

**Notre Dame  
Refugee Centre**

**Annual Report and  
Accounts**

**31 August 2018**

**Charity Registration Number  
1122110**

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## Reference and administrative details of the charity, its trustees and advisers

<b>Trustees</b>	Aymeric Clement Marie-Joseph Brochard Anne-Lise Gaillac Dieu Rev. John Joseph Harrington Gillian Margaret Paterson Claire Reynaud John Walsh Bishop. Alan Stephen Williams
<b>Director</b>	Sarah Hughes
<b>Trust Secretary</b>	Philippine de Beauregard
<b>Principal office</b>	5 Leicester Place Leicester Square London WC2H 7BP
<b>Telephone</b>	020 7440 2668
<b>Facsimile</b>	020 7437 3848
<b>Website</b>	<a href="http://www.notredamerc.org.uk">www.notredamerc.org.uk</a>
<b>Charity registration number</b>	1122110
<b>Auditor</b>	Buzzacott LLP 130 Wood Street London EC2V 6DL
<b>Bankers</b>	HSBC Bank plc 69 Pall Mall London SW1Y 5EY
<b>Solicitors</b>	Lamb Brooks Victoria House 39 Winchester Street Basingstoke Hampshire RG21 7EQ

## **Trustees' report 31 August 2018**

The trustees present their statutory report together with the accounts of the Notre Dame Refugee Centre for the year ended 31 August 2018.

The accounts have been prepared in accordance with the accounting policies set out on pages 21 to 23 of the attached accounts and comply with the charity's trust deed, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

With effect from midnight on 31 August 2018, in accordance with a legal transfer of undertakings and a resolution of the trustees, the activities, assets and liabilities of the charity were transferable as a going concern into a newly formed Charitable Incorporated Organisation (CIO) of the same name (Charity Registration Number: 1177990). As from midnight on 31 August 2018, the legacy charity (Charity Registration Number: 1122110) became dormant and it is expected that an application will be made to have the charity removed from the Central Register of Charities in due course.

### **OBJECTIVES AND ACTIVITIES**

The trustees applied the income of the charity in furthering the following objects:

- ◆ Advancing education and relieving financial hardship amongst those seeking asylum and those granted refugee status particularly by the provision of legal and other advice by:
  - ◇ Assisting destitute service users to make the necessary applications and appeals, particularly with people whose first language is not English.
  - ◇ Providing access to fully qualified and experienced advice workers, who have contacts locally and nationally, and who can help with access to other service providers; and are particularly active in assisting in the search for accommodation.
  - ◇ Providing an advice service on asylum and immigration matters, housing, benefits and debt (OISC levels 1 and 3) with a legal quality mark, seeing at least 50 clients/week.
  - ◇ Providing weekly basic literacy ESOL classes for eight to twelve people per class. Learners are also offered one-to-one support where appropriate.
- ◆ Relieving financial hardship amongst those granted refugee status and their dependants living (temporarily or permanently) in the United Kingdom by:
  - ◇ Running twice weekly drop-in cafés offering a hot meal, hot and cold drinks and sandwiches.
  - ◇ Assisting service users to make relief grant applications for money to buy clothes, shoes, educational material and to contribute to household bills.

**OBJECTIVES AND ACTIVITIES (continued)**

- ◇ Providing clothing and certain household goods for people without visible means of support.
- ◇ Providing travel assistance to people who have no means of support and would otherwise not be able to reach the Centre.
- ◆ Preserving and protecting the physical and mental health of those granted refugee status and their dependants by:
  - ◇ Providing access to a health team who can carry out an initial review of any medical issues, provide advice and refer those who need further treatment to the appropriate organisation.
  - ◇ Providing regular counselling support.
  - ◇ Referring service users to networks of specialist mental health support services.
- ◆ Advancing the education and training of those granted refugee status and their dependants in need thereof so as to advance them in life and assist them to adapt within a new community by:
  - ◇ Providing advice and guidance to people granted refugee or other immigration status to assist them through the transition period into mainstream provision of welfare, employment and housing, after a difficult period in their lives.
  - ◇ Providing employment support to service users through the course of the job application process including assistance with writing CVs, tuition in English for interviews and other unfamiliar situations, job searches and help filling in job application forms.
- ◆ Advancing the education of the public in general about issues relating to refugees and those seeking asylum by:
  - ◇ Introducing the Francophone community in London (estimated at 300,000 people) to refugee and immigration issues faced in particular by people coming from Francophone parts of the world.
  - ◇ Assisting with and contributing to campaigning literature produced by other agencies with a view to informing people in the United Kingdom about the challenges faced by refugees and asylum seekers.
  - ◇ Hosting events to bring to the notice of the general public, in particular people with little or no direct experience, some of the issues faced by refugees and asylum seekers.
  - ◇ Producing and distributing leaflets and posters informing people who may have little or no direct contact with migrants and refugees of the situations they encounter and the assistance they need.

