

**DETENTION ADVICE SERVICE**  
(Company limited by guarantee no. 3289045  
registered charity no. 1060145)

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2008**

**DETENTION ADVICE SERVICE**

(Company limited by guarantee no. 3289045, registered charity no. 1060145)

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**REPORT AND FINANCIAL STATEMENTS**

For the year ended 31 March 2008

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## DETENTION ADVICE SERVICE

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### REFERENCE AND ADMINISTRATIVE DETAILS

For the year ended 31 March 2008

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<b>Management Committee:</b>	Hugo Tristram - (Chair) individual member Terry Rocque (Treasurer) - Refugee Legal Centre until 19 April 2007 then individual member Roy Millard - Migrant Helpline Francesca Cooney - individual member Noel Halifax - Refugee Legal Centre - from 26 November 2007 Jonathan Parr - Refugee Council - from 2 June 2008  Mel Pickett - Refugee Action - until 19 April 2007 Neil Amas - individual member - until 26 November 2007 Glen Corney - Refugee Legal Centre - from 19 April 2007 until 26 November 2007 Derek Beoku-Betts - Joint Council for the Welfare of Immigrants - until 2 June 2008
<b>Company reg. no.</b>	3289045
<b>Charity reg. no.</b>	1060145
<b>Registered office</b>	Unit B3 62 Beechwood Road London E8 3DY
<b>Telephone</b>	020 7254 6888
<b>Fax</b>	020 7254 8555
<b>Email</b>	<a href="mailto:das@detentionadvice.org.uk">das@detentionadvice.org.uk</a>
<b>Auditors</b>	Gotham Erskine LLP Friendly House 52 - 58 Tabernacle Street London EC2A 4NJ
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
<b>Solicitors</b>	Bates Wells & Braithwaite 2-6 Cannon Street London EC4M 6YH

## DETENTION ADVICE SERVICE

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### MANAGEMENT COMMITTEE'S REPORT For the year ended 31 March 2008

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The members of the Management Committee, who are also the directors of the Charity for company law purposes, and trustees for charity law purposes, submit their annual report and the financial statements of Detention Advice Service for the year. The Management Committee confirms that the annual report and financial statements of the Charity comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities (revised 2005)'.

#### Structure

The Charity is registered as a charitable company limited by guarantee and is governed by its memorandum and articles of association. The Charity has no share capital or debentures, hence there are no directors' interests requiring disclosure. In the event of the Charity being wound up each member is required to contribute an amount not exceeding £1.

#### Objectives and activities

The Charity is established for the provision of relief for Immigration Act detainees who are in conditions of need, hardship or distress, in particular by the provision of information and advice.

#### Achievements and performance

In support of its objects the Charity carried out the following activities during the year:

- The Charity increased the number of sites it visited regularly for the provision of advice surgeries.
- Advice surgeries were held at HMPs Belmarsh, Brixton, Bronzefield, Downview, High Down, Pentonville, Wandsworth, Wormwood Scrubs, and HMP/YOI Feltham. In addition, advice was given to detainees by telephone and letter at prisons and detention centres throughout the UK. Visits were also paid to a number of establishments including HMPs The Mount, Portland and Winchester.
- The Charity had a successful audit by the OISC – Office of the Immigration Services Commissioner.
- The Charity liaised with community groups and other voluntary and statutory organisations, providing training to groups assisting detainees and giving talks and information sessions to other interested organisations.
- In addition to the voluntary sector agencies the Charity trained prison and probation staff, thus ensuring a better understanding of the needs of detainees by staff and providing another resource.
- The budget for the charity for 2008/09 is £304,273 and while we have not raised all of it as yet we expect to be able to do so as we continue to expand our funding base. We will continue to ask for contributions from prisons and seek funding commensurate with our work.

Further details of the Charity's activities will be given in the Annual Review, which will be available at the Annual General Meeting on 11 November 2008.

