

**JOINT COUNCIL FOR THE WELFARE OF IMMIGRANTS**

**STATEMENT OF ACCOUNTS  
FOR THE YEAR ENDED 31ST MARCH 2002**

**WALTERS SHAH  
CHARTERED ACCOUNTANTS**



**JOINT COUNCIL FOR THE WELFARE OF IMMIGRANTS**  
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**FOR THE YEAR ENDED 31ST MARCH 2002**

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**DIRECTORS**  
**CHAIRPERSON**

Sonali Naik

**VICE CHAIRPERSON**

Vaughan Jones

**TREASURER**

Rameshchandra Desai MBE

Michael Carter  
 Belayeth Hussain  
 Yasmeen Raja- Khan  
 Abdul Quader Mahmud  
 Mark O'Connor (Resigned 19.05.2001)  
 Rada Ristic  
 Qudsia Mirza  
 Eric Fripp  
 Katy Chen  
 Shahram Taghavi  
 Faruq Ahmed  
 Gorande Bhatt JP  
 Kalyani Gandhi  
 Abdi Abby (Resigned 19.05.2001)

**SECRETARY**

Habib Rahman

**REGISTERED OFFICE**

115 Old Street, London EC1V 9RT

**BANKERS**

National Westminster Bank plc  
 134 Aldersgate Street  
 London EC1A 4JB

**REGISTERD AUDITORS**

Walters Shah  
 Chartered Accountants  
 786 London Road  
 Thornton Heath  
 Surrey CR7 6JB

## **JOINT COUNCIL FOR THE WELFARE OF IMMIGRANTS**

### **DIRECTORS' REPORT**

The Directors present their annual report and the audited accounts for the year ended 31st March 2002.

#### **Principal Activity**

JCWI continues to maintain a leading place as an independent national voluntary organisation providing legal advice and representation to people affected by immigration, asylum and nationality law. It acts as an expert training resource for others working in the same field. Its mission is to achieve an immigration control in the UK that is fair and non-discriminatory and campaigns to eliminate discrimination and injustice in this field. The organisation also seeks to advance and promote social justice and equitable public policy in the areas of concern to its client groups. Activities also include writing and publishing books, pamphlets, briefing papers, bulletins and other materials in support of JCWI's work

JCWI's major priority in the year 2001 was to strengthen the organisation by strategic staff and management re-structuring to meet the growth in demand for its services and to make it more effective. To this end its new 3-year Business Plan, consultation on which started in the year 2000, was finally implemented in 2001.

The other main priority was to publish the 5<sup>th</sup> edition of JCWI's Immigration, Nationality and Refugee Law Handbook. The Handbook was finally published in July 2002. The delay in publication is due to the extended nature of editing to incorporate a vast amount of legislative changes that have been introduced recently by the Government. The book has been completely revised and expanded. The income from the sale of the Handbook will contribute positively to the budget of JCWI in the year 2002/2003.

The policy work emanating from the implementation of impending new legislation that has been introduced by the Government in the previous years has increased the volume of JCWI's work this year. The Immigration Rights Project was established in March 2001 with three main objectives: to raise the profile of JCWI's policy and campaign work; to build a partnership with other organisations to enhance the effectiveness of JCWI's campaign and policy work and to establish an effective strategy for campaigning activities. JCWI received two separate grants from Joseph Rowntree Charitable Trust to undertake work on this project.

The Legal Services Commission's (LSC) block grant under its pilot project, which was awarded to JCWI to run a national second-tier advice line and training service to benefit other LSC contract holders, has been extended for a further year. As in previous years, this additional funding has contributed to increase JCWI's income and profile nation-wide.

During the year, JCWI also received a new grant from Bridge House Trust to expand and enhance its first-tier advice line. The demand on this advice line is exceptionally high and therefore the priority for the next year is to seek additional resources to expand this service in terms of time and personnel.

