

ASYLUM SUPPORT APPEALS PROJECT

(A COMPANY LIMITED BY GUARANTEE NOT HAVING A SHARE CAPITAL)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2010

CHARITY NO. 1105625

COMPANY REGISTRATION NO. 04763838

ASYLUM SUPPORT APPEALS PROJECT

(A COMPANY LIMITED BY GUARANTEE NOT HAVING A SHARE CAPITAL)

COMPANY REGISTRATION NUMBER

04763838

MEMBERS OF MANAGEMENT COMMITTEE (DIRECTORS)

Pascale Vassie (Chair)
Charles Ssempijja (Treasurer)
Stefanie Borkum (Secretary)
Alison East
Elaheh Mahsoori
Alison Pickup
Sue Willman
Paul Yates

COMPANY SECRETARY AND DIRECTOR

Roseanne Sweeney

REGISTERED OFFICE

18 Barclay Road
Croydon CR0 1JN

CHARITY REGISTRATION NUMBER

1105625

BANKERS

Barclays Bank Plc
128 Moorgate
London EC2M 6SX

AUDITOR

Paul Hartley F.C.A.
PO Box 27075
London N2 0FZ

COMPANY REGISTRATION NUMBER 04763838

Report of the trustees for the year ended 31 March 2010

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2010. The trustees have adopted the Statement of Recommended Practice (SORP), *Accounting and Reporting by Charities*, issued in March 2005 in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

The Asylum Support Appeals Project (ASAP) is a charitable company limited by guarantee, incorporated on 14 May 2003 and registered as a charity on 25 August 2004. ASAP was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and Appointment of the Management Committee

The trustees are known as members of the Management Committee and are appointed in accordance with the Articles of Association of the charity, being elected at the Annual General Meeting by the members to serve for one year. Because the charity focuses its work on asylum seekers, the Management Committee seeks to ensure that it reflects the specific needs of this group through the diversity of the skills and knowledge brought in by the trustee body.

To enhance the potential pool of trustees, the charity has encouraged its second-tier service user organisations to become members of the charity and promoted its work widely.

The Management Committee continues to have a broad range of skills and a unique mix of expertise in asylum support, asylum policy, legal advice sector, fundraising and organisational development. In order to maintain this we conduct an annual skills audit. In the event of particular skills being lost due to retirements, individuals with the necessary skills are approached to offer themselves for election to the Management Committee.

Management Committee Members' Induction and Training

New Management Committee members are inducted in accordance with a Management Committee Recruitment and Induction Policy.

New members are given an induction pack which includes the following documents: memorandum and articles of association, latest annual report and accounts, current business plan and the organisation's policies and procedures e.g. equal opportunities, health and safety or financial procedures. Each new member also has an induction session with the Director where they are briefed on how the organisation works, the content of recent Management Committee meetings and may observe ASAP's work at the First-Tier Tribunal (Asylum Support). The management committee has a dedicated training budget and training needs are identified through an annual skills audit.

Risk Management

The Management Committee reviews annually the major risks to which the charity is exposed. A risk register shows that improvements have been made since the last risk analysis and, in most cases, appropriate systems have already been established by the charity to protect itself from a variety of risks. These included policies and procedures, such as Equal Opportunities Policy, Health and Safety Policy and Confidentiality Policy, insurances, systems of staff supervisions and appraisals and regular monitoring systems. Where the risks can be mitigated further, the staff members and the trustees work to address them and the risk register is updated annually in order to manage the charity's risks.

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Organisational Structure

ASAP has a Management Committee of up to twelve members who meet bi-monthly and are responsible for the governance of the charity. At present, the Management Committee has eight members from a variety of professional backgrounds relevant to the work of the charity.

Responsibility for executive management of the charity is delegated to the Director. In November 2009 the post holder changed when Eiri Ohtani left the organisation after four years and was replaced by Roseanne Sweeney. The Director reports to the Management Committee on all aspects of the charity's work and development as well as its progress against the Business Plan.

Objectives and activities for the public benefit

The trustees have had due regard to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's work and planning for its future work and ensured that the work will contribute to its aims and objectives.

