

ASYLUM SUPPORT APPEALS PROJECT

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

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2009

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)

Sue Willman (Chair)
Pascale Vassie (Treasurer)
Stefanie Borkum (Secretary)
Alison East
Maria Dardagan Gonzalez
Elaheh Mahsoori
Pauline Nandoo
Alison Pickup
Paul Yates

COMPANY SECRETARY AND CO-ORDINATOR

Eiri Ohtani

REGISTERED OFFICE

18 Barclay Road
Croydon CR0 1JN

CHARITY REGISTRATION NUMBER

1105625

BANKERS

Barclays Bank Plc
128 Moorgate (2)
Business Banking
Leicester LE87 2BB

AUDITOR

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

Report of the trustees for the year ended 31 March 2009

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 2009. 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. They have also referred 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.

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.

Our 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 Co-ordinator in Croydon where they are introduced to other staff members, 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).

During 2008/09, the Management Committee prepared for applying for PQASSO Quality Mark and drafted a comprehensive Office Manual. They plan to receive a training session from adviceUK's Governance Project in the next financial year and to introduce a new system of identifying their training needs through annual skills audit.

Risk Management

The Management Committee has conducted an annual review of the major risks to which the charity is exposed. A risk register shows that many 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

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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 worked to address them. Many of the identified risk factors were also linked to the organisation's resource level and our fundraising strategy reflects this concern. The risk register will be updated annually in order to manage the charity's risks.

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 nine 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 Co-ordinator. The Co-ordinator reports to the Management Committee on all aspects of the charity's work and development as well as its progress against the Business Plan. In April 2009, the Co-ordinator's post will be made into the Director's post to reflect the growing remit and complexity of the organisation's work.

Objectives and activities for the public benefit

The Trustees have had due regard to guidance published by the Charity Commission on public benefit. 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

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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 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 due to an expanding staff team. In 2008/09, ASAP started a pilot scheme to train a group of 16 solicitors from private law firms in the City of London to become Volunteer Advocates at the duty scheme so that more destitute asylum seekers can receive competent legal advice and representation before their asylum support appeals. We hope to be able to continue this work pending funding. A group of volunteer barristers from several chambers continued to volunteer alongside ASAP's Legal Advisers and we are grateful for their continuing support.

In 2008/09, 293 asylum seekers benefited from ASAP's duty scheme service (19% increase from 2007/08). Of those, 196 were represented during their oral appeal hearings and 80 received specialist legal advice from ASAP. Those 97 were advised on further steps they needed to take in order to reapply for support where relevant. In the same period, 1976 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.

66% 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 Iraq, Iran, Zimbabwe and Democratic Republic of Congo. 25% of all the users were women and 24% of them said they were suffering from significant mental, physical ill-health including HIV diagnosis and effects of torture and rape. These monitoring information correspond to the general profile of asylum seeking population in the UK.

Most of them 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, pregnant women, 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 vouchers 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 2009, 10,850 applicants, excluding dependants, were in receipt of section 4 support at the end of March 2009, 16% higher than the end of March 2008.

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

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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 be high and we received 574 calls from 118 organisations in 2008/09. The output doubled from 2006/07 to 2007/08, increasing from 249 calls to 501 calls a year. This means that we have already exceeded our three year service delivery target in our second year (900 calls over a three-year period between 2007 and 2010). Many cases dealt with by the Advice Line were extremely complex which involved multiple issues.

ASAP provided a total of 12 training sessions and workshops for 227 participants from 111 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. Seven sessions took place outside London. Three sessions were 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.

All 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 continued to share our unique expertise on asylum support appeals issues through our publications and website. Our website, www.asaproject.org.uk was updated in 2008/09 to make it easier for the organisation to change its content. We also updated our quarterly newsletters which are now sent out electronically to all of our interagency partners, supporters and members.

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.

Our two major reports in 2008/09, *Unreasonably Destitute* and *Not Destitute Enough* were well received by our interagency partners. For instance, following recommendations made in *Not Destitute Enough*, the Case Resolution Directorate within the UKBA agreed to retrain their caseworkers so that they can apply a correct test of destitution when assessing destitute asylum seekers' applications for section 4 support.