Training remains a core area of JCWI's work because it enables the organisation to establish a practical relationship with individuals and organisations working in this field. JCWI also provides training courses for community groups, professional bodies and individuals. The development of a new training programme last year has increased the range of people who have benefited from JCWI's expertise as well as the income of the organisation. The most significant development in training in 2001 was the introduction of courses offered free-of-charge in the Northwest and Midlands. These courses were made possible through the funds received from Comic Relief, Lankelly Foundation and Nuffield Foundation.

## **JOINT COUNCIL FOR THE WELFARE OF IMMIGRANTS**

### **DIRECTORS' REPORT (CONTINUED)**

JCWI's priority in 2001/2002 was to increase its funding base as well as the effectiveness of the organisation. It will be noted that the year has been a success, both in terms of its increased budget and an enormous amount of work produced by the organisation during the year.

#### **Financial Results**

The income and expenditure accounts is set out on page 4. It shows income for the year ended 31 st March 2002 of £691,345 and expenditure of £687,710. This has resulted in a surplus of £3,635 before taxation which the directors consider to be satisfactory.

JCWI has widened its funding base during the year. Self generated income (legal aid, training, publication and membership) now accounts for 29% of the total income. Grants income from charitable trusts, foundation and donations including the block grant from Legal Services Commission (LSC) under MOD scheme has increased by £5,034 to £486,873 and now accounts for 70% of the total income.

A number of grants including the block grant from LSC under MOD scheme were given for the purpose as specified under the grant condition. Therefore, these are shown in the accounts as "restricted funds".

On the expenditure side, salaries and related staff costs increased by £37,344 to £478,441 and represents 70% of the total expenditure. All other costs increased by 20% to £209,269.

#### **Directors' Responsibilities**

Company law requires the directors to prepare financial statements for each year which give a true and fair view of the company and of the income and the expenditure of the company for that period. In preparing those financial statements the directors are required to:-

- a) select suitable accounting policies and apply them consistently;
- b) make judgments and estimates that are reasonable and prudent;
- c) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

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

#### **Fixed Assets**

The change in the fixed assets are detailed in notes 7 to the financial statements.

#### **Auditors**

In accordance with Section 385 of the Companies Act 1985, a resolution for re-appointment of WALTERS SHAH as auditors of the company is to be proposed at the forthcoming Annual general meeting.

#### **Approval**

This report was approved by the board on 4 September 2002 and signed on their behalf



Company Secretary (Habib Rahman)  
Non Profit-making Company Limited by Guarantee

## JOINT COUNCIL FOR THE WELFARE OF IMMIGRANTS

### AUDITORS REPORT TO THE DIRECTORS OF JOINT COUNCIL FOR THE WELFARE OF IMMIGRANTS

We have audited the financial statements on pages 4 to 10 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

#### Respective responsibilities of directors and auditors

As described on page 2 the Company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

#### Basis of opinion

We conducted our audit in accordance with Auditing Standards 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 directors in the preparation of the financial statements and of whether the accounting policies are appropriate to the Company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the 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.

#### Opinion

In our opinion the financial statements give a true and fair view of the state of the Company's affairs at 31st March 2002 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

