



Refugee  
Resource

## **REFUGEE RESOURCE**

(A Charitable Company Limited by Guarantee)

### **Annual Report and Financial Statements**

**For the year ended 31 March 2017**

**Registered Charity No. 1098876**

**Company No. 4558542**

# Refugee Resource

## Annual Report and Financial Statements

For the year ending 31 March 2017

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## Refugee Resource

The Trustees are pleased to present their report together with the audited financial statements for the year ended 31 March 2017.

### Reference and Administrative Information

Charity name: Refugee Resource

Charity registration number: 1098876

Company registration number: 4558542

Registered office and  
operational address: The Old Music Hall  
106-108 Cowley Road  
Oxford OX4 1JE

Chief Executive Officer: Kate Hood

### Trustees

Ray Fishbourne (Chair until 31 December 2016)

Belinda Coote (Chair from 1 January 2017)

Louisa Daubney

Tan Lea

Thibaut Mills

Yusef Salehi-Esfahani

Orlando Trujillo-Bueno

Ken King (appointed 1 December 2016)

### Auditors

Critchleys Audit LLP

Beaver House, Hythe Bridge Street, Oxford, OX1 2EP

### Bankers

Triodos Bank N.V.

Brunel House, 11 The Promenade, Bristol BS8 3NN

## **Objectives and activities**

### **The objects of the charity are:**

- 1) To provide relief for refugees, asylum seekers, vulnerable migrants and their dependants living temporarily or permanently in particular but not exclusively in Oxfordshire who are in conditions of hardship or distress;
- 2) To preserve and protect the physical and mental health of refugees, asylum seekers, vulnerable migrants and their dependants;
- 3) To advance the education and training of refugees, asylum seekers, vulnerable migrants and their dependants in need thereof so as to enhance their employment opportunities and assist in their settlement within a new community;
- 4) To advance the education of the public in general about the issues relating to refugees, asylum seekers and vulnerable migrants; AND
- 5) The provision of facilities for recreation or other leisure time occupation for refugees, asylum seekers and vulnerable migrants with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances.

### **The activities employed to achieve the charity's objectives are:**

- A counselling service, offering transcultural counselling and psychotherapy, aimed at relieving distress arising from the after-effects of conflict, persecution or violence, and building confidence and empowering refugees, asylum seekers and vulnerable migrants.
- A service for women to provide support and network with others through a programme of educational, creative or recreational activities.
- Activities for men to provide support and network with others through a programme of educational, creative or recreational activities.
- A mentoring and coaching service to provide social support and to help with both mental health and employment needs as appropriate.
- An employment service, supported by bursary funding, to identify and extend the skills of refugees and facilitate access to employment, training and business opportunities in order to reduce dependency, promote mental health and facilitate integration with local communities.
- A training and consultation service to develop the capacity of local service providers and social services to respond appropriately and effectively to the mental health needs of refugees and asylum seekers who are at risk of isolation and social exclusion.
- Work with the media to present more accurate images of refugees and asylum seekers where possible.
- Through qualitative evaluation of our activities, we aim to share and promote good practice in relation to the psychosocial and integration needs of refugees and asylum seekers.

## **Overview of the year ended 31 March 2017**

### **The corporate objectives which the Trustees set for 2016/17 were to:**

- Continue to deliver and possibly extend our range of high quality therapeutic services with a view to empowering clients and improving their well-being;
- Consolidate and build on recent expansion by improving business management and communications systems to aid efficiency and effective working;
- Build our internal capacity by focussing on the professional development, and safeguarding the well-being, of our staff, trustees, volunteers and associates.
- Develop a marketing communications and media strategy to build the organisational profile, diversify our funding streams and help ensure the organisation's sustainability and relevance in an increasingly challenging external environment;
- Meet the outcomes set for different services and improve our systems of monitoring and evaluating our work, including eliciting feedback from our clients, in order to more effectively evaluate, report on and develop these;

- Develop new, and strengthen existing, partnerships with other organisations in order to develop and extend our range of client services and identify possible joint funding initiatives, while avoiding duplication of services.