**OBJECTIVES AND ACTIVITIES (continued)**

- ◇ Cooperating with other organisations which publicise the challenges faced by refugees and asylum seekers.
- ◇ Taking opportunities to brief religious, civil, educational, medical and other authorities on refugee and migrant problems and experiences.
- ◆ Relieving sickness and financial hardship amongst those seeking asylum in the United Kingdom or who are refugees, and who reside in the United Kingdom by:
  - ◇ Providing regular health clinics to help people find GPs and provide help with long-term health issues.
- ◆ Relieving financial hardship by the provision of free legal advice and assistance to persons who, through lack of means, would otherwise be unable to obtain such advice by:
  - ◇ Referring asylum seekers and refugees to specialised Immigration and Housing solicitors, and specialised organisations where individuals can obtain qualified legal advice and further representation.
  - ◇ Helping with appeals for people whose rights have been denied or whose needs merit further consideration.
  - ◇ Providing access to a second tier specialist support network and free training courses in subjects ranging from immigration to community law and housing.
- ◆ Providing general education including language skills to enable access to the wider community by:
  - ◇ Running English language classes or individual sessions using qualified ESOL teachers.
  - ◇ Organising and presenting workshops to encourage and facilitate the uptake of educational and training opportunities.

**Other activities**

- ◆ Our support for vulnerable asylum seekers and refugees addresses a wide range of needs that they have helped to identify. This includes:
  - ◇ Distribution of donated clothing.
  - ◇ Creative activities including weekly art, sewing and theatre sessions offering visitors the chance to work in a variety of media.
  - ◇ Social occasions including outings to reduce isolation and encourage a sense of belonging.
  - ◇ Regular recruitment of volunteers and regular training sessions for them.
  - ◇ User feedback by means of appropriate survey methods.

## **PUBLIC BENEFIT**

The trustees have had regard to the Charity Commission's guidance on public benefit. The aims of the charity and the activities that it provides are demonstrably of public benefit, as Notre Dame Refugee Centre helps and supports one of the most vulnerable groups of people in our society, namely asylum seekers and refugees. Alleviating the poverty, distress and vulnerability of the poorest members of our society is undoubtedly of benefit to society as a whole, reducing risks to public health, of criminal behaviour and other social ills. The dissemination of basic information about the conditions of life our visitors experience assists society to respond more appropriately to the needs of this group of people. To this end, we collaborate with other organisations and agencies with similar aims and make ourselves available to brief interested parties.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Overview**

Notre Dame Refugee Centre is one of the major Centres in Central London providing an all round programme of services to 1,300 refugees and asylum seekers who actively use the Centre.

In mid-2018 there were reports in the news of the shameful treatment of the Windrush generation of immigrants to the UK from the Caribbean. It helped to put the spotlight on an asylum system which was still deeply hostile to most asylum seekers wherever they are from (and despite having been renamed as a compliant environment). At Notre Dame Refugee Centre we started to advise Windrush clients towards the end of the year, alongside 1,300 or more other refugees and asylum seekers from 91 countries around the world who used our Centre.

The majority of all our clients faced an asylum process which was lengthy, complicated and expensive; but for those whose applications or appeals were successful, we were able to put them on the road towards a settled and fulfilled life. We didn't stop there. We also accompanied them throughout the process with counselling, welfare support (including our popular hot lunches and clothing), and our usual range of services. And once they gained immigration status we helped them on the next stage of their journey – to claim welfare benefits, housing, and for some – employment. Our doors are never shut for those whose journeys we are part of; some of our visitors return after many years if they face new challenges. Others may not return but still remember the Centre as home, and family.

During the year we received 526 new visitors, an average of 5 for each of 97 Drop In sessions held. Typically, whether recently arrived in the country, or being overstayers or failed asylum seekers, the newcomers are desperate and hopeless. Almost all require immigration advice of some sort. Typically, by the time they move on (though there is no timescale for this) they have more stability and opportunity in their lives. Whilst journeying with the Centre they have not only gained more secure immigration status, but also the confidence and skills to face the new challenges in the next stage of their journey.

## **ACHIEVEMENTS AND PERFORMANCE (continued)**

### **Overview (continued)**

Notre Dame Refugee Centre runs on a tight budget with the goodwill of a small dedicated staff and a team of up to 40 volunteers. In December 2017 a renewed Advice Quality Standard (AQS) certificate for two years confirmed the continued high standard of our advice along with the organisational policies and procedures underpinning it. In mid-2018 we contacted our supporters, updated our client consent form, and made the other adjustments necessary to comply with the new GDPR regulations. As mentioned earlier in the report, we also completed the process of registering a Charitable Incorporated Organisation (CIO) to which the activities and net assets of the charity have been transferred. The new CIO charity began operating on 1 September 2018.

The high demand for the Centre's services, due to its strong reputation, was beginning to put a strain on space and systems by the beginning of the year, particularly so in the Drop-In café. In February 2018 the Director commissioned an internal review of services. After wide consultation the small Advisory Committee reported in March 2018. The report led to the development of an Action Plan addressing various Centre functions including the arrival, registration and triage process, support for volunteers, and health and safety procedures. The proposals continue to be implemented in late 2018 - early 2019 and will result in a more robust Centre better able to cope with the high demands made on it.

### **Advice service**

In December 2017, the telephone immigration advice line commenced. It runs every Friday between 10.30am and 1.30pm. On average 10 to 12 calls were received per session. The nature of the advice sought is varied even though it is specified that the advice line does not address issues relating to visitor visas or the Points Based System (PBS). Calls were received directly from asylum seekers and also from intermediaries such as social services, peer agencies and MPs. Feedback was excellent. Callers' issues were dealt with on the spot, or they were referred to the NDRC Drop-In sessions, or if more appropriate referred elsewhere.