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.

Financial Review

ASAP's total income over total expenditure for the year was £11,022. This breaks down to a surplus of £23,755, on unrestricted funds, and a deficit of £12,733 on restricted funds. After deduction of this amount from the accumulated surplus brought forward, ASAP now has an accumulated surplus of £58,238 of which £49,610 is unrestricted funding.

Our expenditure for 2008/09 was £166,067, compared to £98,927 in 2007/08. 2007/08 saw a temporary decrease in staffing levels and, because the funding from the Big Lottery Fund, which accounted for over 80% of ASAP's income in 2006/07, ended in June 2007, we kept spending to a minimum. 2008/09 saw a very substantial increase in incoming resources, by 75% from £101,298 to £177,089 in total. This enabled us to increase our staffing levels and expand our legal and policy work in 2008/09, resulting in the achievements we have described in this report.

Grants for the following year received in advance were treated as deferred income. In addition, when the grants received spanned the current and following year, a part has been deferred, as set out in more detail in Note 2 to the accounts.

In accordance with its reserves policy, ASAP aims to have unrestricted reserves which represent at minimum three months (£55,000 for 2009/10) and maximum of six months (£110,000 for 2009/10) 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 £49,610 at 31 March 2009 were 90% of the minimum reserves level the organisation is aiming for. The Management Committee believes it was vital to build up the reserves in 2008/09 as the income in 2010/2011 will fall sharply if fundraising work is not successful.

Plans for future

As ASAP's financial situation and the volume and the breadth of work changed from 2007/8 to 2008/09, we have had to adapt ourselves flexibly around our strategic objectives set out in our Business Plan 2007/2010. We have made a good progress nevertheless by adjusting to new circumstances. We are particularly pleased to have been able to make a significant progress towards extending our duty scheme service to every day of the week. We would like to acknowledge generous help from LawWorks and the four law firms who continue to work with ASAP to achieve this. 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. To meet these new challenges, ASAP will create the posts of the Director and the Solicitor in April 2009. We hope this will enable us to create an even bigger impact in 2009/10. ASAP has already started its intensive period of fundraising to mitigate the effects of many of our three-year grants coming to an end in 2009/10.

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

The trustees who served during the year were as follows:

Sue Willman
Noeleen Adams (Resigned 31 May 2009)
Stefanie Borkum
Rita Chadha (Resigned 17 November 2008)
Sarah Cutler (Resigned 17 November 2008)
Maria Dardagan Gonzalez
Alison East
Pauline Nandoo
Elaheh Mahsoori (Appointed 17 November 2008)
Alison Pickup (Appointed 17 November 2008)
Roudabeh Shafie (Resigned 17 November 2008)
Pascale Vassie (Appointed 17 November 2008)

Audit

Mary-Louise Wedderburn resigned as auditor on 27 July 2009 and the Trustees appointed Paul Hartley to audit the charity's accounts for the year ended 31 March 2009. A resolution to reappoint Paul Hartley in accordance with section 485 of the Companies Act 2006 will be put to the Annual General Meeting.

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;
- 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 business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

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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
- she has taken all the steps that she ought to have taken as a director in order to make herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

SIGNED ON BEHALF OF THE BOARD

.....*S. Borkum*.....

Stefanie Borkum
Management Committee Secretary

8th September 2009

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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 2009 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 Section 235 of the Companies Act 1985. 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 and are properly prepared in accordance with the Companies Act 1985. I also report to you whether in my opinion the information given in the Trustees' Report is consistent with the financial statements.

In addition I report to you if, in my opinion, the charity has not kept proper accounting records, if I have not received all the information and explanations I require for my audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

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

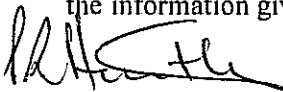
Opinion

In my opinion:

the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charitable company's affairs as at 31 March 2009 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 the Companies Act 1985; and

the information given in the Trustees' Report is consistent with the financial statements.