### **Achievements and performance**

Refugee Resource is the only service in Oxfordshire to offer a range of complementary services to support the psychological, emotional and social well-being and long-term mental health needs of refugees, asylum seekers and vulnerable migrants in Oxfordshire. Clients are referred to us by GPs, Social Services, solicitors and partner organisations, as well as by friends or family and self-referrals.

In 2016/17, we either met and or exceeded our service-delivery targets: more than 250 refugees, asylum seekers and vulnerable migrants of 29 nationalities made more than 1,300 visits to our offices to access support via our mentoring, counselling, social inclusion (advice/ advocacy) and women's services; 59% of these were women. We worked with over 45 partner organisations to help give clients the best end-to-end service to address and resolve a range of issues.

We also delivered training for other organisations on mental health, post-traumatic stress disorder and effective ways to work with refugees and migrants, to ensure our clients are treated with understanding and compassion when trying to establish themselves in the UK. In 2016/17, we worked with staff teams from the Oxford Job Centre and Oxford City Council Housing Office, as well as professionals from educational and mental health bodies. We also gave many talks to community groups, schools and religious organisations to raise awareness and funds, dispel myths, and enable deeper insights into the circumstances of refugees and asylum seekers.

### **Highlights:**

- Our Counselling and Psychotherapy Service expanded to include a schools-based therapy service which works with young refugees in a local school and supports the teaching staff. Our team of seven counsellors, including two new therapists, worked with 73 clients, including 23 children and young people during the year.
- Our Mentoring Service delivered over 678 hours of mentoring support via 39 active mentor/ mentee pairings, and 93% of mentees reported increased confidence after six months support. During the year, we delivered 21 training sessions for volunteer mentors, covering issues related to cultural awareness, understanding boundaries and ways to empower clients, supporting victims of trauma, understanding PTSD, listening skills and supporting people with English and Maths.
- In order to benefit fully from our therapeutic and mentoring services, many of our service users also need help to address a wider range of social issues, so in 2016/17 we established a new social inclusion programme to provide advice and, where necessary, involve other organisations in helping clients to resolve the issues that they face: 83 clients received advice and advocacy support through our social inclusion work; 53 clients received specialist advice from our Citizen's Advice Bureau service (CAB) and all (100%) of our CAB clients reported an improvement in their financial and/or accommodation situation.
- Our Women's Service grew its membership to 130 women, attracting 23 new members of different nationalities, and extended its range of activities over three days a week (from one day a week previously). The emphasis was on increasing confidence and empowerment and 26 women took a lead in running group activities and/or accessing external training or employment opportunities.
- Ten people received bursary payments totalling £7764 (£6882 through our partnership with the Oxford University Hospital NHS Foundations Trust for medical training, and £882 through our Refugee Resource bursary for travel and course and exam fees, for example for IELTS).
- 56 young people were engaged with our weekly football group and other social or educational activities.
- We also took on a new Partnership Development Manager to help build and develop relationships with partners as well as existing and potential funders.

## **Financial Review**

### **Principal funding sources**

The principal funding sources for the charity for 2016/17 have been grants, primarily from the Big Lottery Fund, The Henry Smith Charity, The Esmée Fairbairn Foundation, The Rayne Foundation and Oxfordshire County Council.

### **Reserves policy**

Our reserves policy dictates that we keep a relatively high level of reserves due to both the nature of our work and our income cycle. Our counselling and psychotherapy work with vulnerable and traumatised clients is long-term and it could be unsafe to end this abruptly; we therefore need a 9-12 month period to wind-down this service. The nature of the work also means we require premises with a reception and counselling rooms; we must provide clinical supervision for staff; and interpreters are needed for service users. We are currently dependent on a few major funding sources - if any of these were lost it could place us in a precarious situation, and as our ability to generate unrestricted funds quickly is limited, we need to hold reserves to cover a lost grant until we can find alternative sources of funding. In 2016/2017, we reviewed and revised our reserves policy (available on request).

As at 31 March 2017, the unrestricted funds of the charity not invested in tangible fixed assets or otherwise committed was £275,960.

### **Future plans**

The current global refugee crisis is leading to more and more people arriving in the Oxford area, and we will continue to work with Oxford City Council to help support the new refugees arriving in Oxfordshire as part of the Government's Syrian Vulnerable Persons Resettlement Programme. We also plan to renew our contract with the Police and Crime Commission in order to continue to deliver therapeutic support to victims of crime from our client group.