786 London Road  
Thornton Heath  
Surrey CR7 6JB

*Walter Shah*  
WALTERS SHAH  
Chartered Accountants  
Registered Auditors

Date: 11 September 2002

# JOINT COUNCIL FOR THE WELFARE OF IMMIGRANTS

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2002

		Unrestricted Fund	Restricted Fund	2002 £	2001 £
	NOTES				
<b>INCOME</b>					
Grants and Donations	[02]	107,735	163,113	270,848	276,558
Legal Aid Income		71,914	0	71,914	66,851
Method of Delivery	(Note 3c)	0	216,044	216,044	205,281
Sales of Publications		1,485	0	1,485	555
Affiliation and Membership		25,631	0	25,631	24,809
Training and Conferences		104,903		104,903	55,111
		<u>203,934</u>	<u>216,044</u>	<u>419,977</u>	<u>352,607</u>
Other Income - Interest		519	0	519	4,958
<b>TOTAL INCOME</b>		<b>312,188</b>	<b>379,157</b>	<b>691,345</b>	<b>634,123</b>
<b>TOTAL EXPENDITURE</b>		<b>279,038</b>	<b>408,672</b>	<b>687,710</b>	<b>607,064</b>
<b>SURPLUS / (DEFICIT) FOR THE YEAR before TAXATION</b>		<b>33,150</b>	<b>-29,515</b>	<b>3,635</b>	<b>27,059</b>
Corporation Tax	[05]			52	0
<b>SURPLUS / (DEFICIT) FOR THE YEAR after TAXATION</b>				<b>3,583</b>	<b>27,059</b>
Under Provision for previous year Tax				0	0
Retained Surplus /(Deficit) for the year				3,583	27,059
Retained Surplus /(Deficit) brought forward				12,160	-14,899
Retained Surplus /(Deficit) carried forward				15,743	12,160

None of the company's activities were acquired or discontinued during the above period.

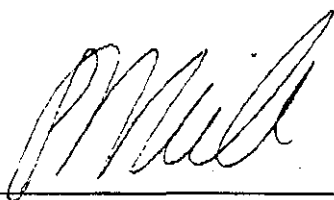
There were no other recognised gains and losses for 2001 and 2002 other than those included in the Income and Expenditure account.

## JOINT COUNCIL FOR THE WELFARE OF IMMIGRANTS

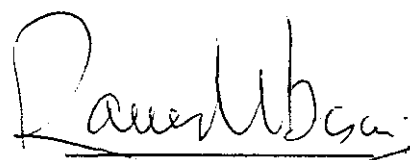
## BALANCE SHEET AT 31ST MARCH 2002

		2002		2001	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets (Note 1)	[06]		15,256		12,115
<b>CURRENT ASSETS</b>					
Stock	[04]	1,000		1,000	
Debtors	[07]	85,840		83,949	
Cash at Bank & in Hand		86,699		733	
		<u>173,540</u>		<u>85,682</u>	
<b>CURRENT LIABILITIES</b>					
Creditors, Accruals and Deferred Income	[08]	158,986		36,144	
Bank Overdraft		14,066		49,493	
		<u>173,053</u>		<u>85,637</u>	
NET CURRENT ASSETS			<u>487</u>		<u>45</u>
TOTAL NET ASSETS			<u>15,743</u>		<u>12,160</u>
<b>REPRESENTED BY:</b>					
FUNDS CARRIED FORWARD					
INCOME & EXPENDITURE ACCOUNT			<u>15,743</u>		<u>12,160</u>
TOTAL CAPITAL	[09]		15,743		12,160

The financial statements were approved by the board on 4<sup>th</sup> September 2002  
and signed on its behalf



CHAIR -



TREASURER -

The notes on pages 6 to 10 form part of these financial statements.

# JOINT COUNCIL FOR THE WELFARE OF IMMIGRANTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2002

### 1. PRINCIPAL ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's accounts.

#### (a) Basis of accounting.

The accounts have been prepared in accordance with the historical cost convention, and include the results of the organisation's operations which are described in the Directors' Report and all of which are continuing.

The company has taken advantage of the exemption in FRS 1 from the requirement to produce a cashflow statement on the grounds that it is a small company.

#### (b) Depreciation

Depreciation has been provided to write off the cost of fixed assets on the following rates:

Fixtures & Fittings	-	25% Straight Line
Computer & Equipment	-	25% Straight Line

#### (c) Deferred Taxation

Provision is made for deferred taxation as a result of material timing differences between profits as computed for taxation purposes and profits as stated in the accounts only to the extent that in the opinion of the director, there is a reasonable probability that a liability or asset will crystallize in the near future.

