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international social service
resolving family problems across the world

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR
1ST APRIL 2003
TO 31ST MARCH 2004

FOR
INTERNATIONAL SOCIAL
SERVICE OF THE UNITED
KINGDOM

Registered Charity No: 1085541
Private Limited Company No: 4025539

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

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INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

LEGAL AND ADMINISTRATIVE INFORMATION

Patron: Her Royal Highness Princess Alexandra

President: Sir Anthony Figgis, KCVO, CMG

Hon Vice-Presidents: Sir Clive Bossom, Bt.
Lady Coulson
Lady Emery
Lady Middleton
Sir Michael Palliser, GCMG
Lady Dora Pink
Vice-Admiral Sir James Weatherall, KCVO, KBE
Mr John Wheeler

Council of Management:

Chairman: Mr Douglas Lewis, CBE
Honorary Treasurer: Mr Charles H. Marshall

Mrs Margaret Bryer (Appointed March 2004)
Mrs Virginia Darbyshire
Mr Adrian Gregory
The Lady Hodgson
Mr Robert Lyle (Appointed March 2004)
Lady Middleton
Mr Robert Morris, CVO
Dr Ali Sattaripour (Appointed March 2004)

Acting Directors: Mr Marek Ganther, BSc. Soc. (Hons), CQSW, DASS
Ms Susan Gilbert, BA (Hons), M. Phil, CQSW

Caseworkers: Ms Lesley Austen (Tracing and Family Contact Worker)
Miss Anjali Prabhu, B.SW (Hons) (Sydney)
Mr Georg Stahl, MSc, Dipl.Soz-Päd (FH),
Ms Jayne Coogan (Researcher)

Administration: Mr Mark Hunt
Mr Christopher Platt
Ms Amanda Stanford
Mrs Elizabeth Sweeney

Lady Emery (Chairman) and Mr John Wheeler (Vice-Chairman) resigned from the Council and were both made Hon Vice Presidents.

The following Council members resigned during the year:

Mr Tom Luce, CB	Ms Julia Miles	Ms Audrey Moser, OBE
Ms Sheila Poupard	Dr Sultana Saeed	Ms Sandra Singer

The following staff members left during the year:

Mr Peter Fry	Mrs Heloise Kareem	Ms Sophie Cockell
Mrs Judy Baba	Mrs Beryl Pitman	Mrs Jean Rigg

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Number	1085541
Company Number	4025539
Registered Office	Cranmer House (3 rd Floor) 39 Brixton Road London SW9 6DD
Legal Adviser	Sinclair Taylor & Martin 9 Thorpe Close Portobello Road London W10 5XL
Bankers	Riggs Bank Europe 60 St. James's Street London SW1A 1ZN
Auditors	Trustient Chartered Accountants & Registered Auditors Buckingham House East The Broadway Stanmore Middlesex HA7 4EB

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2004

The Board of Trustees, who are trustees of the charity for the purpose of the Charity law, and Directors for the purposes of the Companies Act, submit their annual report and the financial statements of International Social Service of the United Kingdom for the year ended 31st March 2004.

The Board of Trustees 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" issued in October 2000.

The Charity commenced operation on 1st April 2002 when it took over all assets, liabilities and operations of the unincorporated association with the same name.

Method of appointment or election of the Board of Trustees

The management of the Charity is the responsibility of the Board of Trustees who are elected and co-opted under the terms of the Articles of Association.

The Honorary Officers are elected from the members and hold office from the conclusion of the meeting. Retiring council members are eligible for re-election.

Members of the Board of Trustees during the year are shown on the previous page. There were 4 new council members in the year.

Constitution policies and objectives

The Charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 3rd July 2000.

International Social Service (UK) is the UK branch of a unique international organisation with more than 70 years' experience in helping families and individuals whose lives are split between countries. A part of its service involves the management and administration of programmes funded by a range of sponsors to assist with the many issues that arise in the areas of the charity's experience.

The principal objects of the charity are to:

- (a) Assist those who, as a result of voluntary or forced migration or other social problems of an international character, have to overcome personal or family difficulties, the solution of which requires coordinated actions in several countries or, in some cases, action only in the country of residence of the persons concerned.
- (b) Study from an international standpoint the conditions and consequences of migration in relation to individual and family life, and as a result of these studies to make recommendations or take any other appropriate action.
- (c) Contribute to the prevention of social problems linked to migration or inter-country mobility.
- (d) Inform professionals and the public of the needs of migrant individuals and families.
- (e) Assist in developing and maintaining an international network of national bodies able to meet the needs of individuals and families who require the services of ISS UK.