ASAP's charitable objects are:

- The relief of poverty, suffering and distress among individuals seeking asylum and support in the United Kingdom and in particular, but not limited to, the provision of legal advice, representation and other assistance.
- The advancement of education through the provision of training to persons to enable them to give legal advice and representation and other assistance to asylum seekers.

ASAP's overall aim is to end destitution of asylum seekers by defending their legal rights to food and shelter. ASAP achieves its aim through:

- Providing free legal representation and advice to asylum seekers during their asylum support appeals at the First-Tier Tribunal (Asylum Support) in Croydon
- Building up asylum support law and asylum support appeal awareness and expertise amongst the voluntary sector advice agencies, asylum and refugee charities and refugee community organisations as well as with legal practitioners, through our second-tier Advice Line, training and dissemination of relevant information and good practice via other means
- Lobbying for a better asylum support / asylum support appeal system and policy through publication of dossiers and reports and advocacy at interagency and stakeholder meetings

ASAP reviews its objectives, activities, outputs and outcomes regularly through monitoring. ASAP also uses its Business Plan to monitor its progress.

Achievements and performance

ASAP's main areas of charitable activity are;

- provision of legal representation and advice at the First-Tier Tribunal (Asylum Support)
- second-tier Advice Line, training and information sharing
- policy, lobbying and advocacy work

Legal representation

Free legal representation and specialist legal advice is provided for asylum seekers who have asylum support appeal hearings at the First-Tier Tribunal (Asylum Support) in Croydon where we have a duty scheme. ASAP continues to be the only organisation which provides regular legal representation for asylum support appeal hearings. The service is open to all asylum seekers who have appeals on the day at the tribunal on a first-come, first-served basis. Because there is no public funding available for

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these appeals, a vast majority of these asylum seekers do not have legal representatives to argue their case.

The duty scheme's capacity has continued to increase from twice a month (2004) to three/four days a week in 2008/09 to 5 days a week in 2009/2010. The expansion of the duty scheme to a 5 day week was a long term strategic objective. It was achieved in September 2009 with the successful collaboration of four private law firms in the City of London which provided solicitors for pro bono work, so that more destitute asylum seekers can receive competent legal advice and representation before their asylum support appeals. A group of volunteer barristers from an expanding number of chambers continued to volunteer alongside ASAP's Legal Advisers and we are grateful for their continuing support. We plan to increase further the number of volunteer Legal Advocates from law firms and barristers chambers over the next year pending funding.

In 2009/10, 569 asylum seekers benefited from ASAP's duty scheme service (nearly a 100% increase on 2008/09). Of those, 367 were represented during their oral appeal hearings and 202 received specialist legal advice from ASAP. Those 202 were advised on further steps they needed to take in order to reapply for support where relevant. In the same period, 3077 appeals were heard by the First-Tier Tribunal (Asylum Support), many of which were oral appeals. ASAP is working to increase our capacity so that more asylum seekers can have access to our duty scheme service.

64% of these appeals where ASAP provided legal representation had a successful outcome. Those asylum seekers obtained housing and welfare support that they were legally entitled to and avoided being destitute or had their cases reviewed by the Home Office.

ASAP's Legal Advisers spent between two and three hours on each case at the Tribunal. Further casework and monitoring work are carried out in our office.

A large number of asylum seekers who received legal representation from ASAP came from countries with well documented and publicised human rights abuses, political instabilities and serious security issues. They included countries such as Iran, Iraq, Zimbabwe and Democratic Republic of Congo. 28% of all the users were women. Research carried out by ASAP indicated more than half of the women assisted had children or were pregnant. This monitoring information corresponds to the general profile of asylum seeking population in the UK.

Most asylum seekers assisted have been destitute for months or years before their appeals. They were often disorientated and weak, spoke little English and had virtually no understanding of how the tribunal works or how to prepare for their appeals. They included people with serious mental and physical health problems, families with small children and victims of torture/rape.