#### (d) Stock

These have been valued consistently by the directors at the lower of cost and net realisable value

### 2. INCOME - GRANTS & DONATIONS

Income represents mainly monies received from trusts and donors which supported JCWI in its work in the current financial year.

	Unrestricted Fund	Restricted Fund	2002	2001
<b>Trusts and Other Charities :</b>				
The Hilden Charitable Trust		12000	12,000	0
The Baring Foundation		0	0	8,000
Immigrants' Aid Trust ( Note 3f )	100,400	53,210	153,610	152,642
	<b>100,400</b>	<b>65,210</b>	<b>165,610</b>	<b>160,642</b>

# JOINT COUNCIL FOR THE WELFARE OF IMMIGRANTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2002

### 3. INCOME - GRANTS & DONATIONS

	Unrestricted Fund	Restricted Fund	2002	2001
Other Organisations				
British Council	0	2,000	2,000	1,500
Churches Commission for Racial Justice			0	0
Lankelly Foundation		5,000	5,000	5,000
Others - HRA Project	3,750	0	3,750	0
European Social Fund	272		272	5,235
Nuffield Foundation	0	0	0	10,000
Association of London Government (Note 3b)		30,903	30,903	30,903
Methodist Church (Multi Racial Projects Fund)	1,500	0	1,500	1,375
National Lotteries Charities Board (Note 3a)		60,000	60,000	60,000
	<b>5,522</b>	<b>97,903</b>	<b>103,425</b>	<b>114,013</b>
General Donations	<b>1,813</b>	<b>0</b>	<b>1,813</b>	<b>1,903</b>
Total	<b>107,735</b>	<b>163,113</b>	<b>270,848</b>	<b>276,558</b>

#### 3a National Lotteries Charities Board

£60,000 per annum three years grant in connection and running costs of JCWI's work with training and information and capacity building services to the voluntary section in connection with immigration and asylum advice provision in the UK

#### 3b Association of London Government

£30,903 was received towards the salary and running costs of JCWI's work in London particularly for advice work.

#### 3c Method of Delivery (M O D Contract)

£216,044 was received from Legal Services Commission for second-tier advice and training under the pilot scheme 'Method of Delivery' contract.

#### 3d Nuffield Foundation

£10,000 was received towards development of B291 training programme.

#### 3e The Barrow Cadbury Trust

£6,000 was received towards publishing Handbook and Bulletin.

#### 3f Joseph Rowntree Charitable Trust

£2,000 was received towards publishing a pamphlet and £15,000 was received for UKREN Project.

#### 3g Comic Relief

£25,000 was received towards training programme.

#### 3h Peabody Community Fund

£5,210 was received towards electrical re-wiring work.

# JOINT COUNCIL FOR THE WELFARE OF IMMIGRANTS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2002

### 3f Immigrants' Aid Trust

The Immigrants' Aid Trust (IAT) is a charity established by Trust deed on 11th July 1971. The Trust's founding document empowers the IAT to make grants to individuals, projects and organisations working in the immigration field. Historically the Trust has a special relationship with Joint Council for Welfare of Immigrants (JCWI). In the view of the Trustees, IAT can best serve the interest of immigrants, those who are affected by immigration, nationality and asylum laws, by making grants to support the charitable activities of JCWI.

The trustees consider that The Immigrants' Aid Trust was formed with the intention that it would raise funds to pay for the charitable functions of JCWI. The trustees feel that this remains the dominant purpose of IAT's existence and they have no intention at present of making a grant to any other organisation.

