



Annual Report & Accounts 2005

About the NNRF

The Nottingham and Nottinghamshire Refugee Forum (NNRF) is a voluntary organisation set up to enable interested local organisations and individuals to work in partnership to help meet the needs of refugees and asylum seekers. The Forum was established as a response to the policy adopted by the Government of dispersing asylum seekers from London to cities where low-cost accommodation could be obtained. Nottingham has become one of the top ten provincial cities receiving asylum seekers dispersed by the National Asylum Support Service [NASS].

The NNRF was constituted at an inaugural meeting on 22nd June 2000, which was addressed by Alan Simpson MP and Usha Sood, a barrister specialising in immigration law. The central purpose of the Forum is to help refugees and asylum seekers feel welcome and give them a local "voice".

The Forum is committed to maximising the involvement of asylum seekers and refugees in the running of the organisation, and the Constitution stipulates that at least three members of the management committee must be refugees.

In 2005, the Forum has a membership of 451 individuals and 98 organisations. A wide range of religious and political organisations and companies have affiliated.

Individual members pay an annual subscription and are kept informed and involved in the work of the Forum. Many of these members contribute practical help to the work of the Forum through a range of sub-committees and as volunteers.

The Forum has a Management Committee, whose members are also trustees of the charity, and directors of the company limited by guarantee. The Management Committee is elected annually at the AGM. The Chair, Secretary and Treasurer are also elected annually at the AGM.

There is a Staff Group which deals with personnel issues, a Square Committee [formerly the 118 Committee] which manages and administers the NNRF's premises, a Campaigns Group and an Anti-Destitution Project.

The NNRF was registered as a charity on 8th June 2001 (Charity number 1086962).

Because of the increasing numbers of employees, and of financial commitments, in 2004 the Management Committee decided to make the Forum a company limited by guarantee. The purpose of this is to protect the financial position of the trustees, and the NNRF is still a voluntary, not-for-profit organisation dedicated to serving refugees and asylum seekers in Nottingham and Nottinghamshire. NNRF Limited was registered by Companies House on 4th February 2005 (Company Registration number 5352679).

Patricia Stoaat
Secretary.

Nottingham & Nottinghamshire REFUGEE FORUM



2005

Chair's Report.

Over the past year, NNRF has continued to play a key role in providing practical and political support for refugees and asylum seekers in Nottingham. Our small, and frequently hectic, premises on Mansfield Road have had visits from around 180 people a week for advice from both our volunteer and specialist advisors.

118 Mansfield Road has for a long time been inadequate for our needs; and I am pleased – and relieved – to report that, as we meet for this year's AGM, our move to a new larger Centre is complete. The new centre will be formally opened in the near future, but in the meantime I'd like to thank Leo and Patsy in particular for the huge amount of work they have put into making the move possible.

Sam Azad, our Centre Co-ordinator, has decided to leave the Forum. Sam brought incomparable energy, passion and compassion to our work. In many ways, he has been instrumental in shaping the ethos that made 118 such a vital place, and the NNRF such an important project. On behalf of the NNRF, I want to thank Sam for all he has done over the past four years. I look forward to future collaboration with Sam, who, though he will no longer be employed by the Forum, is by no means leaving the field.

I would also like to welcome Andy Gale, who has taken on the role of Access and Development Manager. Andy's role will include helping us ensure that support from the Forum is more accessible to woman and children, and helping to develop our relationship with refugee communities.

Of course, as we move into our fifth year - regardless of changes in location and personnel – our priorities remain the same.

When the Forum was launched, we set ourselves the task of providing the best possible practical support to refugees and asylum seekers, whilst providing political support in defence of their human and civil rights. We believed whilst asylum seekers and refugees needed help negotiating 'the system', they also needed a place from which to challenge both anti-asylum policy and the hostility and misinformation shaping popular views on asylum. The belief that refugees and asylum seekers also have 'the right to have rights' is still core and non-negotiable for us.

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At the same time, whilst wanting to develop an effective organisation, we were committed to being open and participatory. We remain essentially a volunteer based organisation; and without volunteers – refugees and locals working as advisers, interpreters, fund raisers, activists, befrienders, and members of the management committee – the Forum would lose that spark and spontaneity that makes it so special.

How successful we have been in realising these aims over the past year is perhaps for others to judge. I think we've got a lot to be proud of, and with the continued support from the network of individuals and members of trade unions, faith groups and community organisations who support us, we'll have much to be proud of in this coming year.

If asylum has slipped down the political agenda since last election [and this has something to do with the sheer number of obstacles now in the way of 'forced migrants'], we will continue to face the issues of deportation, inadequate legal support, and destitution. There is much to be done.

Rob Peutrell
Chair NNRF



Article 13

- (1) Everyone has the right to freedom of movement and residence within the borders of each state.
- (2) Everyone has the right to leave any country, including his own, and to return to his country.

Article 14

- (1) Everyone has the right to seek and to enjoy in other countries asylum from persecution.
- (2) This right may not be invoked in the case of prosecutions genuinely arising from non-political crimes or from acts contrary to the purposes and principles of the United Nations.

Article 15

- (1) Everyone has the right to a nationality.
- (2) No one shall be arbitrarily deprived of his nationality nor denied the right to change his nationality.