Registered Auditor

30 September 2009

P R HARTLEY FCA

PO Box 27075
London N2 0FZ

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STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2009

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2009	Total Funds 2008
		£	£	£	£
Incoming resources from generated funds					
Voluntary income	2	43,018	133,386	176,404	99,525
Interest received		685	-	685	1,773
Total incoming resources		43,703	133,386	177,089	101,298
Resources expended:					
Charitable activities	3	18,193	145,169	163,362	97,207
Governance costs	3	1,755	950	2,705	1,720
Total resources expended		19,948	146,119	166,067	98,927
Net (outgoing)/incoming resources		23,755	(12,733)	11,022	2,371
Net movement in funds		23,755	(12,733)	11,022	2,371
Total funds at 1 April 2008		25,855	21,361	47,216	44,845
Total funds at 31 March 2009	10	49,610	8,628	58,238	47,216

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The surplus for the year for Companies Act purposes is the same as the net movement in funds for the year.

The notes on pages 13 to 17 form part of these accounts


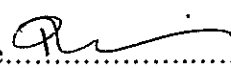
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BALANCE SHEET AS AT 31 MARCH 2009

	Note	2009		2008	
		£	£	£	£
FIXED ASSETS					
Tangible assets	5		791		1,187
CURRENT ASSETS					
Debtors and prepayments	6	483		-	
Cash at bank and in hand		<u>110,619</u>		<u>92,771</u>	
		111,102		92,771	
CREDITORS: Amounts falling due within one year					
	7	<u>53,655</u>		<u>46,742</u>	
NET CURRENT ASSETS			<u>57,447</u>		<u>46,029</u>
TOTAL ASSETS					
LESS CURRENT LIABILITIES			<u>£58,238</u>		<u>£47,216</u>
 THE FUNDS OF THE CHARITY					
Restricted income funds	10		8,628		21,361
Unrestricted income funds	10		<u>49,610</u>		<u>25,855</u>
			<u>£58,238</u>		<u>£47,216</u>

The financial statements were approved by the management committee on 8th September 2009 and signed on its behalf by:

Sue Willman.....		Chair
Pascale Vassie.....		Treasurer

The notes on pages 13 to 17 form part of these accounts

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009**

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 1985, and with applicable accounting standards.
- (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 2009 (continued)**

2. ANALYSIS OF INCOMING RESOURCES: Voluntary income

	Unrestricted Income	Restricted	Deferred Income	2009 Total	2008 Total
	£	£	£	£	£
London Councils	-	26,856	-	26,856	-
Comic Relief	-	27,593	-	27,593	-
City Parochial Foundation	-	18,750	-	18,750	23,750
Eleanor Rathbone Trust	-	-	-	-	1,000
The AB Charitable Trust	-	7,500	7,500	-	7,500
AW 60 Charitable Trust	-	790	-	790	790
Law Society Charity	-	482	-	482	2,500
London Legal Support Trust	-	6,000	-	6,000	14,350
Garden Court Chambers	-	5,000	2,500	2,500	-
29 th May 1961 Charitable Trust	-	5,000	1,250	3,750	-
The Allen Lane Foundation	-	5,000	5,000	-	-
Lloyds TSB Foundation	-	20,000	5,000	15,000	-
The Hilden Charitable Fund	-	-	-	-	5,000
W F Southall Trust	-	3,000	-	3,000	-
Jill Franklin Trust	-	500	-	500	-
The Leigh Trust	-	-	-	-	5,000
Matrix Causes Fund	-	-	-	-	1,000
Racial Justice Fund	-	-	-	-	1,500
The Bromley Trust	20,000	-	15,000	5,000	20,000
J Paul Getty Jr Charitable Trust	20,000	-	15,000	5,000	20,000
Doughty Street Chambers	-	-	-	-	1,000
The Rowan Charitable Trust	-	6,000	1,500	4,500	-
AON	5,000	-	-	5,000	-
Other donations	8,018	-	-	8,018	1,300
Deferred income (note 7)					
- prior year	20,000	23,665	-	43,665	38,500
- current year	(30,000)	(22,750)	(52,750)	-	(43,665)
Total	43,018	133,386	-	174,529	99,525

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NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009 (continued)