#### Policies and organisation of the Charity

The Detention Advice Service (DAS) provides an impartial, independent, confidential and free service to all its clients and recognises the importance of equal opportunities in all areas of its work.

### MANAGEMENT COMMITTEE'S REPORT For the year ended 31 March 2008

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The day-to-day management of the Charity is undertaken by the Co-ordinator who reports to the Management Committee, which is responsible for the overall management of the Charity. The Charity now also has five other paid staff.

The Committee is composed of representatives of refugee community groups and other organisations providing assistance and interested individuals. It meets six times a year. Committee members are recruited from community groups, and elected by the members of the Charity at the Annual General Meeting. The Committee has the power to fill vacancies but members so appointed serve only until the next Annual General Meeting at which time they are eligible for re-election. Details of the Committee members (and the organisations they represented) who served during the year and since are shown on page 1.

#### **Reserves policy**

The Management Committee's policy is to build free reserves equivalent to 3 to 6 months of total expenditure; at the year-end they stood at £57,034, within this target level. The Charity has a number of restricted and designated funds, which are represented by cash at bank and fixed assets. The purposes of these funds are detailed in Note 7 of the financial statements.

#### **The Management Committee's Responsibilities Statement**

The Committee Members are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company and charity law applicable to charities in England/Wales requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements the Management Committee are required to:

- select suitable accounting policies and apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Committee Members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**MANAGEMENT COMMITTEE'S REPORT  
For the year ended 31 March 2008**

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We, as the directors of the Charity who held office at the date of approval of these financial statements as set out on page 1, each confirm, so far as we are aware, that:

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

**Auditors**

The auditors, Gotham Erskine LLP have indicated their willingness to accept re-appointment under Section 385(2) of the Companies Act 1985.

**Small company special provisions**

The report of the Management Committee has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved, and authorised for issue, by the Management Committee on 29 October 2008 and signed on its behalf by:

**Hugo Tristram**  
Chair

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF DETENTION ADVICE SERVICE**

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We have audited the financial statements of Detention Advice Service for the year ended 31 March 2008 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

### **Respective responsibilities of Management Committee and auditors**

The responsibilities of the Management Committee members (who are the directors of Detention Advice Service for the purposes of company law) for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of the Management Committee's Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Management Committee's Annual Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the Charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Management Committee's remuneration and other transactions is not disclosed.

We read the Management Committee's Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Management Committee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
DETENTION ADVICE SERVICE (CONTINUED)**

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**Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the Charity's affairs as at 31 March 2008, and of its incoming resources and application of resources, including its income and expenditure, in the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Management Committee's Annual Report is consistent with the financial statements.

**Gotham Erskine LLP**  
Chartered Accountants  
& Registered Auditors  
Friendly House  
52 - 58 Tabernacle Street  
London EC2A 4NJ

Date:

**DETENTION ADVICE SERVICE**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(incorporating Income and Expenditure Account)**  
**For the year ended 31 March 2008**