Immigration advice also continued using other models of delivery, and a total of approximately 2,500 advice sessions were delivered by the four advice workers and 2 to 3 volunteers in the course of the year. The results of this consistent service surpassed previous years. Thus:

- ◆ 141 Leave to Remain applications were submitted, 125 were successful;
- ◆ 10 asylum support applications were submitted, 5 were successful;
- ◆ 38 Convention Travel documents were requested, 34 were obtained;
- ◆ 17 Family Reunion applications were made, all were successful;
- ◆ 12 applications for naturalisation were made, 9 were obtained; and
- ◆ 48 benefits requests were submitted, 11 were obtained.



**ACHIEVEMENTS AND PERFORMANCE (continued)**

**Advice service (continued)**

The above figures alone do not convey the hope, relief, and joy of each client whose long wait to achieve the basic rights of life was rewarded thanks to NDRC's support.

**Counselling**

This year the counsellor saw 169 different clients from 28 different countries. Her clients reported that their problems became more manageable if they could share their burdens in a safe environment where they felt heard and emotionally supported. The support was often a vital accompaniment in the lengthy immigration processes which caused stress and fresh or renewed trauma to many visitors.

**Health**

The Monday health team saw 57 different individuals during the year, explaining their rights within the NHS system and assisting them to register with a GP, or fill in the HC1 form to access free treatment. They also provided health advice on common issues such as pain, poor eyesight, depression and sleep problems.

The Thursday clinic was interrupted in July 2018 when Doctors of the World ceased its monthly service, but will begin again on a weekly basis with new volunteer health professionals.

**Drop-In Café**

The twice weekly Drop-In Café recorded 7,769 visits across 97 sessions during the year, an average of 80 visits per session. This compares well with the previous year (average 86 per session). There were more men (4,714) than women (3,055), as usual. The café is a place of warmth and friendship and the food (much of it donated) is good! 'Harrods' our good quality used clothing store is well used (778 visits during the year, an average of 8 per session), particularly by those who cannot easily or regularly wash their clothes.

The café and the welfare support associated with it was especially important for our many destitute visitors (about 40% of the overall number) who are often homeless. We continued to reimburse their travel fare to enable them to access the Centre (£3.00 per week for a return bus fare). We also made 56 small hardship grants to established visitors who needed immediate help to buy food and meet other basic needs.

**English language classes and employment service**

English classes were particularly successful in the academic year with an average attendance of 8 to 10 in each of the three classes. After testing their students over the summer the tutors were able to prepare to move several from each class up to the next level at the beginning of the new year.

For those with an adequate mastery of English, whether or not they had a right to work, the employment service gave one to one support to familiarise those keen to prepare themselves, with writing CVs, conducting job searches and preparing for interviews. Several dozen visitors were assisted in this way, several of them moving on to a volunteering role, or paid employment as permitted.

## **ACHIEVEMENTS AND PERFORMANCE (continued)**

### **Creative activities**

Creative activities provided release and relaxation for visitors in a multi-cultural space. The art group was led by an art therapy student and last year achieved a regular attendance which enabled deep levels of trust and sharing to be reached. Sewing was a popular activity; and the drama and yoga groups provided fun and exercise for a large mixed group of visitors each week.

In all of these activities we could signpost our visitors, when they indicated their wish to do so, to other organisations to provide more intensive, specialist support in a given area.

### **Social activities**

Social activities enhance community spirit and so we involved all stakeholders in several events; perhaps the most noteworthy being the Christmas party where special food was served to about 120 guests, and each visitor received a gift donated by the young people of the French Lycee. A local primary school also entertained visitors and volunteers with a lively programme of Christmas songs. In February 2018 we held a Friends event for our supporters at which the art group exhibited their work, several visitors spoke warmly about their experience at NDRC, and the 100 guests were entertained by jazz musician, Ian Shaw. And in June a roof top party said thank you to all the Centre volunteers, including the client volunteers.

On three occasions during the Easter period, classical musicians from Live Music Now entertained café visitors with first class music. In the summer, to mark the end of term, the Intermediary English class visited the Cortauld Gallery, and a small group had a special day out at the Sunning Hill school near Ascot.

### **Partnerships**

Notre Dame Refugee Centre relies on strong partnerships to multiply its activities and outcomes. The main partners in 2017-18 are described below:

- ◆ We maintained a strong relationship with Notre Dame de France church who housed us, provided administrative support, volunteers, and access to a large francophone community.
- ◆ We commenced our 3<sup>rd</sup> year of weekly advice outreach to Women for Refugee Women, which will continue.
- ◆ We were members of the immigration newsletter and online forum FreeMovement.
- ◆ Our partnership with LSE/STAR (Student Action for Refugees) completed its 5<sup>th</sup> year. The students helped in the intermediate English class and were trained to provide 1:1 employment advice to visitors.
- ◆ We played an active part in the London Churches Refugee Network.

## **ACHIEVEMENTS AND PERFORMANCE (continued)**

### **Partnerships (continued)**

- ◆ We decided to cease our partnership with Camden Community Law Centre for asylum triage because we have largely developed the skills needed internally.
- ◆ We continued to receive many referrals from peer agencies especially the Refugee Council, Red Cross, Hackney and Haringey Migrant Centres, with a noticeable increase in 2018 following the review of some of these agencies' services. The Senior Advisor provided informal mentoring to South London Refugee Agency and Paiwand and regularly trained community interpreters at the Mary Ward Centre.
- ◆ Our counsellor made a number of referrals to specialist trauma therapy centres such as Freedom from Torture, Helen Bamber, Room to Heal and the Refugee Therapy Centre.

### **Fundraising and communications**

Individual fundraising was very successful, and a record team of walkers (50 in all including young people) joined the London Legal Walk in May and raised £10,000 for the Centre.