3. CHARITABLE EXPENDITURE

	Charitable activities	Governance	Total 2009	Total 2008
	£	£	£	£
Staff costs (Note 4)	119,497	-	119,497	74,178
Duty scheme costs	9,039	-	9,039	6,643
Training other advisers	1,377	-	1,377	-
Premises costs	14,570	-	14,570	4,472
Printing, stationery and communications	5,084	950	6,034	5,535
General running expenses	4,069	-	4,069	2,042
Staff travel	602	-	602	945
Staff recruitment and training	2,570	-	2,570	1,256
Publicity costs	2,773	-	2,773	94
Audit	-	850	850	700
Professional and accountancy	1,492	-	1,492	241
Volunteer expenses	709	-	709	-
Management Committee meetings	-	581	581	555
Annual General Meeting expenses	-	324	324	20
Purchase of equipment not capitalised	1,184	-	1,184	-
Depreciation	396	-	396	2,246
	<u>163,362</u>	<u>2,705</u>	<u>166,067</u>	<u>98,927</u>

4. STAFF COSTS

	2009	2008
	£	£
Gross salaries	107,781	62,192
Employer's National Insurance costs	10,834	8,684
Contributions to staff pension schemes	<u>842</u>	<u>3,302</u>
	<u>119,457</u>	<u>74,178</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.

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 2009 (continued)

5. TANGIBLE FIXED ASSETS

	Computer Equipment £	Office Furniture £	Total £
Cost			
At 1 April 2008 and At 31 March 2009	5,551	1,583	7,134
	<u>5,551</u>	<u>1,583</u>	<u>7,134</u>
Depreciation			
At 1 April 2008	5,551	396	5,947
Charge for the year	-	396	396
At 31 March 2009	<u>5,551</u>	<u>792</u>	<u>6,343</u>
Net book value			
At 31 March 2009	-	791	791
	<u>=====</u>	<u>=====</u>	<u>=====</u>
At 31 March 2008	-	1,187	1,187
	<u>=====</u>	<u>=====</u>	<u>=====</u>

6. DEBTORS AND PREPAYMENTS

	2009 £	2008 £
Grants promised not yet paid	483	0
	<u>483</u>	<u>0</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009 £	2008 £
Accruals	905	3,077
Deferred income	<u>52,750</u>	<u>43,665</u>
	<u>53,655</u>	<u>46,742</u>

8. TRANSACTIONS WITH TRUSTEES

The trustees have not received any remuneration or benefits in the year (year ended 31 March 2008: 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. One trustee received travel expenses of £11.80 in respect of attending an interview for prospective members of staff.

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 2009 (continued)**

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	791	-	791
Current assets	79,309	31,793	111,102
Current liabilities	(30,490)	(23,165)	(53,655)
Net assets at 31 March 2009	<u>49,610</u>	<u>8,628</u>	<u>58,238</u>

10(a) STATEMENT OF MOVEMENTS IN FUNDS

	Fund balance brought forward 01.04.2008	Incoming resources	Out- going resources	Fund balance carried forward 31.03.2009
	£	£	£	£
Restricted income funds				
London Councils	0	26,856	(24,913)	1,943
Comic Relief	0	27,593	(25,329)	2,264
Other funds for legal and policy work	21,361	78,937	(95,877)	4,421
Restricted income funds	<u>21,361</u>	<u>133,386</u>	<u>(146,119)</u>	<u>8,628</u>
Unrestricted income funds:				
General fund	25,855	43,703	(19,948)	49,610
Total all funds	<u>47,216</u>	<u>177,089</u>	<u>(166,067)</u>	<u>58,238</u>

10(b) STATEMENT OF MOVEMENTS ON LONDON COUNCILS FUND

	£
Grant received in the year	26,856
Grant spent:	
Staff costs	(18,315)
Duty scheme interpretation costs	(1,368)
Translation and communications costs	(2,082)
Training, travel and volunteer expenses	(526)
Rent and rates	(1,818)
Other project costs	<u>(804)</u>
Total expenditure	<u>(24,913)</u>
Fund balance carried forward	<u>£1,943</u>

11 CONTROL

The charity is controlled by the trustees.