There have been no changes in the objectives since the last annual report.

Its Board of Trustees regularly reviews the policies, and no changes were recorded during the financial year.

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2004

Organisational structure and decision-making

The Charity is governed by its Board of Trustees which, in turn, delegates day-to-day management to the Director/Acting Directors of the Charity.

FRIENDS OF ISS

ISS UK thanks the following for their continual financial support:

Mrs. Nadia Azzam	Sir Christopher Laidlaw
Lady Bellinger	Mr Douglas Lewis
Ms H H Bennell	Ms Elsie Luke
Sir Clive Bossom, Bt	Mrs. J.P. Mabey
Mrs. M. Brown-Jones	Mrs G Mackender
Mrs. Mary Campbell	Mr. Charles Marshall
Mr. and Mrs. Chamsi-Pasha	Mrs. Patrick Mocatta
Mrs. B. Charalambous	Ms. Audrey Moser, OBE
Mr Oliver J Colman	Mrs. John H. Piesse
Lady Coulson	Mrs. A.P. Rowley
Lady Emery	Dr S Saeed
The Rt. Hon. Sir Peter Emery	Mrs P Scarborough
Ms Forbes-Adam	Mrs. J.A. Smith
Mr Fawcett	Mrs. J.M.L. Stone
Lady Gore Booth	Vice-Admiral Sir James Weatherall, KCVO, KBE
Lady Harding	Mrs. M. Weston
Mrs. Ursula Harper	Mr. J.H. Wheeler
Mrs. S.M.G. Hodge	Mrs G A White
Mrs Heloise Kareem	

ISS UK gratefully acknowledges the following donations to the General Fund:

Mrs Baichoo	Mrs I Horbacewska
Sir Richard Baker-Wilbraham	Mrs M Lemos
The Bellinger Donnay Trust	Mrs Lewis-Bizley
Mrs Julia Blunt	Mr Charles Longbottom
Sir Clive Bossom, Bt	Sir John Loveridge
Mr John Bowis	Mrs G Mackender
Ms Nancy Brock	The McLaren Trust
Lady Bryan	The Mecas Association
Mr D Calvert Smith	Mrs Julia Miles
Calvert Smith & Sutcliffe	Mrs Nina Morris
Mrs Carew-Hunt	Ms Audrey Moser, OBE
Mrs Chamsi Pasha	Sir Michael Palliser, GCMG
Mrs B Charalambous	Mrs John H Piesse
Mr Oliver Colman	Ms Sheila Poupard
Mrs J Convisser	Lady Ramphal
Lady Coulson	Mrs P Scarborough
Lord and Lady Nicholas Gordon-Lennox	Mrs R Scott
Lady Gore-Booth	Ms A J Stancomb
Mrs M Greig	Ms Mary Weston
Mr M H Headley	Lord and Lady Wright
Mrs F Heyward	

This list does not include those who gave to specific events.

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2004

Financial review

a) Restricted Funds

The Board of Trustees operated a number of funds during the year:

- 1) The Home Office Travel Assistance Scheme
- 2) The Unaccompanied Young Persons Fund
- 3) The Refugee Benefit Fund
- 4) Libyan Fund
- 5) Welfare (fixed asset) Fund

The details of these funds and the movement in the fund balances are detailed in Note 15 of the following pages in the financial statements.

b) Unrestricted Funds

	£
Income for the period	332,717
Expenditure for the period	312,755
Net surplus for the period	19,962

The unrestricted reserves at 31st March 2004 were £77,531.

Review of activities in the year

During the financial year the Department of Education and Skills did not make any grant towards ISS's core costs and the charity was unable to replace retiring/leaving staff. It was therefore decided that a new fee structure should be introduced, payable by local authorities, and they were asked to register with ISS to use its services. This was very successful.

The reduced staff successfully kept up with an increasing number of enquiries, whilst offering daily access to a social worker as a "Duty Officer". A review was undertaken about the cases that ISS could successfully undertake and this led to a more selective but reduced caseload.

ISS continued to run the Travel Assistance Programme on behalf of the Home Office and was also able to arrange a visit to Libya for twelve family members to reunite with their children, sponsored by the Foreign & Commonwealth Office.