Institutional fundraising will be a priority in 2018-19 as several long-term grants finished at the end of the year.

In June we lost our excellent communications volunteer and will need to replace her in order to maintain a lively and regularly updated website.

Other than small scale fundraising by way of informal events, the charity does not engage in fundraising by way of appeals, collections, or otherwise seeking donations directly from members of the public. The trustees therefore have not formally adopted The Fundraising Regulator's Code of Practice. The trustees do however seek to ensure that the charity operates ethically in all affairs. There were no complaints in relation to fundraising in 2017-18.

### **The political situation**

Government policies are becoming increasingly restrictive and at the same time the procedures for many case types are becoming increasingly cumbersome. We are concerned about the impact this will have on the lives of many of our visitors. Equally concerning is the huge increase in immigration application fees (with NHS surcharge) which go into thousands of pounds for a single applicant. If there are dependents to be included then the amount is astronomical.

The type of casework we carry out is not covered by legal aid. Many of the clients we assisted in the reporting period were working but earning very low wages or they were receiving Job Seekers Allowance. Others are single parents or receiving Employment Support Allowance due to an illness. In addition to private firms' fees, all immigration applications for limited or further limited leave now incur even higher fees (£1,033 per applicant) which is paid directly to the Home Office, and also the NHS surcharge (£500 for a further grant of 30 months leave which was increased to £1,000 from 8 January 2019).

**ACHIEVEMENTS AND PERFORMANCE (continued)**

**The political situation (continued)**

There is an exemption for those who are destitute or financially constrained. However, the fee waiver application is lengthy and requires an enormous amount of detailed evidence to prove destitution or inability to cover the application fee. This adds to the bewilderment and papers required from the applicant.

We were able to maintain working rights for some clients whose Leave to Remain expired. These rights are guaranteed under Section 3C which provides for their continuation with in-time applications while the application is being processed. However, increasingly since the 2016 Immigration Bill, employers are requesting proof of the right to remain in the UK. Employees can lose jobs because their employers are unaware of the law. We were able to provide clients with a letter for their employers, or to explain to employers how to use the Home Office Employment Checking Service.

Slow decision-making by the Home Office was much reported in the press and in the Law Society report in April 2018. Our experience backed up these findings - a brief period when decisions on the asylum applications of newly arrived asylum seekers seemed to be arrived at more quickly, soon reverted to the more widespread slow decision-making experience.

**FINANCIAL REVIEW**

**Results for the year**

The results for the year are shown on page 19. Total income for the year was £253,397 (2017 - £233,327). The principal funding sources continue to be grants from trusts and foundations £133,963 (2017 - £128,106), donations in kind of accommodation and administrative support £68,700 (2017 - £68,700) and monetary donations £50,689 (2017 - £36,481).

It has to be noted that, despite the difficult economic climate, fundraising efforts brought significant results, with increased grant income of £133,963 (2017 - £128,106) in the financial year from trusts and foundations and grant funding for salaries of £186,925 secured for the next 3 years (£74,525 in 2018/19, £58,300 in 2019/20 and £54,100 in 2020/21).

Total expenditure amounted to £254,340 (2017 - £230,252). The main expenditure lines in the year were the salaries of the one full-time and five part-time staff to enable clients to access our services and charges associated with practical assistance to destitute service users, for example counselling and legal advice as well as the cost of bus tickets.

Net expenditure before the transfer of net assets to the newly incorporated CIO was therefore £943 (2017 - net income of £3,075). On midnight of 31 August 2018, the charity's net assets became transferable to the CIO.

## **FINANCIAL REVIEW (continued)**

### **Reserves policy and financial position**

The trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in fixed assets, designated for, or restricted to, specific purposes or otherwise committed. The trustees consider that ideally, given the nature of the charity's work, the level of free reserves should be a minimum of three month's average unrestricted expenditure at any one time. The trustees are of the opinion that this provides sufficient flexibility to cover temporary shortfalls in income due to timing differences in income flows, adequate working capital to cover core costs, and will allow the charity to cope and respond to unforeseen emergencies whilst specific action plans are implemented.

As at 31 August 2018, prior to the transfer of net assets to new CIO, the charity held total funds of £76,186 (2017 - £77,129). Monies restricted for specific purposes stood at £11,876 at 31 August 2018 (2017 - £23,157). The free reserves at 31 August 2018 representing the remainder of the charitable funds stood at £64,310 (2017 - £53,972). The trustees were satisfied that the reserves at year end were in line with reserves policy.

The new CIO shares the same charitable objects as the legacy charity and the reserves transferred to the new CIO will be applied as intended by the trustees of the legacy charity or the initial donors. Under the terms of the transfer agreement, the CIO charity has indemnified the trustees of the legacy charity against any additional liabilities which may arise, other than those arising as a result of negligence, default, breach of duty, or breach of trust, where the trustees are found to be guilty of the offence.

### **PLANS FOR THE FUTURE**

In 2018-19 we are implementing the recommendations of the Centre Action Plan, in order to consolidate our response to the needs of large numbers of visitors and improve their journey with us. We are introducing a new arrival, registration and triage process, starting earlier in the morning to ease visitors' waiting time and improve confidentiality. In January 2019 we have recruited a Volunteer Coordinator to provide better support to volunteers, including client volunteers, including a more thorough induction process and more regular training. We will emphasise health and safety in the Centre and provide the necessary training. We will improve communication to all stakeholders, and remain GDPR compliant. We will recruit new Trustees and revisit the Centre Mission statement.

