

**Asylum Support Appeals Project**  
(Company limited by guarantee no. 04763838  
registered charity no. 1105625)

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2011**

**Asylum Support Appeals Project**  
(Company limited by guarantee no. 04763838, registered charity no. 1105625)

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**REPORT AND FINANCIAL STATEMENTS**  
For the year ended 31 March 2011

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**Asylum Support Appeals Project**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY,  
ITS TRUSTEES AND ADVISERS  
For the year ended 31 March 2011**

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<b>Trustees</b>	Sue Willman (Chair) Charles Ssempijja ACA (Treasurer) Stephanie Borkum (Secretary) Alison East (resigned December 2010) Alison Pickup Carolina Gottardo (appointed November 2010) Kat Lorenz (appointed November 2010) Pascale Vassie Paul Yates Elaheh Mahsoori (resigned December 2010)
<b>Secretary</b>	Roseanne Sweeney
<b>Director/Chief Executive</b>	Roseanne Sweeney
<b>Company reg. no.</b>	04763838
<b>Charity reg. no.</b>	1105625
<b>Registered office</b>	Oxford House Derbyshire Street Bethnal Green E2 6HG
<b>Auditors</b>	Myrus Smith Norman House 8 Burnell Road Sutton SM1 4BW
<b>Bankers</b>	Barclays Bank Plc 128 Moorgate London EC2M 6SX

**TRUSTEES'S REPORT**

**For the year ended 31 March 2011**

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The Trustees, who are also directors of the Company for the purposes of the Companies Act, and trustees for charity law purposes, submit their annual report and the financial statements of Asylum Support Appeals Project for the year ended 31 March 2011. The Trustees confirms that the annual report and financial statements of the Company comply with current statutory requirements, the requirements of the Company's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities (revised 2005)'.

**Structure, governance and management**

The Asylum Support Appeals Project 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.

**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, including equal opportunities, health and safety, and 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 continuously reviews the major risks to which the charity is exposed. A risk register, which is updated annually, 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, insurance cover, systems of staff supervision and appraisals and regular monitoring systems. Where the risks can be mitigated further, the staff members and the trustees take steps to address them in order to manage the Charity's risks.

**TRUSTEES'S REPORT**

**For the year ended 31 March 2011**

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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. The charity employs 5 staff – a Director, solicitor, legal adviser/duty scheme coordinator, women's legal adviser and administrator. About 30 solicitors and barristers provide legal advice and advocacy skills pro bono at the First Tier Tribunal (Asylum Support).

Responsibility for day to day management of the charity is delegated to the Director. 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 East London;
- Building up asylum support law and asylum support appeal awareness and expertise among voluntary sector advice agencies, refugee organisations and legal practitioners through our second-tier Advice Line, training and dissemination of relevant information and good practice via other means;
- Working for a better asylum support / asylum support appeals system through the publication of dossiers and reports, advocacy at interagency and stakeholder meetings and initiating and supporting legal challenges.

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

**TRUSTEES'S REPORT**

**For the year ended 31 March 2011**

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**Achievements and performance**

***Overview***

ASAP underwent significant change in 2010/2011. The staff team was restructured to reflect the increased size of the charity and evolving nature of the funding base, while the Management Committee underwent a change in leadership as the founding chair Sue Willman went on sabbatical. ASAP moved office from Croydon where the charity has been based from the outset, to Oxford House in East London. As well as providing us with a more suitable working environment, the new office allows us provide our tribunal work with improved logistical support.

There was financial uncertainty too as several long term funding streams came to an end and a decision was made to cut our largest grant from London Councils. However following successful fundraising and challenging the decision to cut our London Councils funding, we ended the year in a stronger position to cope in what is a difficult funding climate for small charities. Against this backdrop of change, the charity continued to carry out its unique legal representation and second tier work, while developing its effectiveness at holding the First Tier Tribunal (Asylum Support) and UK Border Agency to account through policy and litigation work.