Universal Declaration of Human Rights

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Anti-Destitution Project

When last year's Annual Report was compiled, the anti-destitution project was in its infancy. Since then, there have been many developments, and the project has grown tremendously.

Asylum Seekers who come to the end of the legal road and have no more chance of appeal are deemed to be "failed asylum seekers". They lose all state support from NASS (National Asylum Support Service), are not allowed to claim benefits or to work, and are not entitled to housing (including night shelters, which require housing benefit) or medical care. This creates a desperate situation. People become reliant on their friends, charity or the illegal economy for food. They generally sleep with friends, who, usually being refugees or asylum seekers themselves, are in poor housing, which gets more and more overcrowded as more people are made homeless and destitute.

NNRF has been trying to ameliorate these problems since June 2004. We started by giving each destitute asylum seeker £5, plus two lunch tickets valid for hot meals at community cafes, plus an entitlement form for a bag of groceries distributed at the Methodist mission "Life at the Centre" each week. This is a pitifully small amount, but it can make an important difference to someone who would otherwise be destitute. Since then there have been some changes, both for the better and for the worse.

Numbers of people needing this support have increased dramatically. When we started, 20 people came for cash etc in the first month; in September 2004, 51 people came; in September 2005, 103 people came. All the money to pay for this support is raised from donations and membership subscriptions, and we found we could not continue to provide support at this rate. Therefore, reluctantly, in April 2005 we had to reduce the amount given to each person to £2.50 per week (except for those with a medical need for a better diet) plus *either* lunch tickets *or* food referrals.

In early summer 2005, we took over the food distribution from "Life at the Centre". For an interim period, distribution was made from St Andrew's Church Hall, Mansfield Road, and we would like to thank both St Andrews and "Life at the Centre" for all the help and support they have given. As soon as possible, the grocery distribution was moved to NNRF's new premises, and a number of key volunteers were recruited from NNRF's membership to make this possible. Food is now stored in the basement and is sorted, carried upstairs, displayed and distributed every Saturday, with anything left being stored away again at the end for the following week. Supplies have to be shopped for weekly, and stock levels monitored. Since NNRF has organised the grocery distribution, we have gradually been able to offer more choice to asylum seekers. There is now an appetising array of fresh fruit and vegetables, as well as the tinned and dried foods, and asylum seekers have some choice of what they take. There is more variety. We now have the space to make the experience more welcoming, and some asylum seeker users of this service have also become volunteer helpers.

Grocery distribution is also greatly enhanced by the donations in kind we have been receiving. We have been put in touch with a supply of free bread. Groups around Rolleston make regular collections of food and toiletries etc, much of which is better quality and of greater variety than we can afford to buy. Recently, pleas for help from schools and churches via harvest festivals, and articles in parish magazines, have resulted in a lot of very valuable donations.

For those of us involved in the Anti-Destitution Project, it has seemed that we are always financially on the edge. There have been times when we thought we had only enough money

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for a month or two. However, up to now something has always rescued us at the last minute. Another £200 or so in standing orders would mean that they would cover almost half our expenses, which are over £2000 per month. Please consider whether you could contribute!

In the 12 months to the end of September 2005, there were 1,197 visits to collect money and food referral forms from us, which averages at just over 23 per week, or 93 per month. This has cost us £18,685. (We have also distributed over £7,000-worth of lunch tickets, but many of these are never used, so we do not have to refund them.) Now we are providing cash for about 110-120 people per month (they collect 4 weeks' worth at once) and food for up to about 45 people maximum per week. Numbers vary considerably from week to week, and not all who collect cash go on to get their food bags.

At the beginning of the project, the majority of people needing our support were from Iraq and Iran. Now we are seeing fewer people from Iraq, and a great increase in numbers from all over Africa, including Sudan, DR Congo, Eritrea and Angola. People from Afghanistan still come. We also see single individuals from Romania, Mexico, China and other places where people experience oppression and human rights are abused. Several people are elderly; many have disabilities or severe physical health problems; a few have children.

We have had some very generous donations, including the donations of groceries mentioned above. Three people – Antony, Sujatha and Richard – have just run half marathons for us. Other donors and supporters are too numerous to mention, so I'll just pick out a few:

