

MANCHESTER REFUGEE SUPPORT NETWORK

CHARITY REGISTRATION NO:1109990

**FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2011**

Community Accountancy Service Ltd.
The Grange, Pilgrim Drive,
Beswick,
Manchester,
M11 3TQ.

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF
MANCHESTER REFUGEE SUPPORT NETWORK
REGISTERED CHARITY NO. 1109990**

I report on the accounts of the charity, for the Year Ended 31ST March 2011 which are set out on pages 18 to 24.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) or under Regulation 10(1)(a) to (c) of the Charities Accounts (Scotland) Regulations 2006 (the 2006 Regulations) and that an independent examination is needed. The charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

- Examine the accounts under section 43 of the Charities 1993 Act and under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act);
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- To state whether particular matters have come to my attention.

Basis of Independent Examiners Report

My examination was carried out in accordance with the General Directions given by the Charity Commission and is in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention :

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records have in accordance with section 41 of the 1993 Act and section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act and section 44(1)(a) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations, have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

E.L Anderson MA FCA CTA

Date: 24th May 2011

Community Accountancy Service Ltd
The Grange, Pilgrim Drive, Beswick,
Manchester, M11 3TQ

MANCHESTER REFUGEE SUPPORT NETWORK

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2011

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	Notes	Unrestricted Funds £	Restricted Funds £	Year Ended 31.03.11 Total Funds £	Year Ended 31.03.10 Total Funds £
INCOMING RESOURCES					
Voluntary Income					
Gifts and Donations		200		200	300
Incoming Resources from Generated Funds:					
<i>Activities for Generating Funds</i>					
Investment Income	(4)	1		1	1
Incoming Resources from Charitable Activities:					
Grant Manchester City Council-VSPG			45,000	45,000	45,000
Big Lottery			72,456	72,456	69,852
GMCVO			-	-	1,300
Quakers Fund			300	300	500
Scottish Power			45,916	45,916	40,220
Targeted Support			-	-	26,811
Community Development Foundation			5,740	5,740	-
MIF			160,326	160,326	-
Refugee Action RIES			36,915	36,915	106,527
Volunteering England			33,929	33,929	32,941
NW LST			3,000	3,000	-
Other			4,465	4,465	4,491
The Cooperative Foundation			2,000	2,000	-
Other Income		8,034	100	8,134	9,904
Federation for Community Development			6,950	6,950	19,296
TOTAL INCOMING RESOURCES		8,235	417,097	425,332	357,143
RESOURCES EXPENDED					
Charitable Activities	(2)	1,608	381,848	383,456	362,145
Governance Costs	(2)	7,040	7,167	14,207	3,769
TOTAL RESOURCES EXPENDED	(2)	8,648	389,015	397,663	365,914
NET INCOMING (OUTGOING) RESOURCES FOR THE YEAR BEFORE TRANSFERS					
		(413)	28,082	27,669	(8,771)
Transfer Between Funds	(9)	(1,494)	1,494	-	-
RECONCILIATION OF FUNDS					
Total Funds Brought Forward		8,005	30,631	38,636	47,407
TOTAL FUNDS CARRIED FORWARD	(9)	6,098	60,207	66,305	38,636

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 20 to 24 form part of these accounts.

BALANCE SHEET AS AT 31 MARCH 2011

	Notes	2011 £	2010 £
FIXED ASSETS			
Tangible Fixed Assets	(5)	2,485	8,355
CURRENT ASSETS			
Debtors	(7)	640	12,199
Cash at Bank and in Hand		<u>158,595</u>	<u>26,231</u>
		159,235	38,430
LIABILITIES:			
Amounts falling due within one year	(8)	<u>(95,415)</u>	<u>(8,149)</u>
NET CURRENT ASSETS		63,820	30,281
NET ASSETS		<u><u>66,305</u></u>	<u><u>38,636</u></u>
ACCUMULATED FUNDS			
Unrestricted	(9)	6,098	8,005
Restricted	(9)	<u>60,207</u>	<u>30,631</u>
		<u><u>66,305</u></u>	<u><u>38,636</u></u>

RESPONSIBILITIES OF TRUSTEES

The charity trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

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 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 appropriate 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 Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed.

The trustees 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.

The trustees for the purposes of charity law who served during the year and up to the date of this report are set out in the Appendix.

Approved on behalf of the Board

) Trustee

Christopher Nkala

) Trustee

Addisu Tewolde

Date: 24th May 2011

The notes on pages 20 to 24 form part of these accounts.