***Legal representation***

Free legal representation and advice is provided for asylum seekers who have asylum support appeal hearings at the First-Tier Tribunal (Asylum Support) in Docklands, East London via a full-time duty scheme. The scheme is staffed by ASAP's legal advisers and volunteer solicitors and barristers from corporate law firms and high profile chambers. In 2010/2011 the duty scheme assisted 566 appellants at the tribunal: 395 appellants were represented in hearings; 171 were given specialist advice. Seventy per cent of appellants represented by ASAP staff and volunteer advocates won their appeals or had the case remitted. The vast majority of appeals concerned section 4 support, a restricted form of support (accommodation and a pre-payment card topped up with £35 a week) for some categories of refused asylum seekers.

Most of the asylum seekers who receive legal representation from ASAP come from countries with well documented and publicised human rights abuses, political instabilities and serious security issues. The top five nationalities represented during 2010/2011 were Iran, Zimbabwe, Iraq, Eritrea and the Democratic Republic of Congo. Most of those assisted have been destitute for months or years before their appeals and include people with serious mental and physical health problems, families with small children and victims of torture or rape. They are often disorientated and weak, speak little English and have little or no understanding of how the tribunal works or how to prepare for their appeals.

**TRUSTEES'S REPORT**

**For the year ended 31 March 2011**

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***Second-tier Advice Line, training and information sharing***

ASAP's Advice Line, which is open three afternoons a week, gives free legal advice on asylum support and asylum support appeals to advisers, so that asylum seekers across the UK can receive competent advice about asylum support matters at the frontline agencies and organisations they access. In 2010/2011 the Advice Line received 557 calls from 158 agencies usually on extremely complex asylum support cases involving multiple issues.

ASAP also ran 8 training sessions and workshops for 120 participants from a wide range of advice and refugee organisations – half of these were outside London and the south east region. Some of the courses were commissioned specifically by Refugee Council and Refugee Action, while another two were carried out in partnership with Advice UK and Rights of Women. In addition we organised a Destitution Awareness event in central London which was attended by over 70 participants from 40 organisations. All training participants reported on their evaluation forms that their knowledge and confidence in dealing with asylum support issues had increased as a result of attending the training.

Over the course of the year we also revised and updated 10 web-based factsheets for advisers on key asylum support issues and continued to share our unique expertise to a wider audience through our quarterly newsletter and website [www.asaproject.org.uk](http://www.asaproject.org.uk).

***Policy, advocacy and litigation 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 frontline advice agencies through the Advice Line, training courses and our London Destitution Advice Network. We believe that our specialist knowledge can strengthen and complement the policy work carried out by other voluntary sector organisations and, together, bring bigger benefits to asylum seekers.

Activity over the course of the year included: publication of our report No Credibility: UKBA decision making and section 4 support which highlighted the poor quality of UKBA decision making on section 4 support, an issue we will continue to work on over the next 12 months; the creation of a unique and informative web based resource on asylum support law for legal practitioners; and supporting some ongoing legal challenges to delays in dealing with applications for asylum support.

ASAP has continued to be active in stakeholder networks, including the National Asylum Stakeholder Forum, Case Resolution Directorate Sub-Group, Tribunal User Group, Housing and Immigration Group, the Still Human Still Here Campaign, BMER Advice Network and Charter of Rights of Women Seeking Asylum.

**Financial review**

The total surplus of income over expenditure for the year was £40,476 comprising a surplus of £38,543 on unrestricted funds, and of £1,933 on restricted funds. ASAP now has an accumulated surplus of £118,487 of which £108,193 is unrestricted funding.

Our expenditure for 2010/11 was £193,436, compared to £198,249 in 2009/10. The small decrease in expenditure was due to slightly reduced staff costs following measures to manage a budget deficit at the start of the year.

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 9 to the accounts.