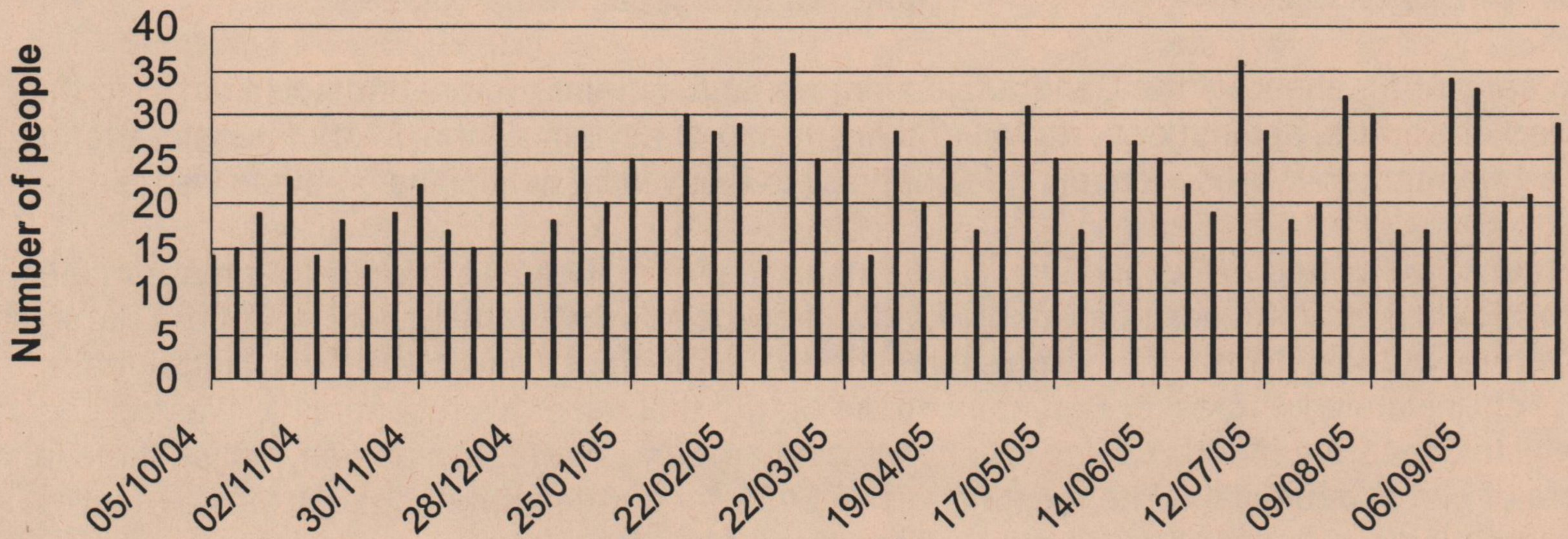
- all the children of St Mary's School, especially Jack and Luke, who did a book and toy sale;
- 4-Tons villages of Rolleston, Fiskerton, Morton and Upton; Our Lady of Victories Roman Catholic Church, Southwell; The Minster, Southwell; The Methodist Church, Southwell; for regular donations of much-needed food, toiletries and money;
- Heather and Keith of Hucknall; Diana of Chilwell; Anthony of Wollaton; Ian and Sylvia of Rise Park; Mrs L P Grigg;
- "In the Same Boat" Productions for running fundraising benefits;
- Clarion Choir, City Unison, churches and other organisations;
- the people of Gainsborough and around;
- all the schools and churches who let us benefit from their harvest festivals, including:
 - Christ Church, Cinderhill
 - Berridge Infants
 - St Paul's CofE, Daybrook
 - Sutton Bonnington Harvest.

While I'm writing this, NNRF is presenting a display with collecting tins in the foyer of Nottingham Playhouse during the showing of "1001 Nights Now". Heather Crimmins put a lot of work into organising this, and we are very grateful to the Playhouse for their co-operation and support. We are raising both awareness of the issue of asylum seeker destitution, and cash. It seems that this is going to be a very valuable exercise, which will help to ensure the future of the Anti-Destitution Project for some more time into the future.

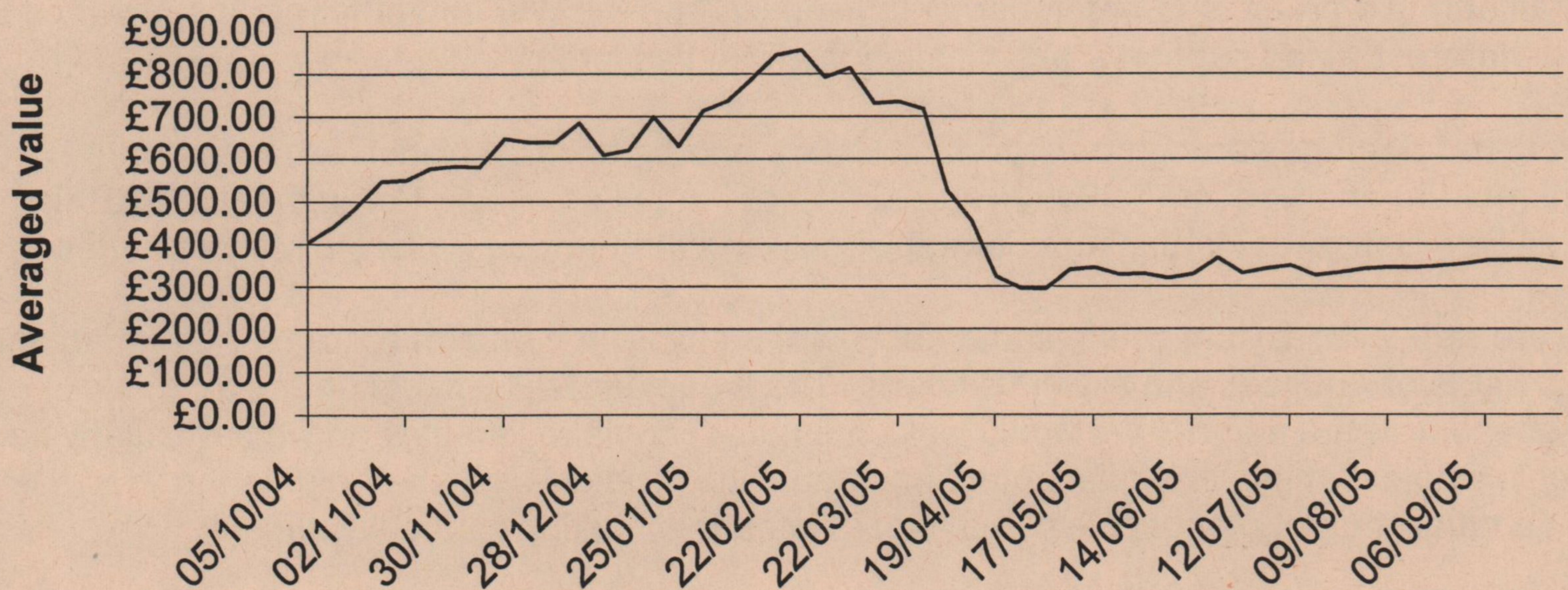
Of course, huge thanks are due to all the volunteers who contribute a lot of time and effort into making the anti-destitution work possible. Particular thanks are due to Bill Walton and Jo Thorpe who do much of the organisation around grocery distribution and to Richard Hawthorne for his continued support. It's almost impossible to imagine what it must be like to survive on £2.50 and a bag of groceries each week. But it's a lot better than the alternative for so many asylum seekers today - having absolutely nothing at all.