1 ACCOUNTING POLICIES

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and with Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

Fund Accounting

Unrestricted funds are available for use at the discretion of the directors in furtherance of the general objectives of the company. Designated funds are unrestricted funds earmarked by the Directors for particular purposes. Restricted funds are subjected to the restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Incoming Resources

All incoming resources are included in the statement of financial activities when the organisation is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income: Grant and investment income are reflected in the accounts when receivable. Grants which relate to a specified future period are deferred. Donations, gifts and other income are reflected in the accounts when received. In addition monies received for specific purposes are set aside as "restricted funds". General monies may be designated by the Trustees for a particular use.

Resources Expended

All expenditure other than that capitalised has been recognised on an accruals basis as the liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates: Costs of generating funds comprises the costs associated with attracting voluntary income. Charitable expenditure comprises those costs incurred by the company in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the company and include the accountancy fees and costs linked to the strategic management of the charity. All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in Note 2.

Valuation, Capitalisation and Depreciation of Fixed Assets

Fixed assets are included in the accounts at net book value. Additions of a single item or a group of similar assets exceeding £500, are capitalised at cost. Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:-

Office Equipment & Furniture	25% on cost
Computers	33.3% on cost

Taxation

The organisation is exempt from income tax by reason of its charitable nature under S505 ICTA 1988. Income tax suffered on investment income is reclaimed in full.

Pensions

The organisation does not operate a pension scheme.

MANCHESTER REFUGEE SUPPORT NETWORK

2 TOTAL RESOURCES EXPENDED

	NW LST	Big Lottery	Community Development Foundation	FCDL	Other Restricted Funds	MIF	RIES	Scottish Power	Targeted Support	The Cooperative	Volunteering England	VSPG	General Funds	Welfare Grants	Total 2011	Total 2010
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Costs directly allocated to activities:	3,000	47,531	1,960			119,028	32,156	26,152			21,217	34,905			285,949	231,129
Employment Costs																1,682
Recruitment																4,200
Freelance Workers		689		81	125	365	(21)				177	571				2,320
Staff Travel					800		6,769							4,566		35,000
Grants Paid / Advocacy Suppliers					1,769								231		2,000	-
Studentships				200								484			684	842
Beneficiary Travel		1,920			449	120						2,284			4,773	8,640
Festival & Events Expenses		207	285		467	295		50				1,637			2,941	3,352
Information, Education & Promotion		750	150	318		1,009	158	178			1,754	666			4,983	7,898
Training & Childcare Costs		3,528			140	160	2,252	516			5,161				11,757	12,763
Volunteer Travel & Expenses																
Support Costs:																
Premises Costs		841				9,818	1,526	4,974	242		3,135	2,590			23,126	20,379
Printing, Stationery & Postage		593		362		236	162	2,324			757	87			4,521	9,020
Telephone		1,908		40		1,558	582	1,085			1,095	545			6,813	8,982
PI Insurance						206					21				227	303
Web Design & Software						1,302										1,060
Equipment Rental						240				751					1,302	-
Minor Equipment						4,827	493	1,352			1,072	661			991	1,073
IT Support & Equipment		2,072	115			522	404	193	266	235		321	6,425		10,592	5,621
Depreciation		308			1			5,048					(5,048)		8,675	7,881
Overhead Recharge									508	986						
	3,000	60,347	2,510	1,001	3,751	139,686	44,481	41,872	508	986	34,389	44,751	1,608	4,566	383,456	362,145
Governance Costs:																
Accountancy & Payroll		847				569	86				407				1,909	1,674
Agm & Management Committee		3,278													3,278	860
Legal & Professional Fees								1,246					7,040		8,286	-
Bank Charges		10				58		10			12	10			100	59
Sundry		4,135	0	0	278	685	86	1,263	0	0	446	249	25	25	634	1,156
	0	4,135	0	0	278	685	86	1,263	0	0	446	249	7,040	25	14,207	3,769
	3,000	64,482	2,510	1,001	4,029	140,371	44,567	43,135	508	986	34,835	45,000	8,648	4,591	397,663	365,914

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011 (cont...)

2 TOTAL RESOURCES EXPENDED (CONT...)

	2011	2010
	£	£
STAFF COSTS:		
Wages and Salaries	261,503	211,139
Social Security Costs	24,446	19,990
	<u>285,949</u>	<u>231,129</u>

No employee earned £60,000 per annum or more.

The average number of employees during the year, calculated on the basis of full time equivalents, was:

Refugee Work	5	7
Manager & Administration	2	1
Advice Work	4	1
	<u>11</u>	<u>9</u>

3 TRUSTEES REMUNERATION AND EXPENSES

No remuneration was paid or payable to any of the trustees in respect of the period. Except as disclosed below no reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the period.

