

**REGISTERED COMPANY NUMBER: 07448744 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1139685**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 NOVEMBER 2013  
FOR  
REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

Howes & Co  
Chartered Certified Accountants  
2b Marston House  
Cromwell Business Park  
Chipping Norton  
Oxfordshire  
OX7 5SR

**REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

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FOR THE YEAR ENDED 30 NOVEMBER 2013**

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**REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 30 NOVEMBER 2013**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 November 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

07448744 (England and Wales)

**Registered Charity number**

1139685

**Registered office**

Cornerstone House  
14 Willis Road  
Croydon  
London  
CRO 2XX

**Trustees**

Ms B Ahmed	- appointed 27.10.13
Mr G Ayres	- appointed 17.3.13
Ms J I Barnes	
Miss R Bayley	- resigned 2.1.14
Ms G Capel	
Ms J Coull	- appointed 27.10.13
Ms C Delaney	
Ms S A Foster	- appointed 17.3.13
Miss V Ing	
Mr D E Jones	
Miss L Kyrke-Smith	
Mr J Mawby	
Mr T S S Mawby	- appointed 29.6.13
Dr C L Pennell	- resigned 27.12.13
Miss R E M Yarrow	

**Independent examiner**

Howes & Co  
Chartered Certified Accountants  
2b Marston House  
Cromwell Business Park  
Chipping Norton  
Oxfordshire  
OX7 5SR

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, its articles of association and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The charity is run by the board of Trustees who are responsible for the strategic direction of the charity. The directors of the company are also charity trustees for the purpose of charity law.

**REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 30 NOVEMBER 2013**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Recruitment and appointment of new trustees**

Any person who is willing to act as a trustee, and who would not be disqualified under the provision of Article 27, may be appointed to be a trustee by a decision of the trustees.

At every annual meeting of the trustees at which the Financial Statements are adopted after the third anniversary of the incorporation of the charity, one third of the trustees, being those who have served the longest since their appointment or reappointment must retire from office. Retiring trustees may be appointed but a trustee who has served for two consecutive terms of office must take a break from office.

The trustees have a wide range of skills pertinent to the charity. The trustee's knowledge is kept up to date by technical reading and training courses. New developments are discussed at meetings.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The principal activities and objectives of the charity in the period was as follows:-

The advancement of education among young forced migrants and long term refugees (beneficiaries), both within the UK and overseas, by provision of training as youth workers and in the field of human rights awareness.

The relief of poverty hardship and distress among the beneficiaries by associating voluntary bodies, local authorities, relief agencies and others in a common effort to improve their conditions of life.

The provision of facilities in the interest of social welfare for recreational and other leisure time occupation for individuals who have need of such facilities by reason of their youth, age, infirmity, disability, financial or social circumstances with the object of improving their conditions of life.

**Significant activities**

During the year, the charity continued to operate long standing projects supporting youth refugees in Lebanon and Nepal. In January 2013, the Bridging London project was set up with funding from Big Lottery Fund, BBC Children in Need and John Lyon's. The charity established an office in Croydon in March 2013 to manage the increased activity and serve as a base for our Croydon work. Work in Barnet and the surrounding area continues out of Whitefield School.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The main achievement in the year was establishing the Bridging London project. We have worked with over 570 young refugees and asylum seekers in the first year of the project, far outstripping grant funder targets and demonstrating the high levels of demand for our services across London. During 2013 Refugee Week, an education profit facilitated workshops for over 900 pupils at five secondary schools, raising awareness of refugee issues. A participation group was launched at the residential in October, leading to self-advocacy research that would be presented by our beneficiaries in City Hall in 2014.

In Lebanon and Nepal we were able to increase the scale of both projects to work with more young people. In Lebanon during the 2013 summer project we included five Syrian refugees and a record number of disabled refugees (fifteen).

**REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 30 NOVEMBER 2013**

**FINANCIAL REVIEW**

**Reserves policy**

The reserve policy is to have enough unrestricted income to wind down the charity were it to become necessary, including paying staff redundancy costs. Since there are overseas projects, we also keep enough in reserve to ensure that we could pay additional travel or accommodation costs in the event of an emergency.