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Number of people receiving support in 12 months to end September 2005



**Value of cash & lunch tickets given in 12 months to end September 2005
(averaged over previous 4 weeks for smoothing)**



We are still looking for more volunteers to help with the food and the cash handouts. Contact us if you think you might be able to help!

Chris Cann, for Anti-Destitution Project

Nottingham Refugee Campaign Group

Activists in the NNRF have continued to campaign on the issues of asylum and refugee rights. It's been a busy year. To some extent, we were forced to respond to events, rather than setting our own agendas. However, we have achieved good local media coverage.

In early April, ahead of the General Election, we held a major protest and noise demo in the Market Square, against deportation and in support of asylum rights. A lot of people attended, and we made our presence felt. We continue to lobby local politicians on these issues.

In June, we invited Professor Zygmunt Bauman to give a public lecture "Between Assimilation and Exclusion: Refugees in a Double Bind", in association with the School of Critical Theory and Cultural Studies [Nottingham University] and the Institute of Cultural Analysis [Nottingham Trent University]. Professor Baumann spoke on the themes of his recent book 'Wasted Lives', which is recommended reading for anyone concerned with refugees and asylum seekers in the era of global capitalism. The meeting raised £426 for our destitution fund. It was a most interesting evening, and much appreciated by all who attended.

After a lazy July, in August, we had to respond urgently to the situation of people being detained and returned to Iraq. As life in Iraq becomes ever more hazardous, so our government suddenly deems it safe to return people there. We held another well-attended protest in the Market Square - in front of the Council House - at only three days' notice. As some people were being detained when they went to sign on at the Central Police Station, we also protested outside there on Wednesday and Thursday lunchtimes, and a small group stood outside to give support to people signing on during the day. One aim of this was to monitor who was being detained, and to inform their friends and family if necessary.

A stall during a protest in September, organised by Stop the War and other groups, resulted in some interest - and support - and vilification - from passers-by.

Through the refugee arts group Travelling Light a photography and video exhibition documenting the work of the Forum was shown at People's College, Nottingham, and at the Angel Row Gallery at Nottingham Central Library and the Surface Gallery in Mansfield Road.

We are refugees, asylum seekers and host community. Our commitment is to the human and civic rights of refugees and asylum seekers. The group generally meets on the third Wednesday in the month. We would welcome more people to join us, and we particularly need people who can make a regular commitment, as one problem we had earlier in the year was that a different group of people came to each meeting, making continuity difficult.

Asylum rights are human rights.

Chris Cann,
for the Nottingham Refugee Campaign Group.

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Tenant Support Service

We have continued to provide support to refugees who have are moving into new homes as tenants – usually their first real home after gaining 'leave to remain.' Since our contract with the City Council's Supporting People team started in January 2003, we have assisted over 300 new tenants, for anything from a couple of months to over two years. Almost all these have self-referred to the Forum because they have used the Centre before.

The 4 caseworkers, Amdani, Jasim, Julie and Saeed who between them speak nine of the languages used by refugees in Nottingham, help their tenants with all the daunting tasks needed to set up a new home – especially daunting if you don't speak English fluently and don't know your way around the 'System'! This includes registering with utility providers, obtaining furniture, applying for benefits and grants, changing GPs and schools. They also provide on-going support to enable the tenancy to be sustained e.g. dealing with changes of circumstances such as a family reunion or starting or stopping work, problems with budgeting to pay bills, home security.

The team work closely with Janet Hannay, our Benefits Adviser who has developed a 'special relationship' with the Housing Benefit office! Also with Larry McCloskey, our One-Stop Adviser, who can sort out Health and Education matters among much else. This enables us to provide an integrated, comprehensive service to an individual or family instead of having to refer them to several different organisations.

Case Study

Mr & Mrs A. and their 4 young children. The parents have refugee status. On leaving their NASS accommodation, as a family, they were classed as 'statutorily homeless' and housed in emergency accommodation by the Council for several months before being offered a tenancy. Our caseworker visited the house to check that it was in a reasonable condition. He then did an assessment of the family's needs and drew up an action plan.