In conclusion, we will continue to open our doors to all refugees and asylum seekers, specialising as before in our bilingual services to Francophone individuals and families. We will aim to give them expert advice and counselling, a warm welcome, and the opportunity to participate in activities which will further help to reduce their isolation, increase their confidence, and move forward in their journey towards stable and productive lives.

### **RISK MANAGEMENT**

The trustees have assessed the major risks to which the charity is exposed, in particular those relating to the specific operational areas of the charity, its investments and its finances. The trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, and by examining the operational and business risks faced by the charity, they have established effective systems to mitigate those risks.

**RISK MANAGEMENT (continued)**

The following are the main risks to which the charity is exposed:

**Financial:** insufficient funding obtained to continue the charity's operations. Mitigation: annual budget presented to Trustees in advance of new financial year indicating secured and unsecured income; fundraising monitored through fundraising workbook; financial controls in place.

**Professional Compliance:** OISC registration discontinued. Mitigation: advice workers monitored for CPD compliance; annual OISC re-registration forms processed.

**Infrastructure:** Notre Dame de France Trust unable to house charity. Mitigation: good relations maintained between both charities.

**GOVERNANCE, STRUCTURE AND MANAGEMENT**

**Background and constitution**

Notre Dame Refugee Centre (NDRC) was registered as a charity (No 1122110) in December 2007 and governed by a trust deed dated 30 November 2007. Before that, it was an independently managed project of the Notre Dame de France Trust – Society of Mary, set up in 1996 by Marist priests and parishioners of Notre Dame de France Church, Leicester Square, in response to the Immigration and Asylum Act adopted that year.

NDRC welcomes all asylum seekers and refugees, regardless of age, gender, ethnic origin, faith or sexual orientation.

Its aim is to ensure that they have suitable accommodation, sufficient food and resources to live with dignity and build new lives in the UK.

NDRC is the only bi-lingual (French/English) refugee service in central London. Visitors come from all over London, many without a fixed address.

**Organisation and management**

The trustees are ultimately responsible for the operation of the charity. The trustees are appointed in accordance with the provisions of the trust deed. Strategic decisions, along with policy, are made by trustees with input from the Director and the Trust Secretary. Operational matters are covered at routine meetings and discussed by those attending, who include staff and volunteers. These discussions help to inform decisions that might have to be taken by trustees. Trustees in office at any time between 1 September 2017 and the date this report was signed are listed below.

The charity is run on a limited budget, with one full-time paid staff (senior advice worker), five part-time paid staff (Director, Administrator and three advice workers), one paid sessional worker (counsellor) and around 40 volunteers. Responsibility for the day-to-day management of the Centre is delegated to the Director.

**GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)**

**Remuneration of key management personnel**

The trustees consider that they alone comprise the key management of the charity in charge of directing and controlling the charity and making all key decisions. None of the trustees are remunerated for their services to the charity.

**Trustees**

The following trustees were in office and served between 1 September 2017 and up to the date of approval of this report, except where shown.

<b>Trustee</b>	<b>Appointed/resigned</b>
Aymeric Clement Marie-Joseph Brochard	
Anne-Lise Gaillac Dieu	
Rev. John Joseph Harrington	
Prof. James McManus	Resigned 4 April 2018
Gillian Margaret Paterson	
Claire Reynaud	
Erick Robert Maurice Rinner	Resigned 22 June 2018
Father Paul David Walsh	Resigned 31 August 2018
John Walsh	
Bishop Alan Stephen Williams	

**Recruitment and induction**

Under the Trust Deed, recruitment is a matter for the trustee body as a whole. Trustees are recruited through an open process which includes a skills need analysis; shortlisting against identified criteria; and an interview.

All trustees are offered an induction, which includes the opportunity to meet key staff and advisers.

The Chair of Trustees and all other trustees are issued with role descriptions and a declaration of interests policy is in place.

Trustees are required to review their own performance annually in consultation with the chair, and have examined major areas of responsibility, including investments and reserves, and risk. Appropriate professional advisors have been appointed.

Trustees bring their own particular skill sets to the Trust, but there are also generic skills which they need to perform their duties. Trustees need to be aware of such diverse issues as employment law, investment and risk management, property law and management. Trustees are recruited against a template of the existing skills and experience in the trustee body so that particular skill areas can be filled or strengthened. However, skills can also be developed through both information and training.

**Statement of trustees' responsibilities**

The trustees are responsible for preparing the trustees' report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

## **GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)**

### **Statement of trustees' responsibilities (continued)**

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

In preparing these accounts, the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the accounts comply with the Charities Act 2011, applicable Charity (Accounts and Reports) Regulations and the provisions of the charity's trust deed. 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

### **CONNECTED CHARITIES AND RELATED PARTIES**

- ◆ NDRC is part of two networks of faith-based organisations concerned with issues relating to the UK asylum process: the Churches' Refugee Network (a national body) and London Churches Refugee Network (LCRN). We also participate in the British Red Cross Destitution Forum.
- ◆ NDRC is a member of Advice UK, an umbrella organisation that supports the work of independent advice organisations across the UK, in the areas of fundraising, management and IT tools for advice etc.
- ◆ Advice staff and key advice volunteers are authorised by the Office of Immigration Services Commissioner to deliver immigration advice at a general level, and accreditation (levels one and three) is granted - and yearly renewed - for that purpose.



