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) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

Judgements and key sources of estimation uncertainty are detailed in the accounting policies where applicable.

***Public benefit entity***

The charitable company meets the definition of a public benefit entity under FRS 102.

***Going concern***

The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. Key judgements that the charitable company has made which have a significant effect on the accounts include estimating income and expenditure for the next 12 months, in particular the economic impact of the Covid 19 pandemic.

***Income***

Income is recognised when the charity has entitlement to the funds: this is when any performance conditions attached to the income have been met, it is probable that the income will be received, and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income is only deferred when: the donor specifies that the grant or donation must only be used in future accounting periods; or for performance related grants, where these are received in advance of the performances or specific event to which they relate.

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 August 2020

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***Donations of gifts, services and facilities***

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

***Interest receivable***

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

***Company status***

Community Action for Refugees and Asylum Seekers is a company limited by guarantee. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

***Fund accounting***

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

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

***Expenditure and irrecoverable VAT***

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

***Fundraising costs***

Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose.

***Charitable activities***

Expenditure on charitable activities includes the costs of delivering services and reading activities undertaken to further the purposes of the charity and their associated support costs.

***Other expenditure***

Other expenditure represents those items not falling into any other heading.

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 August 2020

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***Allocation of support costs***

Resources expended are allocated to the particular activity where the cost relates directly to that activity. Staff costs are stated on the basis of staff time. Support costs which cannot be directly attributed to charitable activities are allocated in proportion to staff costs.

Where information about the aims, objectives and projects of the charity is also provided to potential donors, activity costs are apportioned between fundraising and charitable activities on the basis of the area of literature occupied by each activity.

***Operating leases***

Rental charges are charged on a straight line basis over the term of the lease.

***Tangible fixed assets and depreciation***

Tangible fixed assets (excluding investments) are stated at cost less depreciation. The cost of minor additions or those costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life. For equipment, this is 25% Straight Line Basis.

***Debtors***

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

***Cash at bank and in hand***

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account. Cash balances exclude any funds held on behalf of service users.

***Creditors and provisions***

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

***Pensions***

The charity operates a defined contributions pension scheme, which is a Group Stakeholder Pension Scheme. All employees are auto-enrolled in this scheme but have the option to opt-out. The charity contributes 4% of gross pay to the pension of all staff. The contributions made during the year are treated as an expense and were £9,905 (2019 - £6,786).

**COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS**

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 August 2020

**2. DONATIONS AND LEGACIES**

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	<i>Total Funds 2019 £</i>
Donations	76,941	22,354	99,295	<i>68,159</i>
Gift aid	1,952	2,267	4,219	<i>15,133</i>
Grants	24,099	421,178	445,277	<i>261,287</i>
	<u>£ 102,992</u>	<u>£ 445,799</u>	<u>£ 548,791</u>	<u>£ 344,579</u>

**3. ANALYSIS OF EXPENDITURE**

	Staff costs £	Direct costs £	Support and Governance costs £	Total 2020 £	<i>Total 2019 £</i>
Charitable activities					
Youth Provision	68,629	22,733	57,662	149,024	<i>84,496</i>
Adult Provision	24,604	8,070	20,672	53,346	<i>41,590</i>
Learning	32,791	9,060	27,550	69,401	<i>65,030</i>
Casework	29,169	4,852	24,507	58,528	<i>48,877</i>
Beneficiary Leadership	-	-	-	-	<i>20,193</i>
Volunteer Management	10,604	544	8,909	20,057	<i>15,517</i>
Trading	1,304	-	1,096	2,400	<i>12,834</i>
	<u>167,101</u>	<u>45,259</u>	<u>140,396</u>	<u>352,756</u>	<u><i>288,537</i></u>
Fundraising costs	17,393	922	14,613	32,928	<i>50,267</i>
Support and Governance costs	104,791	50,218	(155,009)	-	<i>-</i>
	<u>£ 289,285</u>	<u>£ 96,399</u>	<u>£ Nil</u>	<u>£ 385,684</u>	<u>£ 338,804</u>

**COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS**

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 August 2020

*Analysis of expenditure - 2019*

	<i>Staff costs</i>	<i>Direct costs</i>	<i>Support and Governance costs</i>	<i>Total 2019</i>
	£	£	£	£
<i>Charitable activities</i>				
<i>Youth provision</i>	39,350	19,907	25,239	84,496
<i>Adult provision</i>	21,234	6,737	13,619	41,590
<i>Learning</i>	31,347	13,578	20,105	65,030
<i>Casework</i>	24,512	8,644	15,721	48,877
<i>Beneficial leadership</i>	6,312	9,833	4,048	20,193
<i>Volunteer coordination</i>	9,207	405	5,905	15,517
<i>Trading</i>	6,869	1,560	4,405	12,834
	<u>138,831</u>	<u>60,664</u>	<u>89,042</u>	<u>288,537</u>
<i>Fundraising costs</i>	29,510	1,830	18,927	50,267
<i>Support and governance costs</i>	62,610	45,359	(107,969)	-
	<u>£ 230,951</u>	<u>£ 107,853</u>	<u>£ Nil</u>	<u>£ 338,804</u>

Of the total expenditure, £42,349 was unrestricted (2019 - £41,209) and £343,335 was restricted (2019 - £297,595).

**4. NET INCOME / EXPENDITURE FOR THE YEAR**

This is stated after charging / crediting:

	<b>2020</b>	<b>2019</b>
	£	£
Independent auditor's / examiner's remuneration:		
Independent examiner's fees	<b>1,920</b>	<b>420</b>

## COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2020

#### 5. STAFF COSTS AND NUMBERS

	<b>Total Funds 2020 £</b>	<i>Total Funds 2019 £</i>
<b>Salary costs</b>		
Wages and salaries	<b>261,990</b>	<i>206,064</i>
Social security costs	<b>17,390</b>	<i>18,101</i>
Pension costs	<b>9,905</b>	<i>6,786</i>
	<b>£ 289,285</b>	<i>£ 230,951</i>

The average number of employees (head count based on number of staff employed) during the year was 11 (2019 - 10).

Total employee benefits, including pension contributions, of the key management personnel were £81,143 (2019 - £42,887).

No employee earned more than £60,000, including benefits (2019 - the same).

#### 6. TRUSTEES' REMUNERATION AND EXPENSES

The charity trustees were not paid and did not receive any other benefits from association with the charity in the year (2019 - £nil). No charity trustee received payment for professional or other services supplied to the charity (2019 - £nil).

#### 7. RELATED PARTY TRANSACTIONS

Other than trustees' expenses above, there are no reportable related party transactions to disclose for 2020 (2019 - none).

#### 8. TAXATION

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

#### 9. PENSION SCHEME

The charity operates a defined contributions pension scheme, which is a Group Stakeholder Pension Scheme, registered with HM Revenue & Customs in accordance with the Finance Act 2004. The fund manager invests in unitised funds, accumulating until the members chosen retirement age. The fund manager's charges are factored into the unit values.

**COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS**

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 August 2020

**10. SUPPORT & GOVERNANCE COSTS**

	<b>Total Funds 2020 £</b>	<i>Total Funds 2019 £</i>
Destitution Support	25	-
Fundraising	138	-
Other governance	373	-
Insurance	2,521	1,312
Office Costs	18,431	7,813
Professional Fees	3,484	4,908
Project costs	5,141	392
Rent and Rates	12,021	2,608
Utilities	4,291	766
Depreciation	1,873	1,873
Independent examination	1,920	420
Support staff costs	104,791	87,877
	<u>£ 155,009</u>	<u>£ 107,969</u>

**11. TANGIBLE FIXED ASSETS**

	<b>Office equipment £</b>
<b>Cost</b>	
At 1 September 2019 and 31 August 2020	<u>7,490</u>
<b>Depreciation</b>	
At 1 September 2019	3,901
Charge for the year	1,873
At 31 August 2020	<u>5,774</u>
<b>Net book value</b>	
At 31 August 2019	£ 3,589
At 31 August 2020	<u>£ 1,716</u>

**COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS**

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 August 2020

**12. DEBTORS**

	2020	2019
	£	£
<b>Due within one year</b>		
Grant receivable	4,460	17,508
Accrued income	9,262	-
Prepayments	3,951	-
Other debtors	1,186	-
	<u>£ 18,859</u>	<u>£ 17,508</u>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
	£	£
Trade creditors	2,890	1,417
Deferred grant income	69,739	84,117
Social security and other taxes	10,355	5,972
Pensions payable	1,555	-
Accruals	1,920	-
	<u>£ 86,459</u>	<u>£ 91,506</u>
<u>Deferred income</u>		
Balance at 1 September 2019	84,117	58,866
Amount released to incoming resources	(84,117)	(58,866)
Amount deferred in the year	69,739	84,117
	<u>£ 69,739</u>	<u>£ 84,117</u>
Balance at 31 August 2020		

**14. STATEMENT OF FUNDS**

	Brought Forward	Incoming Resources	Resources Expended	Transfers and investment gains/(losses)	Carried Forward
	£	£	£	£	£
<b>RESTRICTED FUNDS</b>					
Youth Provision	682	109,467	(90,510)	-	19,639
Adult Provision	505	59,160	(29,659)	-	30,006
Learning	(1,716)	55,528	(39,629)	-	14,183
Casework	211	50,706	(34,007)	-	16,910
Volunteer Management	-	11,148	(11,148)	-	-
Core	(1,215)	159,790	(138,382)	-	20,193
	<u>£ (1,533)</u>	<u>£ 445,799</u>	<u>£ (343,335)</u>	<u>£ Nil</u>	<u>£ 100,931</u>
<b>SUMMARY OF FUNDS</b>					
General Funds	102,470	113,043	(42,349)	-	173,164
Restricted Funds	(1,533)	445,799	(343,335)	-	100,931
	<u>£ 100,937</u>	<u>£ 558,842</u>	<u>£ (385,684)</u>	<u>£ Nil</u>	<u>£ 274,095</u>



## COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

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### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2020

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#### *Description of funds*

##### Youth Provision

Service for young refugees and asylum seekers, mostly those who arrived in the UK as unaccompanied children. Social activities, study support, trips, residentials, and sports.

##### Adult Provision

Service for adults and their families, focusing on social activities, physical and mental health sessions, trips and outdoor activities such as gardening.

##### Learning

Support with the educational needs of all beneficiaries, especially through English language classes.

##### Casework

One-to-one support for those with a specific bureaucratic, legal or personal issue.

##### Volunteer Coordination

Recruitment, training, safeguarding and retention of the volunteers who support delivery of our projects.

##### Core

This fund tracks donor funds that are restricted for core costs rather than project costs.

### 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds		Restricted Funds	Total Funds
	Designated Funds	General Funds		
	£	£	£	£
Tangible fixed assets	-	1,716	-	1,716
Net current assets	-	171,448	100,931	272,379
	<u>£ Nil</u>	<u>£ 173,164</u>	<u>£ 100,931</u>	<u>£ 274,095</u>

## COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

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### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2020

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#### 16. ANALYSIS OF THE NET MOVEMENT IN FUNDS

	<b>Unrestricted Funds 2020 £</b>	<b>Restricted Funds 2020 £</b>	<b>Total Funds 2020 £</b>	<i>Total Funds 2019 £</i>
Net movement in funds	70,694	102,464	173,158	11,482
Net expenditure on additions for the year	(1,873)	-	(1,873)	-
	<u>£ 68,821</u>	<u>£ 102,464</u>	<u>£ 171,285</u>	<u>£ 11,482</u>

#### 17. OPERATING LEASE COMMITMENTS

The charity has a standing lease agreement where a month's notice is required by either party in the event of termination. This commitment would attract a month's rent charge at £1,050 in the event of early termination by the charity.

#### 18. OTHER COMPANY INFORMATION

Community Action for Refugees and Asylum Seekers is a charitable company limited by guarantee, registered in England with registration number 06462487. Its registered office address is 25 Blakenham Road, Tooting, London, SW17 8NE. The accounts are presented in GBP rounded to £1.