**TRUSTEES'S REPORT**

**For the year ended 31 March 2011**

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**Reserves policy**

In accordance with its reserves policy, ASAP aims to have unrestricted reserves which represent a minimum of three months (£61,966 for 2011/2012), and maximum of six months (£123,931 for 2011/2012) of budgeted operating costs in the event of unforeseen contingencies. The unrestricted reserves of £108,193 at 31 March 2011 represent just over 5 months budgeted operating costs and are in line with ASAP's reserves policy.

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 Management Committee believes it is vital to maintain 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 periods**

With the increasing number and level of hardship of destitute asylum seekers, ASAP's work is more necessary than ever before. Over the next year we will work hard to increase access to legal representation at the Tribunal, extend second-tier telephone advice and free training to agencies and robustly challenge unfair and unlawful policies and procedures on asylum support through policy, advocacy and litigation work. Our new Business Plan 2011-2014 which sets out priorities for service and organisational development will help us navigate the difficult times ahead in an environment of public spending cuts and reduction in availability of good quality legal advice and advocacy for asylum seekers. Priorities include improving tribunal support and coordination, developing our casework into more effective policy and litigation work, extending communications to asylum seeking communities and the further diversification of our funding base.

**Statement of Responsibilities of the Trustees**

The Trustees (who are the directors of Asylum Support Appeals Project for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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



**TRUSTEES'S REPORT**

**For the year ended 31 March 2011**

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

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Statement of disclosure of information to auditors**

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

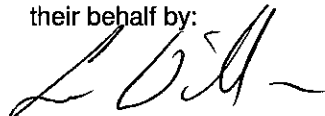
**Preparation of the report**

This report has been prepared taking advantage of the small companies exemption of Part 15 of the Companies Act 2006.

**Auditors**

The auditors, Myrus Smith, have indicated their willingness to accept re-appointment under Section 485 of the Companies Act 2006.

This report was approved and authorised for issue by the Trustees on 26 September 2011 and signed on their behalf by:



Sue Willman  
Chair

## **Independent auditors' report to the Members of Asylum Support Appeals Project (registered company no. 04763838)**

We have audited the financial statements of Asylum Support Appeals Project for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Trustees and auditors**

As explained more fully in the Responsibilities Statement of the Trustees, the Trustees (who are also the directors of Asylum Support Appeals Project for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2011, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities; and
- have been properly prepared in accordance with the Companies Act 2006;

### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

/Continued ...

**Independent auditors' report to  
Asylum Support Appeals Project  
(Continued)**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all of the information and explanations we require for our audit.



Kevin C Fisher (Senior Statutory Auditor)

For and on behalf of:

**Myrus Smith**

Chartered Accountants and Statutory Auditors

Norman House

8 Burnell Road

Sutton

SM1 4BW

Date: 15 December 2011

**ASYLUM SUPPORT APPEALS PROJECT (company limited by guarantee no 04763838)**

**STATEMENT OF FINANCIAL ACTIVITIES**

For the year ended 31 March 2011

	Note	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income	2	55,356	177,919	233,275	217,320
Investment income		-	-	-	702
Other incoming resources		637	-	637	-
<b>TOTAL INCOMING RESOURCES</b>		<b>55,993</b>	<b>177,919</b>	<b>233,912</b>	<b>218,022</b>
<b>RESOURCES EXPENDED</b>					
Wages and salaries		10,509	105,551	116,060	120,979
Employer's NI		1,055	10,596	11,651	12,150
Pensions		379	3,811	4,190	9,556
Audit		-	1,500	1,500	1,128
AGM		-	415	415	300
Computer maintenance/Internet		16	1,496	1,512	2,154
Duty scheme interpretation costs		588	7,553	8,141	13,164
Office running costs	5	1,367	14,429	15,796	12,615
MC expenses		194	787	981	37
Meeting expenses		-	1,107	1,107	451
Payroll services		-	332	332	220
Legal and professional fees		-	926	926	1,400
Publicity		23	4,394	4,417	3,421
Recruitment		38	1,936	1,974	1,634
Rent and rates		-	15,727	15,727	15,510
Repairs and Maintenance		-	2,933	2,933	-
Equipment		-	232	232	403
Subscriptions & membership		663	491	1,154	774
Staff training and reference		2,400	1,201	3,601	574
Freelance Support Work		218	-	218	-
Training other advisers		-	569	569	1,779
<b>TOTAL RESOURCES EXPENDED</b>		<b>17,450</b>	<b>175,986</b>	<b>193,436</b>	<b>198,249</b>
Net income/(expenditure) before transfer		38,543	1,933	40,476	19,773
TOTAL FUNDS AT 1 APRIL 2010		69,650	8,361	78,011	58,238
<b>TOTAL FUNDS AT 31 MARCH 2011</b>		<b>£ 108,193</b>	<b>£ 10,294</b>	<b>£ 118,487</b>	<b>£ 78,011</b>

During 2011, the Trustees have taken advantage of the concession within the SORP to adopt a natural analysis of expenditure, moving away from a functional analysis in previous years. The presentation of the comparative figures has been amended for consistency.

The annexed notes form part of these financial statements

**ASYLUM SUPPORT APPEALS PROJECT (company limited by guarantee no 04763838)**

**BALANCE SHEET**  
As at 31 March 2011

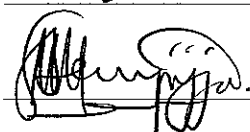
	Notes	£	2011 £	£	2010 £
<b>FIXED ASSETS</b>					
Tangible assets	7		5,237		396
<b>CURRENT ASSETS</b>					
Debtors	8	2,404		683	
Cash at bank and in hand		148,847		117,747	
		<u>151,251</u>		<u>118,430</u>	
<b>CREDITORS: amounts falling due within one year</b>	9	(38,001)		(40,815)	
<b>NET CURRENT ASSETS</b>			<u>113,250</u>	<u>77,615</u>	
<b>NET ASSETS</b>			<u>£ 118,487</u>	<u>£ 78,011</u>	
<b>FUNDS</b>					
Restricted funds	10		10,294		8,361
Unrestricted funds:					
General fund	10	<u>108,193</u>		<u>69,650</u>	
			<u>108,193</u>		<u>69,650</u>
			<u>£ 118,487</u>	<u>£ 78,011</u>	

The financial statements have been prepared in accordance with Part 15 of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller Entities (effective April 2008).

They were approved, and authorised for issue, by the Trustees on 26 September 2011 and signed on their behalf by:-



SUE WILLMAN, Chair



CHARLES SSEMPIJJA ACA, Treasurer

The annexed notes form part of these financial statements

## ASYLUM SUPPORT APPEALS PROJECT

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### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2011

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#### 1. ACCOUNTING POLICIES

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

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 2005, applicable accounting standards and the Financial Reporting Standard for Smaller Entities (effective April 2008).

The effects of events relating to the year ended 31 March 2011 which occurred before the date of approval of the financial statements by the Executive Committee has 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 2011 and the results for the year ended on that date.

##### ***Fund accounting***

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objects of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by funders which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements. Statutory grants which are given as contributions towards the Charity's core services are treated as unrestricted.

##### ***Incoming resources***

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included due to uncertainty in estimating the financial value to the Charity.

Grants received in advance of the accounting period that they relate to have been deferred to be matched against expenditure in that future period.

Income tax recoverable in relation to investment income, including bank interest, or Gift Aid donations is recognised at the time the relevant income is receivable.

##### ***Resources Expended***

All expenditure is accounted for gross of VAT and when incurred. The Charity does not operate a pension scheme but makes contribution of 5% of gross salary to stakeholder schemes set up its staff members. Pensions costs are recognised based on the amount payable in the accounting period.