Our three year strategic plan is in place and has several areas of focus for growth in the coming year:

- Our new school-based therapy service is through it's pilot phase and is now part of our counselling service portfolio; we will be building on it's initial success and there is scope to expand this service in the next 12-24 months if we can access funding.
- Demand for our expertise, especially the specialist skills of our counselling team, continues to grow and we will continue to scale up our training programme with service providers, such as the Housing Department and the Job Centre, to increase their understanding about our clients' behaviours and needs, so they can work more supportively. We are also aiming to monetise this service.
- We continue to develop our systems for monitoring and evaluating our work and plan to implement a new database system in 2017/18 which will improve the speed and efficiency of our reporting and evaluating.
- We also plan to extend our employment and training offer, giving more careers advice and building new partnerships with organisations such as Oxfam and the Shaw Trust to support refugees to access voluntary and paid employment opportunities.
- We will continue to review and improve our services with the support of the new Refugee Advisory Board that we set up in 2016/17 which ensures the voices and opinions of our service-users are heard and acted upon. We will also carry out an external evaluation into all our services in the autumn of 2017, as part of our contract with the Big Lottery.

## **Structure, Governance and Management**

Refugee Resource is a charitable company limited by guarantee, incorporated on 9 October 2002 and registered as a charity on 5 August 2003. The company 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. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Refugee Resource was previously known as Oxford Refugee Support Project, which was established by a Declaration of Trust dated 14 October 1999. On 1 April 2003, the Trustees transferred the assets and liabilities held under the Declaration of Trust into the company limited by guarantee and from that date the organisation's activities have been conducted through the company limited by guarantee.

The governance of the charity is the responsibility of the directors who are also trustees and the sole Members of the company. They are elected and co-opted under the terms of the Articles of Association which specify that a minimum of three trustees be appointed with no maximum number recommended. One third of trustees step down by rotation at each annual general meeting and, if eligible, may offer themselves for re-election.

Efforts are made to recruit a range of trustees who can provide the charity with a broad spectrum of relevant experience and knowledge. There is an induction process for new trustees designed to help them understand how the charity works. The directors who served during the period of this report are set out on page 3.

The Board of Trustees meets at least five times a year. Individual trustees have responsibility for monitoring the Charity's activities in specific operational areas depending on their expertise. A Finance Committee, with responsibility for scrutinising financial performance, has been established and meets prior to Board meetings. A trustee-led fundraising working group has also been established to support this area of activity.

The Chief Executive Officer, who reports directly to the Board, takes a strategic lead and is responsible for the day-to-day management of the charity.

### **Public benefit statement**

Refugee Resource's charitable activities focus on relieving distress and improving the well-being of refugees, asylum seekers and vulnerable migrants, and are undertaken to further our charitable purposes for the public benefit. The Trustees have complied with the duty in Section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

## Responsibilities of the Trustees for the preparation of the financial statements

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they 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;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the company's directors, we certify that:

- as far as we are aware, there is no relevant audit information of which the company's auditors are unaware;
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report has been prepared in accordance with the small Companies Regime under Section 419(2) of the Companies Act 2006.

**Signed on behalf of the Trustees**

*Belinda Coote*

Belinda Coote  
Chair

*1st September 2017*

Date:



## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF REFUGEE RESOURCE**

We have audited the financial statements of Refugee Resource for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 (United Kingdom Generally Accepted Accounting Practice).

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

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 10, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

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

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Board of Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

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

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Board of Trustees for the financial year for which the accounts are prepared is consistent with the accounts; and
- the Report of the Board of Trustees has been prepared in accordance with applicable legal requirements

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF REFUGEE RESOURCE (continued)**

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

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Board of Trustees.

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to take advantage of the small companies' exemption in preparing the Report of the Board of Trustees and take advantage of the small Companies exemption from the requirement to prepare a strategic report.