A vast majority of the cases ASAP has dealt with concern section 4 support, a restricted form of support (accommodation and financial support of £35 a week only) for some categories of refused asylum seekers. Although section 4 support was initially designed to be short-term temporary support, many asylum seekers need to rely on it for many months while they are not able to leave the UK. According to the Home Office Control of Immigration: Quarterly Statistical Summary, 1st Quarter 2010, 8660 applicants, excluding dependants, were in receipt of section 4 support at the end of March 2010, 20% lower than the end of March 2009.

Second-tier Advice Line, training and information sharing

ASAP's Advice Line, which is open three days a week, gives free legal advice on asylum support and asylum support appeal issues to advisers working in voluntary organisations throughout the UK, so that asylum seekers can receive competent advice about asylum support matters in the local organisation they have access to.

The volume of calls made to the Advice Line continued to grow and we received 805 calls from 230 organisations in 2009/10. This represents a significant increase on the 574 calls from 118

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organisations received in 2008/09. This means that we have more than exceeded our three year service delivery target set out in our Business Plan (900 calls over a three-year period between 2007 and 2010). Many cases dealt with by the Advice Line were extremely complex and involved multiple issues.

ASAP provided a total of 10 training sessions and workshops for 128 participants from 61 organisations. Some of these sessions were open training sessions for voluntary sector organisations which we organised. Others were in-house training sessions which were specifically aimed at advisers and legal practitioners. Six sessions took place outside London. One session was delivered in partnership with Rights of Women. We continued to focus on running training sessions on section 4 issues as many more agencies are now working with destitute refused asylum seekers.

In addition we organised a Destitution Awareness event in central London focused on the links between asylum support and destitution, which was attended by 70 participants from 40 organisations.

All training participants continued to report on their evaluation forms that their knowledge and confidence in dealing with asylum support issues had increased as a result of attending ASAP training sessions. Impact assessments after six months showed that they have used the skills and expertise gained from the training sessions to advise asylum seekers, increasing the asylum and advice sector's overall capacity to provide asylum support advice.

ASAP shares our unique expertise on asylum support appeals issues through our publications and website www.asaproject.org.uk. Our quarterly newsletters, which are sent out electronically to all of our interagency partners, supporters and members, continued to be an important source of information to the sector.

Policy, lobbying and advocacy work

ASAP's policy and advocacy work is based on the evidence we collect from our legal representation work at the First-Tier Tribunal (Asylum Support) and from conversations with other advice agencies across the UK who call our Advice Line with their problems. ASAP has unique legal expertise on asylum support issues and can offer strong legal arguments when trying to rectify unsatisfactory asylum support procedures and practices by the UKBA. We believe that our specialist knowledge can strengthen and complement the policy work carried out by the other voluntary sector organisations and, together, bring bigger benefits to our common beneficiaries.

2009/10 witnessed a number of policy changes which have impacted on destitute asylum seekers. ASAP played an important role highlighting problems caused by the most significant of these – a change which requires individuals with older asylum cases to travel to Liverpool to make a fresh asylum claim before they can qualify for support. We also responded to the draft Immigration Bill and asylum support consultations published in November 2009, which included proposals to restrict asylum support entitlement, proposals likely to be considered by the new Government.

ASAP created the new post of solicitor in April 2009 following the identification of a need to challenge unlawful policies and procedures on asylum support. ASAP supported a number of judicial reviews in 2009/10 and we are planning to develop our litigation work further in the next 12 months.

ASAP has continued to be active in many stakeholder networks, such as Case Resolution Directorate Sub-Group, Tribunal User Group, Housing and Immigration Group, Asylum Rights Campaign and others. Through these networks and meetings, ASAP has pressed for improvements in asylum support system. ASAP also continued to facilitate the London Destitution Advice Network where voluntary sector agencies working on section 4 and community care issues can exchange and share information to improve the quality of information and advice destitute asylum seekers get in London.

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Financial Review

The total surplus of income over expenditure for the year was £19,773, comprising a surplus of £20,040 on unrestricted funds, and a deficit of £267 on restricted funds. ASAP now has an accumulated surplus of £78,011 of which £69,650 is unrestricted funding.