##### ***Tangible fixed assets and depreciation***

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:-

Furniture and fittings	-	4 years
Office equipment	-	3 years

## ASYLUM SUPPORT APPEALS PROJECT

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2011

#### 2. VOLUNTARY INCOME

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
<b>Trusts and Foundations</b>				
29 May Charitable Trust	-	2,500	2,500	3,750
A B Charitable Trust	-	7,500	7,500	7,500
AW. 60 Charitable Trust	-	798	798	-
Access to Justice	-	-	-	1,000
Allen Lane Foundation	-	-	-	5,000
Bromley Trust	10,000	-	10,000	35,000
Churches' Commission for Racial Justice	-	-	-	-
City Parochial Foundation	-	30,000	30,000	25,000
Comic Relief	-	31,073	31,073	28,820
Duty Scheme Match Fund	-	-	-	6,750
Eleanor Rathbone	-	1,125	1,125	375
Estate of Irene Bruegel	-	7,000	7,000	5,000
Garden Court Chambers	-	2,500	2,500	5,000
Joseph Rowntree	-	7,500	7,500	-
JP Getty	-	20,000	20,000	15,000
Law Society Charity	-	7,500	7,500	-
Leigh Trust	-	3,750	3,750	1,250
Lloyds Trust	-	-	-	25,000
London Councils	-	35,807	35,807	35,808
London Councils spec 104 (second-tier)	-	6,616	6,616	5,984
London Legal Support Trust	-	4,750	4,750	-
Matrix Chambers	-	2,000	2,000	-
Rowan Trust	-	-	-	1,500
Sigrid Rausing Trust	-	7,500	7,500	-
Tudor Trust	20,000	-	20,000	-
<b>Donations and sponsorships</b>				
Donations				
Clifford Chance	5,000	-	5,000	-
Herbert Smith	5,000	-	5,000	-
Freshfields	5,000	-	5,000	-
Other donations	1,736	-	1,736	800
Event sponsorships	8,620	-	8,620	8,783
	<b>£ 55,356</b>	<b>£ 177,919</b>	<b>£ 233,275</b>	<b>£ 217,320</b>

## ASYLUM SUPPORT APPEALS PROJECT

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2011

3. STAFF NUMBERS AND COSTS	2011 £	2010 £
Wages and salaries	116,060	120,979
Social security costs	11,651	12,150
Pension costs	4,190	9,556
	<u>£ 131,901</u>	<u>£ 142,685</u>

There were 5 employees during the year (2010 - 5), the full time equivalent number of staff for the year was 3.5 (2010 - 3.5).

No employee received remuneration of more than £60,000.

#### 4. TRUSTEES

The Trustees have not received any remuneration or benefits in the year (2010 - 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 (2010 - same).

#### 5. OFFICE RUNNING COSTS

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
Insurance	384	2,282	2,666	2,465
Practice certificate	-	438	438	1,310
Office consumables	7	83	90	121
Photocopying	-	1,457	1,457	1,495
Postage	-	366	366	210
Office Move Cost	-	1,125	1,125	-
Paper Shredding & Destruction	-	62	62	-
Telephone	44	1,148	1,192	1,476
Stationery	800	1,422	2,222	1,295
Travel	-	553	553	577
Volunteer expenses	132	1,408	1,540	1,348
Depreciation	-	3,608	3,608	396
Sundry expenses	-	477	477	1,922
	<u>£ 1,367</u>	<u>£ 14,429</u>	<u>£ 15,796</u>	<u>£ 12,615</u>



## ASYLUM SUPPORT APPEALS PROJECT

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2011

#### 6. GOVERNANCE COSTS

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
Audit	-	1,500	1,500	1,128
Trustee meetings	194	787	981	487
Printing annual report	-	1,466	1,466	1,265
AGM expenses	-	415	415	300
	<u>£ 194</u>	<u>£ 4,168</u>	<u>£ 4,362</u>	<u>£ 3,180</u>