**ON BEHALF OF THE BOARD:**



.....  
Mr Mawby - Trustee

Date: 13 July 2014

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

I report on the Financial Statements for the year ended 30 November 2013 set out on pages five to eleven.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the Financial Statements. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the Financial Statements under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the Financial Statements presented with those records. It also includes consideration of any unusual items or disclosures in the Financial Statements, 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 Financial Statements present a 'true and fair view' and the report is limited to those matters set out in the statements 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 in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare Financial Statements which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

*Howes & Co*

Howes & Co  
Chartered Certified Accountants  
2b Marston House  
Cromwell Business Park  
Chipping Norton  
Oxfordshire  
OX7 5SR

Date: *28 July 2014*

**REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 NOVEMBER 2013**

	Not es	Unrestricted fund £	Restricted funds £	2013 Total funds £	2012 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		6,353	148,058	154,411	94,001
Investment income	2	<u>59</u>	<u>-</u>	<u>59</u>	<u>62</u>
<b>Total incoming resources</b>		6,412	148,058	154,470	94,063
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Project costs		6,282	127,391	133,673	105,694
Other resources expended	3	<u>4,193</u>	<u>10,908</u>	<u>15,101</u>	<u>3,230</u>
<b>Total resources expended</b>		<u>10,475</u>	<u>138,299</u>	<u>148,774</u>	<u>108,924</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		(4,063)	9,759	5,696	(14,861)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>12,869</u>	<u>17,049</u>	<u>29,918</u>	<u>44,779</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>8,806</u></u>	<u><u>26,808</u></u>	<u><u>35,614</u></u>	<u><u>29,918</u></u>

The notes form part of these financial statements

**REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

**BALANCE SHEET  
AT 30 NOVEMBER 2013**

		Unrestricted fund	Restricted funds	Total	2013 funds	Total	2012 funds
	Not es	£	£		£		£
<b>CURRENT ASSETS</b>							
Debtors	6	-	3,266		3,266		-
Cash at bank		<u>10,706</u>	<u>29,954</u>		<u>40,660</u>		<u>29,918</u>
		10,706	33,220		43,926		29,918
<b>CREDITORS</b>							
Amounts falling due within one year	7	<u>(1,900)</u>	<u>(6,412)</u>		<u>(8,312)</u>		-
<b>NET CURRENT ASSETS</b>		<u>8,806</u>	<u>26,808</u>		<u>35,614</u>		<u>29,918</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>							
		<u>8,806</u>	<u>26,808</u>		<u>35,614</u>		<u>29,918</u>
<b>NET ASSETS</b>		<u>8,806</u>	<u>26,808</u>		<u>35,614</u>		<u>29,918</u>
<b>FUNDS</b>							
Unrestricted funds	8				8,806		12,869
Restricted funds					<u>26,808</u>		<u>17,049</u>
<b>TOTAL FUNDS</b>					<u>35,614</u>		<u>29,918</u>

The notes form part of these financial statements



**REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

**BALANCE SHEET - CONTINUED  
AT 30 NOVEMBER 2013**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 November 2013.

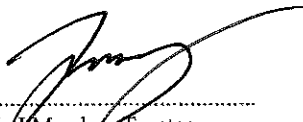
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 November 2013 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for


- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 13 July 2014 and were signed on its behalf by:

  
.....  
Mr J Mawby - Trustee

  
.....  
Ms J L Barnes - Trustee

  
.....  
Mr T S S Mawby - Trustee

The notes form part of these financial statements

**REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 NOVEMBER 2013**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally 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 and donations and are included in full in the Statement of Financial Activities when received.

Investment income is included when received

Other income is included when received.

**Resources expended**

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

Resources are expended in the furtherance of the charity's objectives.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Funds received are credited to income in the year in which they are received.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. INVESTMENT INCOME**

	2013	2012
	£	£
Interest Receivable	<u>59</u>	<u>62</u>

**3. OTHER RESOURCES EXPENDED**

Included within administration costs is the cost of the Independent Examination for two years totalling £3,000 (2012: £1,800).

**REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 30 NOVEMBER 2013**

**4. TRUSTEES' REMUNERATION AND BENEFITS**

During the year ended 30 November 2013, the following trustees received remuneration:-

Miss V Ing was remunerated to the sum of £770 (2012: £857) for administration and bookkeeping work.

Miss R Bayley was remunerated to the sum of £2,500 (2012: £nil) for project work funded by a grant from Vodafone.

The remuneration was authorised under the provisions set out in the Charities Memorandum of Association.

**Trustees' expenses**

During the year, the following expenses incurred by trustees was reimbursed:-

	2013 £	2012 £
Project costs	378	1,085
Travel & welfare	-	1,637
Employment costs	64	-
Administration expenses	-	12
Volunteer costs	-	29
	<u>£442</u>	<u>£2,763</u>

During the year 2 trustees received reimbursed expenses to cover the project work and other costs in fulfilling their role as trustees of the charity (2012: 7 trustee members received reimbursed expenses).