	Notes	Unrestricted Funds 2008 £	Restricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
<b>INCOMING RESOURCES</b>					
Grants receivable	2	72,000	135,810	<b>207,810</b>	197,780
Donations		1,325	-	<b>1,325</b>	1,850
Investment income		1,881	-	<b>1,881</b>	1,987
<b>TOTAL INCOMING RESOURCES</b>		<b>75,206</b>	<b>135,810</b>	<b>211,016</b>	<b>201,617</b>
<b>RESOURCES EXPENDED</b>					
Staff salary costs	3	37,711	135,810	<b>173,521</b>	174,425
Staff travel		2,562	-	<b>2,562</b>	1,797
Staff training		1,300	-	<b>1,300</b>	159
Staff recruitment		1,730	-	<b>1,730</b>	-
Volunteer expenses		271	-	<b>271</b>	104
Office rent and occupancy costs		12,521	-	<b>12,521</b>	12,341
Office equipment expenses		457	-	<b>457</b>	360
Telephone and postage		2,503	-	<b>2,503</b>	2,443
Stationery and printing		2,459	-	<b>2,459</b>	1,671
Annual review		-	-	-	1,027
Insurance		1,466	-	<b>1,466</b>	1,434
Photographic exhibition project		-	-	-	44
Depreciation		727	933	<b>1,660</b>	2,194
Auditors' remuneration:					
Audit fee		3,790	-	<b>3,790</b>	3,521
Accounting work and support		628	-	<b>628</b>	715
Loss on disposal of fixed assets		1,225	-	<b>1,225</b>	-
Sundry expenses		1,551	-	<b>1,551</b>	1,669
<b>TOTAL RESOURCES EXPENDED</b>		<b>70,901</b>	<b>136,743</b>	<b>207,644</b>	<b>203,904</b>
Net income/(expenditure)		<b>4,305</b>	<b>(933)</b>	<b>3,372</b>	<b>(2,287)</b>
TOTAL FUNDS AT 1 APRIL 2007		78,729	933	79,662	81,949
<b>TOTAL FUNDS AT 31 MARCH 2008</b>		<b>£ 83,034</b>	<b>£ Nil</b>	<b>£ 83,034</b>	<b>£ 79,662</b>

**NOTE**

Movements in restricted and designated funds are shown in Note 7.

The annexed notes form part of these financial statements

**DETENTION ADVICE SERVICE (company limited by guarantee)****BALANCE SHEET**  
**As at 31 March 2008**

	Notes	£	2008 £	£	2007 £
<b>FIXED ASSETS</b>					
Tangible assets	4		<b>852</b>		3,737
<b>CURRENT ASSETS</b>					
Debtors	5	<b>55,544</b>		33,930	
Cash at bank and in hand		<b>36,623</b>		58,815	
		<u>92,167</u>		<u>92,745</u>	
<b>CREDITORS: amounts falling due within one year</b>	6	<b>(9,985)</b>		(16,820)	
<b>NET CURRENT ASSETS</b>			<b>82,182</b>		75,925
<b>NET ASSETS / TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>£ 83,034</u>		<u>£ 79,662</u>
<b>FUNDS</b>					
Restricted funds	7		-		933
Unrestricted funds:					
Designated Contingencies Fund	7		<b>26,000</b>		19,000
General Fund	7		<b>57,034</b>		59,729
			<u>£ 83,034</u>		<u>£ 79,662</u>

The financial statements have been prepared in accordance with the provisions of Part VII of the Companies Act 1985 relating to small companies and the Financial Reporting Standard for Smaller Entities (effective January 2007). They were approved, and authorised for issue, by the Management Committee on 29 October 2008 and signed on its behalf by:-

\_\_\_\_\_  
HUGO TRISTRAM, Chair

\_\_\_\_\_  
TERRY ROCQUE, Treasurer

The annexed notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2008

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**1. ACCOUNTING POLICIES**

The principal accounting policies adopted in the preparation of the financial statements are set out below, have remained unchanged from the previous year and have been consistently applied.

***Basis of preparation of financial statements***

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards, the Companies Act 1985, the Charities SORP ("Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005)") and the Financial Reporting Standard for Smaller Entities (effective January 2007).

The effects of events relating to the year ended 31 March 2008 which occurred before the date of approval of the financial statements by the Management Committee has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2008 and the results for the year ended on that date.

***Fund accounting***

Unrestricted funds comprise accumulated surpluses and deficits on general funds. They are available for use at the discretion of the Management Committee in furtherance of the general charitable objects.

Designated funds are amounts that have been set aside at the discretion of the Management Committee.

Restricted funds are funds that are to be expended in accordance with specific restrictions imposed by the donors or which have been raised by the Charity for specific purposes. Income given for core operating costs is treated as unrestricted. The aim and use of each restricted fund is set out in Note 7 to the financial statements.