He quickly applied to Family First for some basic second-hand furniture and helped them apply for a Community Care grant to pay for other household essentials such as a fridge and cooker. Housing and Council Tax Benefits were also applied for. He registered them for gas, electricity and water and arranged payment methods.

The next task was to get school places for the two older children. They were offered places at two different primary schools which would have made it impossible for their mother to take and fetch them both. With the help of Larry McCloskey, the caseworker eventually negotiated for a local school to take both and then got a place for the third child in the Nursery on the same site. Free school meals and school uniform allowance were sorted out and help given in opening a bank account to receive the cheque for the latter.

A new GP and dental services were arranged plus antenatal care for Mrs A and milk vouchers applied for.

The support worker referred the family to Janet Hannay, our Benefits Adviser for a benefit check regarding Child Tax Credits and Child Benefit.

The support worker will keep in regular contact with the family until they feel they need no further assistance.

The current Supporting People contracts with all providers only run until June 2006. A bidding process for new contracts will take place next January; the details of this have not yet been published. We intend to re-bid if possible as we hope to be able to continue this valuable service which is greatly appreciated by the tenants we support.

Patsy Brand

Nottingham & Nottinghamshire REFUGEE FORUM

BENEFITS ADVISER

On average I see 30 to 40 people each week, the majority having difficulties with housing and council tax benefit.

For each client that I interview I complete a 'wealth check' to ensure the correct benefits are being paid.

I have recently dealt with a family and discovered that benefit payments were incorrect as child and child tax credit were not in payment.

For every client in work I calculate Working Tax Credits and Housing and Council Tax payments if appropriate. I encourage clients to find employment by making an 'in work' calculation.

Due to numerous enquiries surrounding Housing Benefit and Council Tax I visit the Treasury approximately 2-3 times weekly and have developed a professional network within the Housing Benefit system.

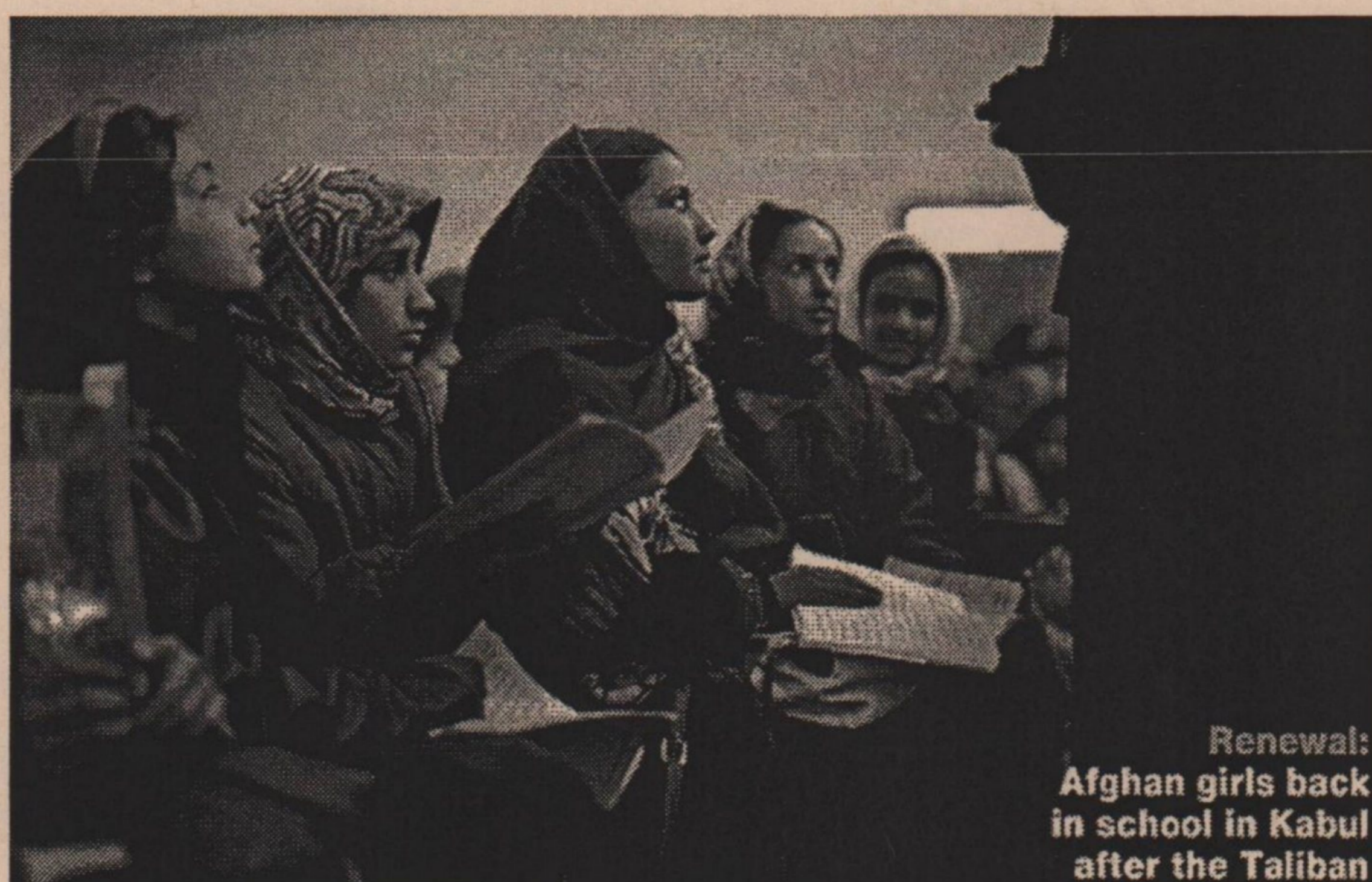
I represent clients in Court on average once a month and have achieved a 95% success rate in assisting clients to secure their tenancies.