**5. STAFF COSTS**

	2013 £	2012 £
Wages & salaries	<u>82,922</u>	<u>46,806</u>

The average monthly number of employees during the year was as follows:

	2013	2012
Full time	1	-
Part time	<u>7</u>	<u>4</u>
	<u>8</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

**6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013 £	2012 £
Other debtors	<u>3,266</u>	<u>-</u>

Other debtors relates to expense advances to employees.

**REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 30 NOVEMBER 2013**

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013	2012
	£	£
Accruals & deferred income	<u>8,312</u>	<u>-</u>

**8. MOVEMENT IN FUNDS**

	At 1.12.12	Net movement in funds	At 30.11.13
	£	£	£
<b>Unrestricted funds</b>			
General fund	12,869	(4,063)	8,806
<b>Restricted funds</b>			
Other restricted funds	17,049	(3,953)	13,096
Big Lottery Fund Grant	-	9,142	9,142
BBC Children in Need Appeal	-	2,989	2,989
John Lyon's Charity	-	<u>1,581</u>	<u>1,581</u>
	<u>17,049</u>	<u>9,759</u>	<u>26,808</u>
<b>TOTAL FUNDS</b>	<u>29,918</u>	<u>5,696</u>	<u>35,614</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	6,412	(10,475)	(4,063)
<b>Restricted funds</b>			
Other restricted funds	41,357	(45,310)	(3,953)
Big Lottery Fund Grant	64,423	(55,281)	9,142
BBC Children in Need Appeal	32,278	(29,289)	2,989
John Lyon's Charity	<u>10,000</u>	<u>(8,419)</u>	<u>1,581</u>
	<u>148,058</u>	<u>(138,299)</u>	<u>9,759</u>
<b>TOTAL FUNDS</b>	<u>154,470</u>	<u>(148,774)</u>	<u>5,696</u>

**REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 30 NOVEMBER 2013**

**8. MOVEMENT IN FUNDS - continued**

**Unrestricted Funds**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. The charity does not have any stipulation on how reserves are spent.

**Restricted Funds**

Restricted funds relate to grants for project work undertaken by the charity. The work on these projects was still ongoing at the year end and not all the grants have yet been spent.

The restricted funds were as follows:

Project Name	Details	2013 £	2012 £
Nepal	Support and peer-led education program in partnership with the Bhutanese Refugee Children Forum	-	(564)
Lebanon	Annual summer education and activities project in the Al Bass camp in partnership with the Sour Community Disability Programme	10,832	5,016
Whitefield BB NIC Salary	Salary budget for Project Facilitator in London Borough of Barnet Project	-	7,998
Whitefield Barnet BSI	Activities budget for London Borough of Barnet Project	-	2,401
Whitefield Tuesday	After school club for young refugees in the Barnet Community	-	1,030
Independence Together	Activities and salary budget for London activities	-	2,762
Egypt	Consultation and research project working with the children's co-operative in Cairo	-	(1,593)
Big Lottery Fund Grant	Principal Bridging London funding for central staff and project costs including youth groups, participation studies, education work shops, residential trips and advocacy events	9,142	-
BBC Children in Need Appeal	Grant for project co-ordinator salaries in Barnet and Croydon	2,989	-
John Lyon's Charity	Contribution to Bridging London project in Barnet	1,581	-
Barnet Other	Other funds reserved for activities in Barnet	143	-
Croydon Other	Other funds reserved for activities in Croydon	2,121	-
		£26,808	£17,049

**REFUGEE YOUTH PROJECT  
(LIMITED BY GUARANTEE)**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 NOVEMBER 2013**

	2013 £	2012 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	16,159	20,654
Grants	<u>138,252</u>	<u>73,347</u>
	154,411	94,001
<b>Investment income</b>		
Interest Receivable	<u>59</u>	<u>62</u>
<b>Total incoming resources</b>	154,470	94,063
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Wages & Salaries	82,922	46,806
Volunteer Costs	593	709
Travel & Welfare Costs	1,596	8,540
Project Costs	<u>48,442</u>	<u>49,599</u>
	133,553	105,654
<b>Other resources expended</b>		
Insurance	934	847
Administration Costs	<u>14,167</u>	<u>2,383</u>
	15,101	3,230
<b>Support costs</b>		
<b>Finance</b>		
Bank Charges	<u>120</u>	<u>40</u>
<b>Total resources expended</b>	148,774	108,924
<b>Net income/(expenditure)</b>	<u>5,696</u>	<u>(14,861)</u>

This page does not form part of the statutory financial statements