***Incoming resources***

All donations are included in full in the Statement of Financial Activities as they are received. Grants are accounted for in the period specified for their use by the donors provided that any conditions for receipt have been met. Bank interest is included in the Statement of Financial Activities as it is earned.

***Resources expended***

All expenditure is accounted for gross, and when incurred.

***Tangible fixed assets and depreciation***

All assets costing more than £500 are capitalised. Depreciation is calculated so as to write off the cost of fixed assets over their estimated useful lives of 5 years.

***Pension costs***

The Charity operates a defined contribution pension scheme the assets of which are held separately from those of the Charity in an independently administered fund. Contributions payable for the year are charged in the Statement of Financial Activities.

## DETENTION ADVICE SERVICE

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2008

2. GRANTS RECEIVABLE	Unrestricted Funds 2008 £	Restricted Funds 2008 £	Total Funds 2008 £	<i>Total Funds 2007 £</i>
HM Prison Wandsworth	-	19,905	<b>19,905</b>	19,325
HM Prison Wormwood Scrubs	-	19,905	<b>19,905</b>	19,325
HM Prison Highdown	-	2,485	<b>2,485</b>	-
HM Prison Brixton	-	9,826	<b>9,826</b>	9,540
HM Prison Belmarsh	-	9,952	<b>9,952</b>	9,662
HM Prison Bronzefield	-	7,281	<b>7,281</b>	-
HM Prison Pentonville	-	9,952	<b>9,952</b>	9,662
HM Prison Downview	-	3,842	<b>3,842</b>	7,400
HM Young Offenders Institution Feltham	-	10,162	<b>10,162</b>	9,866
	-	93,310	<b>93,310</b>	84,780
London Councils	-	32,500	<b>32,500</b>	32,500
Sisters of Charity of St Jeanne Antide	-	-	-	25,000
Wates Foundation	-	-	-	10,000
The Hilden Charitable Fund	5,000	-	<b>5,000</b>	-
Henry Smith Charity	35,000	-	<b>35,000</b>	-
Saxham Trust	1,000	-	<b>1,000</b>	1,000
Ajahma Charitable Trust	-	-	-	5,000
City Parochial Foundation	25,000	-	<b>25,000</b>	10,000
Lloyds TSB	-	10,000	<b>10,000</b>	2,500
29th May 1961 Charitable Trust	5,000	-	<b>5,000</b>	-
Odin Charitable Trust	-	-	-	1,000
LankellyChase Foundation	-	-	-	15,000
Bromley Trust	-	-	-	10,000
Oak Trust	-	-	-	1,000
SE Franklin Charitable Trust	1,000	-	<b>1,000</b>	-
	<b>£ 72,000</b>	<b>£ 135,810</b>	<b>£ 207,810</b>	<b>£ 197,780</b>

The grants from HM Prisons and Lloyds TSB were contributions towards the costs of running the Advice Surgeries.

The London Councils grant was to fund the position of Co-ordinator.

None of the other grants receivable were given for restricted purposes.

## DETENTION ADVICE SERVICE

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2008

<b>3. EMPLOYEES AND MANAGEMENT COMMITTEE</b>	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Salaries and wages	<b>145,670</b>	146,465
National insurance	<b>15,855</b>	15,867
Pension costs (see below)	<b>11,996</b>	12,093
	<b>£ 173,521</b>	<b>£ 174,425</b>

The Charity operates a pension scheme for its staff, the assets of which are held and administered independently by The Pensions Trust. The Charity contributes 8% of gross salaries of staff and has no commitments beyond these regular contributions provided that it remains within the scheme, which it intends to do. The Charity had outstanding pension contributions of £1,020 (2007 - £998) at the year end.

The Charity has 5 full-time staff - a Co-ordinator and 4 advice workers (2007 - the same). There were no full-time administrative staff in 2008 (2007 - 1 full-time administrator for part of the year).

No member of staff earned more than £60,000.

None of the Management Committee received any remuneration or reimbursed expenses during the year (2007 - the same).