Our expenditure for 2009/10 was £198,249, compared to £166,067 in 2008/09. Much of the increase was due to higher staffing levels achieved through increased funding: the other key area where increased expenditure reflected a significant expansion in our operations was the Duty Scheme (expenditure of approximately £13,200 in 2009/10 compared to about £9,000 in 2008/09).

Grants for the following year received in advance of the specified expenditure for which they were made were treated as deferred income, as set out in more detail in Note 8 to the accounts.

In accordance with its reserves policy, ASAP aims to have unrestricted reserves which represent at minimum three months (£52,250 for 2010/11) and maximum of six months (£104,500 for 2010/11) operating costs in the event of unforeseen contingencies. The calculation of the required level of reserves also takes into account risks associated with each stream of income and expenditure being different from that budgeted and planned activity level. This is an integral part of the organisation's planning, budget and forecast cycle. The unrestricted reserves of £69,650 at 31 March 2010 were 130% of the minimum reserves level the organisation is aiming for. The Management Committee believes it is vital to continue to build up the reserves as fundraising is increasingly difficult in the current economic climate. The needs of asylum seekers are ever more acute and this vulnerable group is particularly exposed to political uncertainty.

Plans for future

As ASAP's financial situation and the volume and breadth of work has developed, we have had to adapt ourselves flexibly around the strategic objectives set out in our Business Plan 2007/2010. We have made good progress and the organisation has grown over the past three years from a micro organisation to a small charity. We are particularly pleased to have been able to achieve the core strategic objective of extending our duty scheme service to every day of the week.

Over the next year we plan to increase the number of volunteer Legal Advocates working on the duty scheme further in order to assist more destitute asylum seekers. We also plan to engage in more policy work and litigation so we can increase our impact at national level. Another target is applying for the PQASSO Quality Mark, work delayed because of necessary concentration on expanded service delivery in the last year. A new Business Plan will be published in early 2011 setting out the direction of ASAP for the next three years. A key part of this will be the need to make the organisation more sustainable financially given the increasingly difficult funding climate for small charities.

With the increasing number and the level of hardship of destitute asylum seekers, ASAP is continuing to work hard to meet an urgent need to increase legal representation, second-tier telephone advice and training and policy and lobbying work we are currently providing. We are also concerned about some of the Home Office's asylum support policies, procedures and practices, which continue to fail to protect asylum seekers' legal rights to support and are leaving people unnecessarily destitute.

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Trustees (being directors for the purposes of the Companies Act)

The trustees who served during the year were as follows:

Noeleen Adams (Resigned May 2009)
Stefanie Borkum
Sarah Cutler (Appointed November 2009 Resigned March 2010)
Maria Dardagan Gonzalez (Resigned October 2009)
Alison East
Pauline Nandoo (Resigned October 2009)
Elaheh Mahsoori
Alison Pickup
Charles Ssempijja (Appointed June 2010)
Pascale Vassie
Sue Willman
Paul Yates (Appointed September 2009)

Trustees' responsibilities

Company law requires the trustees (who are also directors for the purposes of the Companies Act) to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

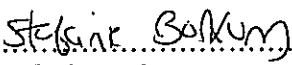
The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions, to disclose with reasonable accuracy, at any time, the financial position of the charity at that time and to enable them to ensure that the financial statements comply 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.

In the case of each trustee:

- so far as the trustee is aware, there is no relevant audit information of which the company's auditors are unaware, and
- they have taken all the steps that they ought to have taken as a director in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Small company rules and approval of accounts

The above report, which has been prepared in accordance with the special provisions within Part 15 of the Companies Act 2006 relating to small companies, was approved and authorised for issue by the Trustees on 21 September 2010 and signed on its behalf by


Stefanie Borkum
Management Committee Secretary

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COMPANY REGISTRATION NUMBER 04763838

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ASYLUM SUPPORT APPEALS PROJECT

I have audited the financial statements of Asylum Support Appeals Project for the year ended 31 March 2010 which comprise the Statement of Financial Activities (including the Income and Expenditure Account), the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. My audit work has been undertaken so that I might state to the charitable company's members those matters I am required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for my audit work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of Asylum Support Appeals Project for the purposes of company law) responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006. I also report to you whether in my opinion the information given in the Trustees' Annual Report is consistent with the financial statements.