**CONNECTED CHARITIES AND RELATED PARTIES (continued)**

- ◆ NDRC enjoys a warm relationship with Notre Dame de France Trust which provides support in kind (see above).
- ◆ NDRC also works closely with the Jesuit Refugee Service, sharing knowledge and conducting joint advocacy.
- ◆ Other than the trustees who retired on or prior to the balance sheet date, all trustees in office at 31 August 2018 were eventually appointed to the board of trustees of the new CIO charity to which the net assets of the charity have been transferred.

**VOLUNTEERS**

Volunteer teams run our twice weekly drop-in cafés with enthusiasm, commitment and sensitivity. Their input is an important and invaluable part of the Centre's offering and ethos. Volunteers help to build a community spirit, registering new clients and chatting to visitors as well as serving food, overseeing the provision of clothing, and helping visitors make phone calls and fill in forms.

We organise regular team meetings and training sessions to ensure that everyone has the contacts, knowledge and skills needed. The team has been maintained at 35 - 40; we also continue to work closely with STAR (Student Action for Refugees).

Alongside the new volunteers we still have loyal supporters who have helped out at NDRC from its very beginnings in 1996. The trustees would like to thank volunteers, as well as staff, for their commitment and generosity which is vital to the work of the Centre. The trustees are particularly happy that there is a diverse body of volunteers, including ex-client and refugee volunteers.

Signed on behalf of the trustees:



Claire Reynaud

Trustee

Approved by the trustees on: 08/03/2019

**Independent auditor's report to the trustees of Notre Dame Refugee Centre**

**Opinion**

We have audited the accounts of Notre Dame Refugee Centre (the 'charity') for the year ended 31 August 2018 which comprise the statement of financial activities, the balance sheet, the principal accounting policies and notes to the accounts. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the accounts:

- ◆ give a true and fair view of the state of the charity's affairs as at 31 August 2018 and of 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 Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In accordance with the requirement of ISAs (UK), we are required to report to you where:

- ◆ the trustees' use of the going concern basis of accounting in the preparation of the accounts is not appropriate; or
- ◆ the trustees have not disclosed in the accounts any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the accounts are authorised for issue.

As noted by the trustees within the principal accounting policies accompanying the annual accounts, with effect from midnight on 31 August 2018, in accordance with a legal transfer of undertakings and a resolution of the trustees, the activities, assets and liabilities of the charity were transferable as a going concern into a newly formed Charitable Incorporated Organisation (CIO) of the same name (Charity Registration Number: 1177990). These accounts have therefore been produced on a basis other than going concern.

**Other Information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report and Accounts other than the accounts and our auditor's report thereon. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- ◆ the information given in the trustees' annual report is inconsistent in any material respect with the accounts; or
- ◆ sufficient accounting records have not been kept; or
- ◆ the accounts are not in agreement with the accounting records and returns; or
- ◆ we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the accounts**

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

## Independent auditor's report 31 August 2018

### **Auditor's responsibilities for the audit of the accounts (continued)**

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and with regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Buzzacott LLP  
Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

28/3/19

Buzzacott LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

## Statement of financial activities Year to 31 August 2018

	Notes	Unrestricted funds £	Restricted funds £	31 August 2018 £	31 August 2017 £
<b>Income from:</b>					
Donations and legacies	1	119,239	150	119,389	105,181
Charitable activities	2	15,000	118,963	133,963	128,106
Interest receivable		45	—	45	40
<b>Total income</b>		<b>134,284</b>	<b>119,113</b>	<b>253,397</b>	<b>233,327</b>
<b>Expenditure on:</b>					
Charitable activities	3	123,946	130,394	254,340	230,252
<b>Total expenditure</b>		<b>123,946</b>	<b>130,394</b>	<b>254,340</b>	<b>230,252</b>
<b>Net income (expenditure) before transfers to other charities</b>	5	<b>10,338</b>	<b>(11,281)</b>	<b>(943)</b>	<b>3,075</b>
Net assets transferable to Notre Dame Refugee Centre CIO (Charity Registration No: 1177990)	15	(64,310)	(11,876)	(76,186)	—
<b>Net (expenditure) income and net movement in funds</b>		<b>(53,972)</b>	<b>(23,157)</b>	<b>(77,129)</b>	<b>3,075</b>
<b>Reconciliation of funds</b>					
Fund balances brought forward at 1 September 2017		53,972	23,157	77,129	74,054
Fund balances carried forward at 31 August 2018		—	—	—	77,129

As described in the notes to the accounts, the charity's net assets and activities were transferred on a going concern basis to a newly registered Charitable Incorporated Organisation with effect from midnight on 31 August 2018. The year ended 31 August 2018 is therefore expected to be the final year of operations for this charity.

All recognised gains and losses are included in the above statement of financial activities.

The interest receivable was wholly unrestricted for the comparative period.

## Balance sheet 31 August 2018

	Notes	2018 £	2017 £
<b>Current assets</b>			
Debtors	9	12,951	5,126
Cash at bank and in hand		68,427	109,089
		<b>81,378</b>	<b>114,215</b>
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	10	(5,192)	(37,086)
<b>Total net assets before amounts transferable to other charities</b>		<b>76,186</b>	<b>77,129</b>
Amount payable to Notre Dame Refugee Centre CIO (Charity Registration No: 1177990)	15	(76,186)	—
<b>Total net assets</b>		<b>—</b>	<b>77,129</b>
<b>The funds of the charity:</b>			
<b>Income funds</b>			
Restricted funds	12	—	23,157
Unrestricted funds		—	53,972
		<b>—</b>	<b>77,129</b>

Approved by the trustees  
and signed on their behalf by:



Claire Reynaud  
Trustee

Approved on: 08/03/2019

## **Principal accounting policies 31 August 2018**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

### **Basis of preparation**

These accounts have been prepared for the year to 31 August 2018 with comparative information provided for the year to 31 August 2017.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014, Update Bulletin 1 issued on 2 February 2016, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

### **Critical accounting estimates and areas of judgement**

No significant accounting estimates or judgements were required to prepare the accounts.