**Colin Mills (Senior Statutory Auditor)**  
**for and on behalf of Critchleys Audit LLP,**  
**Statutory Auditor**  
**Oxford**

4 September 2017

**Refugee Resource**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**For the Year Ended 31 March 2017**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Unrestricted Funds £	Restricted Funds £	Total 2016 £
<b>Income and Endowments from Generated Funds</b>							
Donations & Legacies							
Donations & Grants	2	39,299	308,126	347,425	20,370	167,663	188,033
Income from Investments	4	222	0	222	192	0	192
<b>Income From Charitable Activities</b>							
Grants & Contracts	3	40,071	14,325	54,396	13,278	23,605	36,883
		<b>79,592</b>	<b>322,451</b>	<b>402,043</b>	<b>33,840</b>	<b>191,268</b>	<b>225,108</b>
<b>Expenditure</b>							
Expenditure on Raising Funds	6.1	0	34,883	34,883	4,453	26,130	30,583
Expenditure on Charitable Activities	6.2	13,506	294,310	307,816	13,462	245,248	258,710
		<b>13,506</b>	<b>329,193</b>	<b>342,699</b>	<b>17,915</b>	<b>271,378</b>	<b>289,283</b>
<b>Net income/(expenditure)</b>		<b>66,086</b>	<b>(6,742)</b>	<b>59,344</b>	<b>15,925</b>	<b>(80,110)</b>	<b>(64,185)</b>
Transfers between funds	10	0	0	0	0	0	0
Net movement in funds		<b>66,086</b>	<b>(6,742)</b>	<b>59,344</b>	<b>15,925</b>	<b>(80,110)</b>	<b>(64,185)</b>
Reconciliation of funds							
Total funds brought forwards		209,874	14,412	224,286	193,949	94,522	288,471
<b>Total Funds Carried Forward</b>		<b>275,960</b>	<b>7,670</b>	<b>283,630</b>	<b>209,874</b>	<b>14,412</b>	<b>224,286</b>

The Charity has no recognised gains or losses other than the results for the year as set out above.  
All of the activities of the Charity are classed as continuing.

**Refugee Resource  
Balance Sheet  
At 31 March 2017**

Company number 04558542

	Note	2017 £	2016 £
<b>Fixed Assets</b>			
Tangible Fixed Assets	7	0	0
<b>Current Assets</b>			
Cash at Bank and In Hand		307,432	235,830
Debtors and Prepayments	8	17,998	39,281
		<b>325,430</b>	<b>275,111</b>
Creditors – Amounts Falling Due Within One Year	9	(41,800)	(50,825)
<b>Net Current Assets</b>		<b>283,630</b>	<b>224,286</b>
<b>Total Assets less Current Liabilities</b>		<b>283,630</b>	<b>224,286</b>
<b>Net Assets</b>		283,630	224,286
<b>Funds</b>			
Restricted	10	7,670	14,412
Unrestricted	11	275,960	209,874
<b>Total Funds</b>		<b>283,630</b>	<b>224,286</b>

Approved by the Board of Trustees on  
and approved on its behalf by:

*Belinda Coote*  
.....  
Belinda Coote  
Chair

*1st September 2017*  
.....  
Date:

# Refugee Resource

## Notes to the Accounts

### For the year ended 31 March 2017

#### 1 Accounting Policies

The following accounting policies have been used consistently in dealing with items which are considered material to the accounts of Refugee Resource.

##### a) Basis of accounting

The financial statements have been prepared in accordance with FRS102 and the Charities Statement of Recommended Practice (FRS 102).

The trustees consider that the charity is a public benefit entity.

##### b) Fund accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

##### c) Income

All income is included in the statement of financial activities when the charity 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:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

##### d) Pension policy

Refugee Resource operates a pensions' policy in compliance with the requirements of autoenrolment. Employees may make a contribution and Refugee Resource contributes 3% of salary.

## Refugee Resource Notes to the Accounts For the year ended 31 March 2017

### e) Expenditure

All expenditure is accounted for on an accruals basis and has been listed under headings that aggregate all the costs related to that activity. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with the use of the resources.

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity 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 charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activity 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 e.g. staff numbers, time allocation.