In addition I report to you if, in my opinion, the charity has not kept adequate accounting records, if the financial statements are not in agreement with the accounting records and returns, if I have not received all the information and explanations I require for my audit, or if certain disclosure of trustees' remuneration specified by law are not made.

I read the Trustees' Report and consider the implications for my report if I become aware of any apparent misstatements within it.

Basis of audit opinion

I conducted my audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

Continued!

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ASYLUM SUPPORT APPEALS PROJECT - Continued

Opinion

In my opinion:

- the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 March 2010, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- the financial statements have been prepared in accordance with the Companies Act 2006; and
- the information given in the Trustees' Annual Report is consistent with the financial statements.



Paul Hartley FCA
Statutory Auditor
Owner
PO Box 27075
London
N2 0FZ

Date: 19 October 2010

ASYLUM SUPPORT APPEALS PROJECT**(A COMPANY LIMITED BY GUARANTEE NOT HAVING A SHARE CAPITAL)****STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)****FOR THE YEAR ENDED 31 MARCH 2010**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2010	Total Funds 2009
		£	£	£	£
Incoming resources from generated funds					
Voluntary income	2	43,783	173,537	217,320	176,404
Interest received		702	-	702	685
Total incoming resources		44,485	173,537	218,022	177,089
Resources expended:					
Charitable activities	3	24,005	171,064	195,069	163,362
Governance costs	3	440	2,740	3,180	2,705
Total resources expended		24,445	173,804	198,249	166,067
Net (outgoing)/incoming resources and net income for the year		20,040	-267	19,773	11,022
Net movement in funds		20,040	-267	19,773	11,022
Total funds at 1 April 2009		49,610	8,628	58,238	47,216
Total funds at 31 March 2010	11a	69,650	8,361	78,011	58,238

The notes on pages 12 to 17 form part of these accounts

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Company registration number 04763838

BALANCE SHEET AS AT 31 MARCH 2010

	Note	2010		2009	
		£	£	£	£
FIXED ASSETS					
Tangible assets	5		396		791
CURRENT ASSETS					
Debtors and prepayments	6	683		483	
Cash at bank and in hand		<u>117,747</u>		<u>110,619</u>	
		118,430		111,102	
CREDITORS: Amounts falling due within one year	7		<u>40,815</u>		<u>53,655</u>
NET CURRENT ASSETS			<u>77,615</u>		<u>57,447</u>
TOTAL ASSETS					
LESS CURRENT LIABILITIES			<u>£78,011</u>		<u>£58,238</u>
 THE FUNDS OF THE CHARITY					
Restricted income funds	11a		8,361		8,628
Unrestricted income funds	11a		<u>69,650</u>		<u>49,610</u>
			<u>£78,011</u>		<u>£58,238</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). They were approved, and authorised for issue, by the directors on 21 September 2010 and signed on their behalf by:-

Pascale Vassie.......... Chair

Charles Ssempijja.......... Treasurer

The notes on pages 12 to 17 form part of these accounts

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010**

1. BASIS OF PREPARATION AND ACCOUNTING POLICIES

- (a) The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice (SORP), *Accounting and Reporting by Charities*, published in March 2005, with the Companies Act 2006, and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The effects of events relating to the year ended 31 March 2010 which occurred before the date of approval of the financial statements by the Trustees have been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2010 and the results for the year ended on that date.