### **Assessment of going concern**

With effect from midnight on 31 August 2018, in accordance with a legal transfer of undertakings and a resolution of the trustees, the activities, assets and liabilities of the charity were transferable as a going concern into a newly formed Charitable Incorporated Organisation (CIO) of the same name (Charity Registration Number: 1177990).

With regard to the next accounting period (i.e. the year ending 31 August 2019), as described in the trustees' report, the charity will remain dormant for a period of time prior to an application being made to the Charity Commission to remove it from the Central Register of Charities.

### **Income recognition**

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Grants and donations are recognised when the charity has confirmation of both the amount and settlement date. In the event of grants or donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a grant or donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

**Income recognition (continued)**

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity. Entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution.

Interest on funds is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

**Donations in kind**

The charity currently does not have to pay any accommodation costs for its premises and receives administrative support for which it is not charged. It has been decided that the accounts should reflect a reasonable calculation of these charges and corresponding income in the form of donations in kind should be included to reflect the costs the charity would have to bear if it no longer had this support.

**Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and stated inclusive of irrecoverable VAT.

Expenditure on charitable activities comprise expenditure on the charity's primary charitable purposes. It includes costs directly attributable to the activity as well as the central overheads including governance costs. Governance costs comprise the costs incurred with meeting constitutional and statutory requirements and the costs associated with the strategic management of the charity.

**Fund accounting**

Restricted funds comprise monies raised for a specific purpose, or donations subject to donor-imposed conditions.

Unrestricted funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the charity's charitable objects.

**Debtors**

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.



**Cash at bank and in hand**

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

**Creditors and provisions**

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

**Statement of cash flows**

The financial statements do not include a statement of cash flows because the charity is considered a small charity and is therefore exempt from the requirement to prepare such a statement under the Charities SORP FRS 102 Update Bulletin 1.

**Notes to the accounts 31 August 2018**

**1 Income from donations and legacies**

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
<b>Donations</b>				
. Donations without Gift Aid	35,934	—	<b>35,934</b>	22,061
. Donations with Gift Aid	14,605	150	<b>14,755</b>	14,420
. Donations in kind	68,700	—	<b>68,700</b>	68,700
<b>2018 Total funds</b>	<b>119,239</b>	<b>150</b>	<b>119,389</b>	<b>105,181</b>
<b>2017 Total funds</b>	<b>105,031</b>	<b>150</b>	<b>105,181</b>	

**2 Income from charitable activities**

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
<b>Grants</b>				
. Trust for London	—	25,000	<b>25,000</b>	44,887
. City Bridge Trust	—	31,462	<b>31,462</b>	26,838
. London Churches Refugee Fund	—	1,850	<b>1,850</b>	1,500
. The London Community Foundation	—	—	—	6,000
. Pret Foundation	—	7,500	<b>7,500</b>	12,000
. Henry Smith Charity	—	—	—	24,200
. Marist Hardship Fund	—	—	—	3,250
. Catholic Women's League	—	150	<b>150</b>	—
. AB Charitable Trust	10,000	—	<b>10,000</b>	—
. London Catalyst Samaritan Fund	—	1,500	<b>1,500</b>	—
. Notre Dame de France Trust.	—	10,000	<b>10,000</b>	5,000
. French Huguenot Church of London Charitable Trust	5,000	—	<b>5,000</b>	5,000
. Women for Refugee Women	—	5,979	<b>5,979</b>	5,823
. The Aziz Foundation	—	2,500	<b>2,500</b>	—
	<b>15,000</b>	<b>85,941</b>	<b>100,941</b>	<b>134,278</b>
Deferred income brought forward	—	33,022	<b>33,022</b>	26,850
Deferred income carried forward	—	—	—	(33,022)
<b>2018 Total funds</b>	<b>15,000</b>	<b>118,963</b>	<b>133,963</b>	<b>128,106</b>
<b>2017 Total funds</b>	<b>5,000</b>	<b>123,106</b>	<b>128,106</b>	

Notes to the accounts 31 August 2018

**3 Expenditure on charitable activities**

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Staff costs	8,720	106,565	115,285	100,458
Administrative costs	13,700	—	13,700	13,700
Client counselling and advice services	10,380	1,000	11,380	12,550
Client services	4,304	12,870	17,174	18,743
Relief grants	—	5,612	5,612	5,536
Accommodation	55,000	—	55,000	55,000
Premises and maintenance	607	—	607	195
Fundraising and publicity	1,202	—	1,202	1,647
Telephone	1,588	437	2,025	1,673
Other costs	17,759	3,910	21,669	18,050
Governance costs (note 4)	10,686	—	10,686	2,700
<b>2018 Total funds</b>	<b>123,946</b>	<b>130,394</b>	<b>254,340</b>	<b>230,252</b>
<b>2017 Total funds</b>	<b>106,039</b>	<b>124,213</b>	<b>230,252</b>	

**4 Governance costs**

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Legal, professional and audit costs	10,686	—	10,686	2,700
<b>2018 Total funds</b>	<b>10,686</b>	<b>—</b>	<b>10,686</b>	<b>2,700</b>
<b>2017 Total funds</b>	<b>2,700</b>	<b>—</b>	<b>2,700</b>	

**5 Net movement in funds for the year is stated after charging:**

	2018 £	2017 £
Staff costs (note 6)	115,285	100,458
Auditor's remuneration including VAT		
· Audit services	2,160	2,160
· Other non—audit services	—	540
· Operating lease rentals	749	—

**6 Staff costs**

	2018 £	2017 £
Wages and salaries	101,861	89,185
Social security costs	7,493	6,377
Pension costs	5,931	4,896
	<b>115,285</b>	<b>100,458</b>

No employee earned more than £60,000 per annum in the year under review (2017 – none).