#### 7. TANGIBLE FIXED ASSETS

	Furniture & Fittings £	Office Equipment £	Total £
<b>Cost</b>			
At 1 April 2010	1,583	5,551	7,134
Additions	-	8,449	8,449
At 31 March 2011	<u>1,583</u>	<u>14,000</u>	<u>15,583</u>
<b>Depreciation</b>			
At 1 April 2010	1,187	5,551	6,738
Charge for the year	396	3,212	3,608
At 31 March 2011	<u>1,583</u>	<u>8,763</u>	<u>10,346</u>
<b>Net book value</b>			
At 31 March 2010	<u>£ 396</u>	<u>£ Nil</u>	<u>£ 396</u>
At 31 March 2011	<u>£ Nil</u>	<u>£ 5,237</u>	<u>£ 5,237</u>

#### 8. DEBTORS

	2011 £	2010 £
<b>Due within one year</b>		
Sundry debtors	-	483
Prepayments	2,304	-
Other debtors	100	200
	<u>£ 2,404</u>	<u>£ 683</u>

## ASYLUM SUPPORT APPEALS PROJECT

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2011

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2011	2010
	£	£
Trade creditors	6,001	394
Accruals	1,500	4,998
Deferred grant income	30,500	35,423
	<u>£ 38,001</u>	<u>£ 40,815</u>
<b>Deferred income</b>		
Balance at 1 April 2010	35,423	52,750
Amount released to incoming resources	(35,423)	(52,750)
Amount deferred in the year	30,500	35,423
Balance at 31 March 2011	<u>£ 30,500</u>	<u>£ 35,423</u>

### 10. STATEMENT OF FUNDS

	Brought Forward	Incoming Resources	Resources Expended	Transfers	Carried Forward
	£	£	£	£	£
<b>RESTRICTED FUNDS</b>					
London Councils - see below	43	35,807	(36,255)	-	(405)
Legal and policy work	8,318	142,112	(139,731)	-	10,699
	<u>£ 8,361</u>	<u>£ 177,919</u>	<u>£ (175,986)</u>	<u>£ Nil</u>	<u>£ 10,294</u>
<b>SUMMARY OF FUNDS</b>					
General Funds	69,650	55,993	(17,450)	-	108,193
Restricted Funds	8,361	177,919	(175,986)	-	10,294
	<u>£ 78,011</u>	<u>£ 233,912</u>	<u>£ (193,436)</u>	<u>£ Nil</u>	<u>£ 118,487</u>

### 11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds			Total
	Designated Funds	General Funds	Restricted Funds	Funds
	£	£	£	£
Tangible fixed assets	-	5,237	-	5,237
Net current assets	-	102,956	10,294	113,250
	<u>£ Nil</u>	<u>£ 108,193</u>	<u>£ 10,294</u>	<u>£ 118,487</u>

## ASYLUM SUPPORT APPEALS PROJECT

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### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2011

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<b>12. SECTION 37 STATEMENT OF MOVEMENT IN LONDON COUNCILS FUNDS</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Fund balance brought forward	<b>43</b>	<b>1,943</b>
Grant receivable in the year	<b>35,807</b>	<b>35,808</b>
Expenditure in the year:		
Staff costs	<b>(25,774)</b>	<b>(27,288)</b>
Duty scheme interpretation costs	<b>(2,150)</b>	<b>(1,768)</b>
Translation and communications costs	<b>(1,476)</b>	<b>(3,883)</b>
Training, travel and volunteer expenses	<b>(329)</b>	<b>(560)</b>
Rent and rates	<b>(2,985)</b>	<b>(2,757)</b>
Other project costs	<b>(3,541)</b>	<b>(1,452)</b>
	<b>(36,255)</b>	<b>(37,708)</b>
Balance carried forward	<b>(405)</b>	<b>43</b>