I follow up the Court Hearing with a money management interview, instilling into the clients the importance of setting up a repayment scheme and keeping any agreement made with the Courts.

I also advise clients who have taken out Social Fund Loans and find that the schedules implemented by DWP are leaving them without enough money to pay utility bills and other pressing debts. I do this by providing DWP with an income and expenditure audit and DWP reduce the repayments for our clients accordingly.

This year I have undertaken with my colleague Larry, a series of training sessions for volunteers as well as staff from NACRO and other organisations and service providers. This training has included the full range of benefits and has been a huge success for all trainees participating.

Janet Hannay



Renewal:
Afghan girls back
in school in Kabul
after the Taliban

One Stop Stop Project Report 2005

In the last year I have seen on average 40 people per week all with a variety of problems, some complex many simple. Increasingly I am seeing Refugees as opposed to Asylum Seekers and the ethnicity of my client group has moved from predominantly Kurdish/Iranian to African. The impact has been that increasingly I am asked to assist with medical as opposed to social problems.

The main disease I deal with is HIV and I have been fortunate to develop a close working relationship with Joy Ruston, the HIV Social Worker based at the GU. She now has her initial interview at the Forum and then if appropriate arranges specialist medical help for the person.

The association we have developed with NACRO has gone from strength to strength. Their presence here allows the Forum to take four homeless Refugees a week off the streets and eventually into permanent accommodation. This success has caused problems as the Forum has guaranteed that we will support NACRO Refugee tenants, and this extra role is time consuming and difficult.

Refugee Forum now has a Gay group which has been recognised by the Gay Switchboard and contact details are published in the Gay press. I am receiving about three referrals per month. They range from failed gay asylum seekers desperate and afraid of being deported, and people requiring information about the laws surrounding homosexuality, to people wanting to join social groups.

Leila Ahmed has joined the One Stop Project to represent the needs of women Refugees and Asylum Seekers. She already has made significant difference in the few weeks she has been working. One of her roles has been supporting victims of rape and torture. Many of the women have never had medical attention, in one case for over 18 months.

I have in association with Janet Hannay delivered a ten-week Welfare Rights training programme for volunteers and other stakeholders. The attendance has been good, averaging 18 people from 7 different organisations. After consultation with volunteers to identify needs, further training will be provided.

Larry McCloskey



Nottingham & Nottinghamshire REFUGEE FORUM

Treasurer' Report

This is supplementary to and, hopefully, adds flesh to the bones of the Auditor's report.

Donations

Due to the various appeals made in respect of the Destitution Fund, donations (which include subscriptions) increased from £5467 in 2004 to £19840 in 2005. Whilst we received several large donations from organisations the bulk of this increase reflects a substantial increase in monthly standing orders from individuals. At the moment monthly Standing Orders amount to almost £1000 per month which is magnificent but is still not enough to maintain the existing level of expenditure indefinitely.

Grants Received

These amounted to £330882, almost 50% more than the previous year although, to some extent this increase reflects a large back payment from the national lottery (amount received 2004, £26820, 2005 £74836). Our funding from the National Lottery Community Fund ceases on 31 December 2005 and at the time of writing we are waiting to hear the outcome of a continuation bid. The Nottingham Works project ceases in April 2006, the One Stop shop in June 2006 and we are awaiting the results of the review of the Supporting People project.

This gives your new Management Committee funding difficulties but steps are already being taken to address these.

Reserves

At the end of the year we held net assets of £153404 of which £138678 is in the bank. A large amount of this has been spent in the current year on adapting the Square Centre but I am confident that the organisation is currently in a sound financial position.

The Square Centre

One of my supplementary roles has been, in conjunction with Patsy Brand, the project management associated with the conversion of and move to the Square Centre. The move gives the organisation premises that comply with the Disability Discrimination Act but will also enable us to extend or re-introduce our social and educational programmes.

And finally

The Auditors report to the Trustees raises only minor administration issues and I would like to pay tribute to our administration team of Lizzie and Teresa who have successfully gone through a steep learning curve and now administer what has quickly become a large organisation very effectively. I offer them my sincere thanks for their help and friendship over the last year.

Leo Keely

Treasurer

Nottingham & Nottinghamshire REFUGEE FORUM

**NOTTINGHAM & NOTTINGHAMSHIRE REFUGEE FORUM
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2005**

The Trustees present their Report for the year ended 31 March 2005.

The Nottingham & Nottinghamshire Refugee Forum is governed by a constitution dated 3 July 2000 and is a registered charity no. 1086962

The Trustees confirm that the accounts comply with current statutory requirements, the requirements of the charity's governing document and the requirements of the statement of recommended practice for charities.

Trustees' Responsibilities

a) Law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 charity will continue in operation.

b) The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993 and regulations thereunder. 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.