- (b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- (c) Grants, including grants for the purchase of fixed assets where applicable, are recognised in full in the Statement of Financial Activities in the year in which they are receivable. Grants received in advance of expenditure that will be incurred in a future period are deferred to that future period.
- (d) Incoming resources from investments are included when receivable.
- (e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT that cannot be recovered.
- (f) The charity does not operate a pension scheme but makes a contribution of 5% of gross salary to stakeholder schemes set up by its staff members. Provision for pension costs is made on the basis of the contribution payable in the accounting period.
- (g) Support costs include central functions and have been allocated to charitable activities on the basis of relevant staff time.
- (h) Governance costs include costs of the preparation and examination of statutory accounts, the costs of annual general meetings and the cost of any legal advice to trustees on governance or constitutional matters.
- (i) Restricted income funds are to be used for specific purposes as laid down by the donor.
- (j) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (k) Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less residual value over each asset's expected useful life, as follows:-

Computer equipment	33.3% straight line
Office furniture	25.0% straight line

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**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010 (continued)**

2. ANALYSIS OF INCOMING RESOURCES: Voluntary income

	Unrestrict ed Income	Restricted	2010 Total	2009 Total
	£	£	£	£
London Councils	-	35,808	35,808	26,856
London Councils second tier funding				
	-	5,984	5,984	-
Comic Relief	-	28,820	28,820	27,593
City Parochial Foundation	-	25,000	25,000	18,750
Eleanor Rathbone Trust	-	375	375	500
Estate of Irene Breugel	-	5,000	5,000	-
AW 60 Charitable Trust	-	-	-	1,580
The AB Charitable Trust	-	7,500	7,500	7,500
The Allen Lane Charitable Foundation	-	5,000	5,000	5,000
Law Society Charity	-	-	-	2,357
London Legal Support Trust	-	2,250	2,250	6,000
Freshfields Bruckhaus Deringer		1,500	1,500	-
Herbert Smith		1,500	1,500	-
Simpson Thacher & Bartlett		1,500	1,500	-
Garden Court Chambers	-	5,000	5,000	2,500
29 th May 1961 Charitable Trust	-	3,750	3,750	3,750
Lloyds TSB Foundation	-	25,000	25,000	20,000
Access to Justice Foundation	-	1,000	1,000	500
W F Southall Trust	-	-	-	3,000
Jill Franklin Trust	-	-	-	500
The Leigh Trust	-	1,250	1,250	2,500
The Bromley Trust	35,000	-	35,000	10,000
J Paul Getty Jr Charitable Trust	-	15,000	15,000	20,000
The Rowan Charitable Trust	-	1,500	1,500	4,500
AON	-	-		5,000
Other donations	8,783	800	9,583	8,018
Total	43,783	173,537	217,320	176,404

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**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010 (continued)**

3. CHARITABLE ACTIVITIES

	Unrestricted Income Funds £	Restricted Income Funds £	Total 2010 £	Total 2009 £
Charitable expenditure:				
Staff costs (Note 4)	18,360	124,325	142,685	119,497
Duty scheme costs	1,465	11,699	13,164	9,039
Training other advisers	-	1,780	1,780	1,377
Premises costs	1,293	15,510	16,803	14,570
Printing, stationery and communications	-	7,483	7,483	5,084
General running expenses	829	4,243	5,072	4,069
Staff travel	-	577	577	602
Staff recruitment and training	1,030	1,178	2,208	2,570
Publicity & website costs	20	-	20	2,773
Professional fees	-	1,400	1,400	1,492
Volunteer expenses	292	1,056	1,348	709
Computer maintenance and internet costs	321	1,813	2,134	1,184
Depreciation	395	-	395	396
	24,005	171,064	195,069	163,362
Governance costs:				
Audit	-	1,128	1,128	850
Trustee meetings	440	47	487	581
Printing annual report	-	1,265	1,265	950
AGM expenses	-	300	300	324
	440	2,740	3,180	2,705
	24,445	173,804	198,249	166,067

4. STAFF COSTS

	2010 £	2009 £
Gross salaries	120,979	107,781
Employer's National Insurance costs	12,150	10,834
Contributions to staff pension schemes	<u>9,556</u>	<u>842</u>
	<u>142,685</u>	<u>119,457</u>

There were 5 employees during the year, the average number of full-time equivalent employees being 3.5. All staff were engaged either directly in or in support of, charitable activities.

No employee received emoluments of more than £60,000 in 2010 or 2009.

The figure for contributions to staff pension schemes for 2010 includes £3,897 paid in respect of the year ended 31 March 2009.