### f) Fixed assets

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £250 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life as follows:

Allotment shed	25% per annum
Computers	33% per annum
Office Equipment	25% per annum

**Refugee Resource  
Notes to the Accounts  
For the year ended 31 March 2017**

<b>2. Donations &amp; Grants</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2017</b>	<b>2016</b>
			<b>£</b>	<b>£</b>
<b>Revenue fund</b>				
Big Lottery Fund	0	135,989	135,989	46,981
Esmee Fairburn	0	23,628	23,628	0
Other grants	0	10,327	10,327	11,644
Oxford PGMDE	0	9,030	9,030	9,626
Oxfordshire County Council	0	45,000	45,000	45,000
St Michael's and All Saints Charity	0	4,945	4,945	0
Healthwatch	0	1,000	1,000	4,000
Lloyds TSB	0	0	0	11,000
Comic Relief	0	0	0	38,276
Donations and Fundraising	11,150	0	11,150	20,370
Oxford CAB	0	1,857	1,857	1,136
Henry Smith Charity	0	30,000	30,000	0
Raynes Foundation	0	21,350	21,350	0
TIDES	28,149	0	28,149	0
Equator Fund	0	15,000	15,000	0
Sebba	0	10,000	10,000	0
	<b>39,299</b>	<b>308,126</b>	<b>347,425</b>	<b>188,033</b>
<b>Capital fund</b>				
	0	0	0	0
	0	0	0	0
<b>Total</b>	<b>39,299</b>	<b>308,126</b>	<b>347,425</b>	<b>188,033</b>





**Refugee Resource  
Notes to the Accounts  
For the year ended 31 March 2017**

**6.1. Expenditure on Raising Funds**

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Directly attributable costs	0	17,186	17,186	13,787
Support costs allocated	0	17,697	17,697	16,796
	<b>0</b>	<b>34,883</b>	<b>34,883</b>	<b>30,583</b>

**6.2. Charitable Activities**

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<b>Advice, Advocacy and Outreach Service</b>				
Directly attributable costs	0	122,383	122,383	12,923
Support costs allocated	0	16,591	16,591	1,049
	<b>0</b>	<b>138,974</b>	<b>138,974</b>	<b>13,972</b>
<b>Counselling and Mentoring Service</b>				
Directly attributable costs	13,506	134,320	147,826	210,096
Support costs allocated	0	21,016	21,016	34,642
	<b>13,506</b>	<b>155,336</b>	<b>168,842</b>	<b>244,738</b>
<b>Capital Reserve</b>				
	-	-	-	-
	<b>13,506</b>	<b>294,310</b>	<b>307,816</b>	<b>258,710</b>

Support costs include governance costs of £1,990 in respect of audit fees (2016 £1,990).

**Refugee Resource  
Notes to the Accounts  
For the year ended 31 March 2017**

**6.4. Staff Costs**

Staff costs comprise:-

	<b>2017</b>	<b>2016</b>
Salaries and wages	175,047	119,662
Pension	2,362	3,297
Social security costs	10,215	8,695
	<b>187,624</b>	<b>131,654</b>

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

	<b>2017</b>	<b>2016</b>
	<b>FTE</b>	<b>FTE</b>
Counselling and Mentoring	2.55	2.89
Advice and Advocacy	2.03	0.07
Administration and support	1.19	0.81
Director and Development	0.90	0.60
Total	<b>6.67</b>	<b>4.37</b>

No employee's emoluments exceed £60,000 in the year. The charity contributes 3% of salary to an auto-enrolment compliant work-based pension scheme for all eligible staff.

Key Management personnel remuneration. Including salary, employer's National Insurance and Employer's Pension totalled £49,813 (2016 £27,328).

**Refugee Resource  
Notes to the Accounts  
For the year ended 31 March 2017**

**7. Fixed Assets**

	Computers £	Office Equipment £	Allotment Shed £	2017 Total £
<b>Cost</b>				
At 1 April 2016	14,707	11,048	647	26,402
Additions	0	0	-	0
Disposals	0	0	-	0
<b>At 31 March 2017</b>	<b>14,707</b>	<b>11,048</b>	<b>647</b>	<b>26,402</b>
<b>Depreciation</b>				
At 1 April 2016	14,707	11,048	647	26,402
Charge for Year	0	0	-	0
Disposals	0	0	-	0
<b>At 31 March 2017</b>	<b>14,707</b>	<b>11,048</b>	<b>647</b>	<b>26,402</b>
<b>Net Book Value</b>				
At 1 April 2016	0	0	-	0
<b>At 31 March 2017</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>

**8. Debtors and Prepayments**

	2017 £	2016 £
Trade Debtors	12,895	27,628
Other Debtors	5,103	11,653
	<b>17,998</b>	<b>39,281</b>

**9. Creditors – Amounts Falling Due Within  
One Year**

	2017 £	2016 £
Trade Creditors	4,810	4,053
Accruals	1,990	2,113
Deferred income	35,000	44,659
	<b>41,800</b>	<b>50,825</b>

Deferred income is represented by grants received before the year end where the grant period does not start until April 2017.