Funds received by IAT for the year to 31st March 2002 in connection with charitable work undertaken by JCWI include :

	Unrestricted Fund	Restricted Fund	2002	2001
Bridgehouse Trust	20,000	0	20,000	0
Calouste Gulbenkian Foundation	0	0	0	7,500
Dinshaw and Spencer Charitable Trust	5,000	0	5,000	0
Leigh Trust	25,000	0	25,000	25,600
MacTaggart Trust Fund	0	0	0	1,000
Mercer Trust Fund	0	0	0	2,000
Lyndhurst Settlement	0	0	0	0
Nuffield Foundation	10,000	0	10,000	
Polden Packham Foundation	0	0	0	4,000
The Barrow Cadbury Trust (Note 3e)	10,000	6,000	16,000	20,000
Peabody Community Fund	0	5,210	5,210	0
Esmee Fairbairn Charitable Trust	-	-	0	15,000
Joseph Rowntree Charitable Trust (Note 3f)	15,000	17,000	32,000	10,000
Comic Relief (Note 3g)	0	25,000	25,000	25,000
Anonymous Donor	10,000	0	10,000	10,000
Sundry Grants - IAT including Building Grant	5,400	0	5,400	32,542
	<b>100,400</b>	<b>53,210</b>	<b>153,610</b>	<b>152,642</b>

### 4. STOCKS

	2002	2001
Stock - Books and Publications	1,000	1,000

New Refugee Law Handbook will be published in July 2002.

Refugee Law Handbook. Costs comprise Editorial, Design, Typesetting and printing expenses.

### 5. TAX ON PROFIT ON ORDINARY ACTIVITIES

Corporation Tax 20% (2001 - 21 %)	52	0
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# JOINT COUNCIL FOR THE WELFARE OF IMMIGRANTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31ST MARCH 2002

## 6. TANGIBLE FIXED ASSETS

	Computer & Equipments	Fixture & Fittings	Total	Total
	£	£	£	£
Cost :				
At 01.04.01	45,236	25,097	70,333	63,546
Addition	6,764	0	6,764	6,788
Disposal	-	-	-	-
At 31.03.02	<u>52,000</u>	<u>25,097</u>	<u>77,098</u>	<u>70,333</u>
Depreciation				
At 01.04.01	34,432	23,787	58,218	56,230
Charge for the year	3,296	328	3,623	1,988
Disposal	-	-	-	-
At 31.03.02	<u>37,727</u>	<u>24,114</u>	<u>61,842</u>	<u>58,218</u>
Net Book Amount				
At 31.03.02	<u>14,273</u>	<u>983</u>	<u>15,256</u>	<u>0</u>
At 31.03.01	<u>10,804</u>	<u>1,311</u>	<u>12,115</u>	<u>12,115</u>

## 7. DEBTORS : Amount falling due within one year

	2002	2001
	£	£
Trade Debtors - Publication	1,500	2,406
Legal Aid	5,865	1,250
Training	20,725	43,523
GRANTS		
I AT - Improvement of Property	18,150	18,150
Fontana	-	3,620
I AT - Grants Receivable	23,400	0
National Lotteries Charities Board	<u>15,000</u>	<u>15,000</u>
Travel Loans for Employees	<u>699</u>	<u>0</u>
	<u>85,338</u>	<u>83,949</u>

## 8. CREDITORS : Amount falling due within one year

	2002	2001
Creditors	26,950	22,891
Handbook Advance payment	66,965	0
Other Taxation and Social Security	28,586	8,646
Rent Payable	30,000	0
Advance Payment - British Council	0	2,001
Advance Payment -MOD	736	736
Client Account	3,003	0
Accruals and deferred income	<u>2,748</u>	<u>1,871</u>
	<u>158,986</u>	<u>36,144</u>

# JOINT COUNCIL FOR THE WELFARE OF IMMIGRANTS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31ST MARCH 2002

## 9. MOVEMENT ON SHAREHOLDERS' FUNDS

	<u>2002</u>	<u>2001</u>
Surplus/ (Deficit) for the year	3,583	27,059
Opening funds	<u>12,160</u>	<u>-14,899</u>
Closing funds	<u>15,743</u>	<u>12,160</u>