ASYLUM SUPPORT APPEALS PROJECT

(A COMPANY LIMITED BY GUARANTEE NOT HAVING A SHARE CAPITAL)

NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010 (continued)

5. TANGIBLE FIXED ASSETS

	Computer Equipment £	Office Furniture £	Total £
Cost			
At 1 April 2009 and at 31 March 2010	<u>5,551</u>	<u>1,583</u>	<u>7,134</u>
Depreciation			
At 1 April 2009	5,551	792	6,343
Charge for the year	<u>-</u>	<u>395</u>	<u>395</u>
At 31 March 2010	<u>5,551</u>	<u>1,187</u>	<u>6,738</u>
Net book value			
At 31 March 2010	<u>-</u>	<u>396</u>	<u>396</u>
At 31 March 2009	<u>-</u>	<u>791</u>	<u>791</u>

6. DEBTORS AND PREPAYMENTS

	2010 £	2009 £
Staff expenses floats	200	-
Grants promised not yet paid	<u>483</u>	<u>483</u>
	<u>683</u>	<u>483</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2010 £	2009 £
Trade creditors	394	-
Accruals	4,998	905
Deferred income (Note 8)	<u>35,423</u>	<u>52,750</u>
	<u>40,815</u>	<u>53,655</u>

8. DEFERRED INCOME

	2010 £	2009 £
Deferred income at 1 April 2009	52,750	43,665
Grants in advance of expenditure deferred	35,423	52,750
Amount released during year	<u>(52,750)</u>	<u>(43,665)</u>
Deferred income at 31 March 2010	<u>35,423</u>	<u>52,750</u>

ASYLUM SUPPORT APPEALS PROJECT

(A COMPANY LIMITED BY GUARANTEE NOT HAVING A SHARE CAPITAL)

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010 (continued)**

9. TRANSACTIONS WITH TRUSTEES

The trustees have not received any remuneration or benefits in the year (year ended 31 March 2009: no remuneration or benefits). There have been no transactions between the charity and the trustees or persons connected with the trustees that require to be reported in the financial statements. No trustee received any reimbursement for travel or other expenses (2009: one trustee received travel expenses of £11.80 in respect of attending an interview for prospective members of staff.

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General funds £	Restricted funds £	Total funds £
Tangible fixed assets	396	-	396
Current assets	69,647	48,783	118,430
Current liabilities	(393)	(40,422)	(40,815)
Net assets at 31 March 2010	69,650	8,361	78,011

11(a) STATEMENT OF MOVEMENTS IN FUNDS

	Fund balance brought forward 01.04.2009 £	Incoming resources £	Out- going resources £	Fund balance carried forward 31.03.2010 £
Restricted income funds				
London Councils	1,943	35,808	(37,708)	43
Comic Relief	1,577	28,820	(30,332)	65
City Parochial	-	25,000	(25,000)	-
Allen Lane Foundation	-	5,000	(5,000)	-
Other	5,108	78,909	(75,764)	8,253
Total funds for legal and policy work	8,628	173,537	(173,804)	8,361
Unrestricted income funds:				
General fund	49,610	44,485	(24,445)	69,650
Total all funds	58,238	218,022	(198,249)	78,011

Purposes of restricted funds

All restricted income was provided for legal and policy work and all expenditure in the year was for this work. The trustees are confident that the remaining balance of £8,361 and deferred income of £35,423 will be spent on this work.

ASYLUM SUPPORT APPEALS PROJECT

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NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010 (continued)

11(b) SECTION 37 STATEMENT OF MOVEMENTS ON LONDON COUNCILS FUND

	£
Fund balance at 31 March 2009	1,943
Grant received in the year	35,808
Grant spent:	
Staff costs	(27,288)
Duty scheme interpretation costs	(1,768)
Translation and communications costs	(3,883)
Training, travel and volunteer expenses	(560)
Rent and rates	(2,757)
Other project costs	(1,452)
Total expenditure	(37,708)
Fund balance at 31 March 2010	<u>£ 43</u>

12 CONTROL

The charity is controlled by the trustees.