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Notes to the Accounts  
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**10. Restricted Funds**

	<b>1 April 2016</b>	<b>Received in Year</b>	<b>Expended in Year</b>	<b>Transfers</b>	<b>31 March 2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Advice, Advocacy and Outreach	3,475	121,561	(122,383)	0	2,653
Counselling and Mentoring Services	4,920	134,417	(134,320)	0	5017
Core Funding	6,017	66,473	(72,490)	0	0
	<b>14,412</b>	<b>322,451</b>	<b>(329,193)</b>	<b>0</b>	<b>7,670</b>

	<b>1 April 2016</b>	<b>Received in Year</b>	<b>Expended in Year</b>	<b>Transfers</b>	<b>31 March 2016</b>
Advice, Advocacy and Outreach	6,772	9,626	(12,923)	0	3,475
Counselling and Mentoring Services	75,510	135,506	(206,096)	0	4,920
Core Funding	12,240	46,136	(52,359)	0	6017
	<b>94,522</b>	<b>191,268</b>	<b>(271,378)</b>	<b>0</b>	<b>14,412</b>

**Purposes of Restricted Funds**

The Counselling and Mentoring Services offer therapeutic support to asylum seekers, refugees and vulnerable migrants via psychotherapy, counselling and an accredited one-to-one befriending scheme. The main funders are the Big Lottery Fund, The Rayne Foundation, the Oxfordshire Clinical Commissioning Group and the Thames Valley Police and Crime Commissioner.

The Advice, Advocacy and Outreach Services support the work carried out via our therapeutic services by helping to reduce people's feelings of isolation and enable their integration into society via a range of activities.

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These include a Women's Project, a men's service including a football club, a Citizen's Advice Bureau service, support with accessing training, education and employment, a hardship fund, and signposting to other services. These activities are funded by the Big Lottery Fund, the Rayne Foundation and other smaller trusts and foundations.

Core funding has been primarily provided by Oxfordshire County Council, The Henry Smith Charity and Esmee Fairburn Foundation.

The Capital Fund was set up to assist in identifying those funds that are not free funds and it represents the net book value of tangible fixed assets held by the charity.

<b>11. Unrestricted Funds</b>	<b>2017</b>	<b>2016</b>
	£	£
At 1 April	209,874	193,949
Received in Year	79,592	33,840
Expended in Year	(13,506)	(17,915)
Transfers	-	-
	<b>275,960</b>	<b>209,874</b>

<b>12. Analysis of Net Assets Between Funds</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2017 Total</b>
	£	£	£
Fund balances at 31 March 2017 are represented by :			
Current Assets	315,290	10,140	325,430
Current Liabilities	(39,330)	(2,470)	(41,800)
	<b>275,960</b>	<b>7,670</b>	<b>283,630</b>

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	Unrestricted	Restricted	2016
	Funds	Funds	Total
	£	£	£
Fund balances at 31 March 2016 are represented by :			
Current Assets	211,987	63,124	275,111
Current Liabilities	(2,113)	(48,712)	(50,825)
	<b>209,874</b>	<b>14,412</b>	<b>224,286</b>

**13. Trustees' Remuneration and related party transactions**

Trustees received no remuneration or reimbursement of expenses during the year for their duties as trustees (2016 £ Nil).

**14. Financial Commitments**

At 31 March 2017 the charity has a non cancellable commitment equal to 4 months rent of £15,060 (2016: £9,208).

**15. Legal Status and Registered Office**

Refugee Resource is a Charitable Company, limited by guarantee, incorporated in England. It's registered office and principal place of business is:

The Old Music Hall  
106-108 Cowley Road  
Oxford  
OX4 1JE