Risk Review

The trustees have conducted a review of the major risks to which the charity is exposed and have established systems to mitigate those risks.

FOR AND ON BEHALF OF THE TRUSTEES

.....
R Peutrell (Chair)

Dated.....

**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF
NOTTINGHAM & NOTTINGHAMSHIRE REFUGEE FORUM
FOR THE YEAR ENDED 31 MARCH 2005**

We have audited the financial statements of the Nottingham & Nottinghamshire Refugee Forum for the year ended 31 March 2005 on pages xx to xx. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of trustees and auditors

The trustees' responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting standards are set out in the Statement of Trustees' Responsibilities.

We have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the Trustees' Annual report is not consistent with the financial statements, if the charity has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We read other information contained in the Trustees' Annual Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards 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 charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us 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 an opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2005 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Charities Act 1993.

.....
Registered Auditor

David Hickie
75 Kedleston Road
DERBY
DE22 1FR

Dated.....

**NOTTINGHAM & NOTTINGHAMSHIRE REFUGEE FORUM
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2005**

	Notes	Unrestricted Funds	Restricted Funds	2005 £	2004 £
INCOMING RESOURCES					
Donations and similar income	2	147,607	205,566	353,173	246,129
Investment income	2	4,563	0	4,563	1,268
		-----	-----	-----	-----
Total incoming resources		152,170	205,566	357,736	247,397
RESOURCES EXPENDED					
Charitable Expenditure:					
Grants payable	3	17,582	7,526	25,108	2,334
Costs of Activities	4	163,875	111,157	275,032	168,409
Support costs	5	4,532	71	4,603	918
Management & administration	6	7,112	2,426	9,538	5,546
		-----	-----	-----	-----
Total Resources expended		193,101	121,180	314,281	177,207
		-----	-----	-----	-----
NET INCOMING RESOURCES		-40,931	84,386	43,455	70,190
Gross transfers between funds	8	92,296	-92,296	0	0
		-----	-----	-----	-----
NET INCOMING RESOURCES		51,365	-7,910	43,455	70,190
Fund balances brought forward		22,576	87,373	109,949	39,759
		-----	-----	-----	-----
Fund balances carried forward		73,941	79,463	153,404	109,949
		=====	=====	=====	=====

Statement of Total recognised Gains and Losses

The Forum has no recognised gains or losses other than as above.

The attached notes form part of these Financial Statements.

**NOTTINGHAM & NOTTINGHAMSHIRE REFUGEE FORUM
BALANCE SHEET
AS AT 31 MARCH 2005**

	Notes	2005 £	2004 £
FIXED ASSETS			
Tangible Assets	9	14,726	0
CURRENT ASSETS			
Debtors & Prepayments	10	0	5,249
Cash at Bank		155,882	112,932
Cash in Hand		126	168
		-----	-----
		156,008	118,349
CREDITORS			
Amounts falling due within one year	11	-17,330	-8,400
		-----	-----
Net Current Assets		138,678	109,949
NET ASSETS			
	12	153,404	109,949
		=====	=====
FUNDS			
Restricted Income Funds:	13	79,463	87,373
Unrestricted Income Funds:		73,941	22,576
		-----	-----
		153,404	109,949
		=====	=====

The attached notes form part of these Financial Statements.

For and on behalf of the Trustees

.....
L Keely (Treasurer)

Dated.....

**NOTTINGHAM & NOTTINGHAMSHIRE REFUGEE FORUM
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2005**

1. ACCOUNTING POLICIES

General

These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

Depreciation

Depreciation is provided on fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows -

- Fixtures & Fittings	20% straight line
- Computer Equipment	33.3% straight line

Income

Donations are accounted for when received by the charity. Other income is accounted for on an accruals basis as far as is prudent to do so.

Expenditure

Expenditure is accounted for on an accruals basis.

Taxation

The Charity is generally exempt from Income Tax and Corporation Tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

2. INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	2005 £	2004 £
Donations and similar income				
Donations	19,157	0	19,157	5,467
Grants	125,316	205,566	330,882	225,505
Other income	3,134	0	3,134	15,157
	-----	-----	-----	-----
	147,607	205,566	353,173	246,129
	=====	=====	=====	=====
Investment income				
Bank interest	4,563	0	4,563	1,268
	=====	=====	=====	=====

3. GRANTS PAYABLE IN FURTHERANCE OF THE CHARITY'S OBJECTS

	Unrestricted Funds	Restricted Funds	2005 £	2004 £
Paid to individuals	17,582	7,526	25,108	2,334
	=====	=====	=====	=====

4. COSTS OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS

	Note	Unrestricted Funds	Restricted Funds	2005 £	2004 £
Cleaning		2,680	0	2,680	735
Depreciation		5,440	379	5,819	0
Insurance		2,053	0	2,053	590
Light & Heat		3,432	0	3,432	864
Marketing expenses		1,050	0	1,050	0
Printing & Stationery		8,429	161	8,590	10,161
Property Repairs		3,476	0	3,476	74
Rates		880	82	962	391
Rent		12,414	3,282	15,696	9,914
Repairs & Renewals		395	0	395	0
Salaries	7	99,848	98,843	198,691	86,863
Sundry expenses		2,336	2,187	4,523	4,387
Telephone		8,136	803	8,939	6,215
Training		2,635	429	3,064	273
Translating		2,345	3,804	6,149	36,796
Travel & Subsistence		4,353	882	5,235	1,131
Volunteer expenses		3,973	305	4,278	10,015
		-----	-----	-----	-----
		163,875	111,157	275,032	168,409
		=====	=====	=====	=====