#### 4. TANGIBLE FIXED ASSETS - OFFICE EQUIPMENT

	<b>£</b>
<b>Cost</b>	
At 1 April 2007	<b>13,210</b>
Disposals	<b>(4,948)</b>
At 31 March 2008	<b>8,262</b>
<b>Depreciation</b>	
At 1 April 2007	<b>9,473</b>
Charge for the year	<b>1,660</b>
On disposals	<b>(3,723)</b>
At 31 March 2008	<b>7,410</b>
<b>Net book value</b>	
At 31 March 2007	<b>£ 3,737</b>
At 31 March 2008	<b>£ 852</b>

## DETENTION ADVICE SERVICE

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2008

5. DEBTORS	2008 £	2007 £			
Grants receivable	51,272	26,521			
Expense advances to staff	1,200	1,200			
Prepayments and other debtors	3,072	6,209			
	<b>£ 55,544</b>	<b>£ 33,930</b>			
6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2008 £	2007 £			
Social security and other taxes	4,547	4,172			
Accruals	5,438	5,148			
Deferred grant income (see below)	-	7,500			
	<b>£ 9,985</b>	<b>£ 16,820</b>			
<u>Deferred grant income</u>					
Balance at 1 April 2007	7,500	-			
Amount released to incoming resources	(7,500)	-			
Amount deferred in the year	-	7,500			
Balance at 31 March 2008	<b>£ Nil</b>	<b>£ 7,500</b>			
7. STATEMENT OF FUNDS	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers £	Carried Forward £
<b>SUMMARY OF FUNDS</b>					
Designated					
Contingencies Fund	19,000	-	-	7,000	26,000
General Fund	59,729	75,206	(70,901)	(7,000)	57,034
	<b>78,729</b>	<b>75,206</b>	<b>(70,901)</b>	<b>-</b>	<b>83,034</b>
Restricted Funds	933	135,810	(136,743)	-	-
	<b>£ 79,662</b>	<b>£ 211,016</b>	<b>£ (207,644)</b>	<b>£ Nil</b>	<b>£ 83,034</b>

The income funds of the Charity include the Contingencies Fund, which has been set aside from unrestricted funds by the Management Committee. The purpose of the Fund is to ensure that the Charity will have sufficient resources, in the event of a funding short-fall, to enable services to detainees to be maintained while other options are explored, or, in the worst case, for arrangements to be made for an orderly wind-down of activities, involving the minimum distress to detainees. The Fund is sufficient to meet the cost of redundancies among the Charity's staff and rent commitments under its office occupancy agreement in the event of a loss of funding. It is also sufficient to fund the cost to the Charity of one member of staff being absent on sick leave for twelve weeks.

## DETENTION ADVICE SERVICE

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2008

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers £	Carried Forward £
<b>RESTRICTED FUNDS</b>					
Co-ordinator salary costs	-	32,500	(32,500)	-	-
Advice surgeries in prisons	-	103,310	(103,310)	-	-
London training project	933	-	(933)	-	-
	<u>£ 933</u>	<u>£ 135,810</u>	<u>£ (136,743)</u>	<u>£ Nil</u>	<u>£ Nil</u>

All year end designated fund balances are represented by cash at bank. The London training project fund is represented entirely by fixed assets, being a computer purchased for the project (fully depreciated by the year end) and a photocopier (disposed of during the year).

#### 8. LEASING COMMITMENTS

The Charity has an annual commitment under the operating lease for its photocopier of £1,980 (£495 per quarter over 20 quarters from November 2007).

#### 9. FUTURE FUNDING

In common with other grant-funded organisations, the Charity depends on raising funds each year to carry out its activities. The Charity has not yet completed its fundraising for the year ended 31 March 2009. The Management Committee is confident, however, based on past experience, that sufficient funds will be raised for the foreseeable future to enable operations to continue at the current level. If the Charity is unsuccessful in raising all funds needed it is anticipated that activities will continue at a reduced level.