Travel Expenses	7 trustees	£	£
		<u>1,919</u>	<u>392</u>

4 INVESTMENT INCOME

	2011	2010
	£	£
Bank Interest Receivable	<u>1</u>	<u>1</u>

5 TANGIBLE FIXED ASSETS

	Short Leasehold Improvements	Computer Equipment	Office Equip. & Furniture	Total
	£	£	£	£
COST				
At 1 April 2010	12,796	14,202	6,639	33,637
Additions		1,865	940	2,805
At 31 March 2011	<u>12,796</u>	<u>16,067</u>	<u>7,579</u>	<u>36,442</u>
DEPRECIATION				
At 1 April 2010	6,398	12,245	6,639	25,282
Charge for Year	6,398	2,042	235	8,675
At 31 March 2011	<u>12,796</u>	<u>14,287</u>	<u>6,874</u>	<u>33,957</u>
NET BOOK VALUE				
At 31 March 2011	<u>-</u>	<u>1,780</u>	<u>705</u>	<u>2,485</u>
At 31 March 2010	<u>6,398</u>	<u>1,957</u>	<u>-</u>	<u>8,355</u>

6 CAPITAL COMMITMENTS

Contracted but not provided for	2011	2010
	£ nil	£ nil

7 DEBTORS

Other Debtors	£	£
Prepayments	10	8,468
	<u>630</u>	<u>3,731</u>
	<u>640</u>	<u>12,199</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011 (cont...)

8	LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	2011	2010
		£	£
	Other Creditors	2,181	646
	Deferred Income	83,007	165
	Accruals	10,227	7,338
		95,415	8,149

9	MOVEMENT IN FUNDS	Balance				Balance
		1 April	Incoming	Transfers	Outgoing	31 March
		2010				2011
	Restricted Funds:	£	£	£	£	£
	Big Lottery	2,945	72,456		(64,482)	10,919
	Awards for All	8			(8)	-
	CES	300			(300)	-
	Change Up	1			(1)	-
	Volunteering England	4,206	33,929		(34,835)	3,300
	MCC VSPG		45,000		(45,000)	-
	Community Development	2,520			(2,520)	-
	Community Development Found'n		5,740		(2,510)	3,230
	Destitution Fund	200	400		(201)	399
	FCDL	15,503	6,950		(1,001)	21,452
	NW LST		3,000		(3,000)	-
	Forum Funds	650			(650)	-
	RIES	6,175	36,915	1,477	(44,567)	-
	GMCVO	550			(550)	-
	Welfare Grants	25	4,465		(4,390)	100
	MIF	(233)	160,326		(140,371)	19,722
	Scottish Power	(2,781)	45,916		(43,135)	-
	Targeted Support	579			(508)	71
	TS4SE	(17)		17		-
	The Cooperative		2,000		(986)	1,014
	<i>Total Restricted Funds:</i>	30,631	417,097	1,494	(389,015)	60,207
	Unrestricted Funds:					
	General	8,005	8,235	(1,494)	(8,648)	6,098
	<i>Total Unrestricted Funds:</i>	8,005	8,235	(1,494)	(8,648)	6,098
		38,636	425,332	-	(397,663)	66,305

Purpose of funds:-

Big Lottery	Forum Development Project
Awards for All	Community Development Project (QASRO Training Prog.)
CES	Community Development Project
Change Up	Community Development Project
Volunteering England	Recruitment of new Volunteer Coordinator
MCC TSPG	Community Development Project
Community Development	Community Development Project
Destitution Fund & Welfare Grants	to assist individuals experiencing hardship
FCDL	Community Development Project
NW LST	Health Advocacy & Advice Project
RIES	RIES
MIF	Advice Project
Scottish Power	Money & Debts Advice Project
The Cooperative	Community Development Project

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011 (cont...)

10 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Net Current Assets £	Total £
RESTRICTED FUNDS:			
Volunteering England		3,300	3,300
Big Lottery	268	10,651	10,919
Community Development Foundation		3,230	3,230
Destitution Fund		399	399
FCDL		21,452	21,452
Welfare Grants		100	100
Targeted Support	268	(197)	71
MIF	1,243	18,479	19,722
The Cooperative	705	309	1,014
	<u>2,484</u>	<u>57,723</u>	<u>60,207</u>
UNRESTRICTED FUNDS:			
General	1	6,097	6,098
	<u>2,485</u>	<u>63,820</u>	<u>66,305</u>

11 CONTINGENT LIABILITIES

There were no contingent liabilities at 31st March 2011 (2010 £nil).