5. SUPPORT COSTS

	Unrestricted Funds	Restricted Funds	2005 £	2004 £
Bank Charges	15	0	15	10
Moving office expenses	2,906	0	2,906	468
Postage	1,393	24	1,417	229
Sundry expenses	218	47	265	211
	-----	-----	-----	-----
	4,532	71	4,603	918
	=====	=====	=====	=====

6. RESOURCES EXPENDED ON MANAGING AND ADMINISTERING THE CHARITY

	Unrestricted Funds	Restricted Funds	2005 £	2004 £
Accountancy & Audit	4,500	500	5,000	3,499
Consultancy	1,495	166	1,661	0
Legal fees	197	0	197	0
Professional fees	920	1,760	2,680	2,047
	-----	-----	-----	-----
	7,112	2,426	9,538	5,546
	=====	=====	=====	=====

7. STAFF EMOLUMENTS

	Unrestricted Funds	Restricted Funds	2005 £	2004 £
Salaries	91,666	90,745	182,411	79,746
Social Security Costs	8,182	8,098	16,280	7,117
	-----	-----	-----	-----
	99,848	98,843	198,691	86,863
	=====	=====	=====	=====

The average weekly number of employees during the period was as follows:

	2005	2004
Office and Management	2	2
Charitable activities	6	3
	-----	-----
	8	5
	=====	=====

8. GROSS TRANSFERS BETWEEN FUNDS

	2005 £	2004 £
Nottingham City Council have agreed that the restricted surplus funds for the supporting people fund as at 31 March 2004 can be used for other charitable purposes.	100,492	0
Overspends on restricted funds	-8,196	0
	-----	-----
	92,296	0
	=====	=====

9. FIXED ASSETS FOR USE BY THE CHARITY

	Computer Equipment £	Fixtures & Fittings £	Total £
Cost			
At 1 April 2004	0	0	0
Additions	12,822	7,723	20,545
Disposals			0
	-----	-----	-----
At 31 March 2005	12,822	7,723	20,545
	=====	=====	=====
Depreciation			
At 1 April 2004	0	0	0
Charge for year	4,274	1,545	5,819
Disposals			0
	-----	-----	-----
At 31 March 2005	4,274	1,545	5,819
	=====	=====	=====
Net Book Value			
At 31 March 2004	0	0	0
	=====	=====	=====
At 31 March 2005	8,548	6,178	14,726
	=====	=====	=====

10. DEBTORS AND PREPAYMENTS

	2005 £	2004 £
Prepayments	0	5,249
	=====	=====

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2005 £	2004 £
Trade Creditors	5,385	7,460
Accruals	5,076	940
Other Taxes and Social Security	6,869	0
	-----	-----
	17,330	8,400
	=====	=====

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	2005 £	2004 £
Fixed Assets	0	14,726	14,726	0
Net Current Assets	73,941	64,737	138,678	109,949
	-----	-----	-----	-----
	73,941	79,463	153,404	109,949
	=====	=====	=====	=====

13. ANALYSIS OF RESTRICTED FUNDS

	Note	2005 £	2004 £
Advice Worker		8,309	-1,094
Community Fund - Lottery		22,869	-19,859
Groundwork		0	803
Hardship Fund		8,380	8,852
Health Action Zone		520	520
Home Office summer programme		0	-469
Nottingham City Council		18,216	734
Nottingham Renewal Community Chest		2,567	-2,433
Nottingham Works		16,874	-692
Photo project		1,228	0
Renewal Trust		500	500
Small Grants Fund		0	19
Supporting People	14	0	100,492
		-----	-----
		79,463	87,373
		=====	=====

14. SUPPORTING PEOPLE FUND

The Trustees believe that this income and related expenditure should be included as unrestricted funds.

15. CAPITAL COMMITMENTS AND CONTINGENT LIABILITIES

An order for the installation of a lift had been placed at the year end at a cost of £16,003. This lift is to be installed at the new premises.

As at 31 March 2005, there were no known Contingent Liabilities.

16. POST BALANCE SHEET EVENTS

A lease was signed on 1 April 2005 for the rent of a larger Property at 389 Alfred Street North Nottingham. The move to the new premises was completed at the end of September 2005.

**NOTTINGHAM & NOTTINGHAMSHIRE REFUGEE FORUM
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2005**

Trustees

R Peutrell Chair
P Stoa Secretary
A Hailu
A Juma
C Cann
G Freeman
L Keely Treasurer
L Hassan Ahmed
L Wilson
M Hawthorne
M Woolfson
P Brand
P Carroll
P Loewenstein
R Oliver
S Sabir
S Mohammed

Principal Address

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Nottingham
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Derby

Accountants

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141 Havenbault Lane
Littleover
Derby

Bankers

The Co-operative Bank
PO Box 101
1 Balloon Street
Manchester

Solicitors

Berryman Shacklock
Park House
Friar Lane
Nottingham

CAF Bank
PO Box 289
West Malling
Kent

Nottingham & Nottinghamshire Refugee Forum

Registered Charity Number 1086962