## Notes to the accounts 31 August 2018

### 6 Staff costs (continued)

The number of employees on an average and a full time equivalent basis was:

	Number 2018	FTE 2018	Number 2017	FTE 2017
Refugee Centre	6	3	5	3

### 7 Remuneration of key management personnel

The trustees consider that they alone comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

None of the trustees received any remuneration in respect of their services during the year (2017 – £nil). No out of pocket expenses were reimbursed to trustees during the year (2017 – £nil).

### 8 Taxation

Notre Dame Refugee Centre is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

### 9 Debtors

	2018 £	2017 £
Prepayments and accrued income	10,000	2,178
Other debtors	2,951	2,948
	<b>12,951</b>	<b>5,126</b>

### 10 Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals	4,685	3,914
Other creditors	507	150
Deferred income	—	33,022
	<b>5,192</b>	<b>37,086</b>

## Notes to the accounts 31 August 2018

### 11 Analysis of net assets between funds

Immediately prior to the transfer to the CIO at midnight on 31 August 2018 (see note 15), the fund balances were represented by the following assets and liabilities:

	Unrestricted funds £	Restricted funds £	31 August 2018 £	31 August 2017 £
<b>Fund balances at 31 August 2018</b>				
<b>Are represented by:</b>				
Current assets	69,502	11,876	81,378	114,215
Current liabilities	(5,192)	—	(5,192)	(37,086)
<b>Total net assets</b>	<b>64,310</b>	<b>11,876</b>	<b>76,186</b>	<b>77,129</b>

### 12 Restricted funds

	At 1 September 2017 £	Income £	Expenditure £	At 31 August 2018 £
Staff costs	2,247	107,951	(106,565)	3,633
Client counselling and advice services	5,416	(4,416)	(1,000)	—
Client services	10,596	8,000	(12,870)	5,726
Relief grants	2,621	3,150	(5,612)	159
Other project expenditure and overheads	2,277	4,428	(4,347)	2,358
	<b>23,157</b>	<b>119,113</b>	<b>(130,394)</b>	<b>11,876</b>

The restricted funds represent grants and donations received for specific purposes within the Notre Dame Refugee Centre. The purposes for which the funds have been received are described in the above table.

### 13 Related party transactions

The Notre Dame Refugee Centre is connected to the Notre Dame de France Trust – Society of Mary (charity registration no. 233639) by virtue of the fact that they have a number of trustees in common. The Notre Dame de France Trust provides an element of administrative support to the Refugee Centre and bears its accommodation expenses. As described in the accounting policies, the accounts reflect a reasonable calculation of these charges and corresponding income. During the year a gift-in-kind has been recognised within income and expenditure for £68,700 (2017 - £68,700) in respect of this support. In addition, the Notre Dame de France Trust made a grant of £10,000 (2017 - £5,000) to the Refugee Centre and settled expense payments of £8,856 (2017 - £3,836) on behalf of the Refugee Centre during the year.

The total value of donations made by trustees of the charity during the year was £200 (2017 - £350).

As disclosed at note 15 to the accounts, other than the trustees who retired on or prior to the balance sheet date, all trustees in office at 31 August 2018 were eventually appointed to the board of trustees of the newly incorporated Notre Dame Refugee Centre CIO. The net assets of the charity as at midnight on 31 August 2018 of £76,186 were transferable to the CIO and a creditor for an equivalent amount is included in the balance sheet as at 31 August 2018.

## Notes to the accounts 31 August 2018

### 14 Lease commitments

As at 31 August 2018 the charity had total future commitments under non-cancellable operating leases due as follows: The contracts to which these commitments relate were novated and the commitments were therefore passed over to the new CIO (see note 15).

	2018 £	2017 £
Office equipment		
Within one year	749	—
Within two to five years	2,246	—
	<u>2,995</u>	<u>—</u>

### 15 Transfer of activities, assets, and liabilities

A number of the trustees of the charity are also the trustees of Notre Dame Refugee Centre (Charity Commission Number 1177990), a Charitable Incorporated Organisation (CIO) which was registered with the Charity Commission on 17 April 2018.

The activities, assets and liabilities of the charitable trust were transferable to the CIO by deed of transfer with effect from midnight on 31 August 2018.

The net assets transferable (and held as a liability on the balance sheet) on 31 August 2018 comprised:

	2018 £
Debtors	12,951
Cash at bank and in hand	68,427
Creditors: amounts falling due within one year	(5,192)
	<u>76,186</u>

The net assets transferable on 31 August 2018 were represented by the following funds and reserves:

	2018 £
<b>Funds and reserves</b>	
Unrestricted funds	64,310
Restricted funds	11,876
	<u>76,186</u>