A great deal of work went into the updating of ISS policies and procedures before an expected Charity Commission and NCSC review in the next financial year.

ISS's Spring Fair was again very successful and Lady Middleton organised a lovely and profitable event at the French Embassy.

Internationally, a new Secretary General was appointed and changes were made to the way direct work with Correspondents takes place.

There were also changes to the membership of the Board of Trustees and their future priorities are to increase funding, raise ISS's profile and to employ a Chief Executive, specialised in these areas.

Further and more specific details are discussed in our Annual Review.

Related party relationships

ISS is a Branch of an international network of International Social Services established in various countries.

Investment policy and performance

The Memorandum of Association requires that money not immediately required for the charity's objects, are to be invested by the Board of Trustees in such investments, securities or property, as may be thought fit.

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2004

Reserves policy

In accordance with guidelines issued by the Charity Commissioners, the Board of Trustees has adopted a policy regarding reserves that should ensure that:

- a) Excluding those funds represented by fixed assets, general reserves do not exceed more than six months anticipated planned expenditure.
- b) There are adequate funds to ensure that the charity is able to meet all current and known future liabilities.

The level of reserves is considered and reviewed at regular intervals by the Board of Trustees.

Risk management

The Board of Trustees has assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity, and is satisfied that systems are in place to mitigate the Charity's exposure to the major risks.

Board of Trustee's responsibilities

Company and charity law applicable to charities in England/Wales requires the Board of Trustees 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 council of management has:

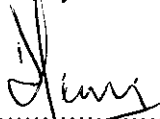
- selected suitable accounting policies and applied them consistently
- made judgements and estimates that are reasonable and prudent
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on a going concern basis (unless it is inappropriate to presume that the Trust will continue in operation)

The Board of Trustees has overall responsibility for ensuring that the Charity has an appropriate system of controls, financial and otherwise. It is also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable it to ensure that the financial statements comply with the Companies Act 1985. It is also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

Auditors

A resolution proposing that Trustient be re-appointed as auditors of the Charity will be put to the Annual General Meeting.

This report was approved by the management council on 27th October 2004 and signed on its behalf by:



Member, Board of Trustees

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

We have audited the financial statements of International Social Service of the United Kingdom for the year ended 31st March 2004, which comprise of the Statement of Financial Activities, the Balance Sheet, and related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members 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 company and the company's members as a body, for our audit work, for this report, or for the opinion we have formed.

RESPECTIVE RESPONSIBILITIES OF BOARD OF TRUSTEES AND AUDITORS

As described in the Statement of Board of Trustees' Responsibilities, the Board of Trustees is responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

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 and the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities", published in October 2000. We also report to you if, in our opinion, the Board of Trustees' Report is not consistent with the financial statements, if 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 Board of Trustees' remuneration and transactions with the Charity is not disclosed.

We read other information contained in the Board of Trustees' Annual Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with United Kingdom 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 Board of Trustees 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 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.

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM
OPINION**

In our opinion the financial statements give a true and fair view of the state of the Charity's affairs as at 31st March 2004 and of the incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Trustient

Trustient

Chartered Accountants
Registered Auditors
Buckingham House East
The Broadway
Stanmore
Middlesex
HA7 4EB

Date: *27 October 2004*

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

STATEMENT OF FINANCIAL ACTIVITIES (incorporating income and expenditure account) FOR THE YEAR ENDED 31st MARCH 2004

	Note	Restricted Funds 2004 £	Unrestricted Funds 2004 £	Total Funds 2004 £	Total Funds 2003 £
INCOMING RESOURCES					
Donations, legacies and similar incoming resources	2	92,462	91,878	184,340	543,329
Activities in furtherance of the charity's objects	3	4,912	98,793	103,705	39,768
<i>Activities for generating funds:</i>					
Fundraising income	4	-	141,755	141,755	196,109
Bank interest receivable		-	188	188	519
Sundry income		-	103	103	110
TOTAL INCOMING RESOURCES		97,374	332,717	430,091	779,835
RESOURCES EXPENDED					
<i>Costs of generating funds:</i>					
Fund raising costs	5	-	61,681	61,681	77,387
<i>Charitable expenditure:</i>					
Costs of activities in furtherance of the charity's objects	6	106,255	170,646	276,901	657,630
Support costs for grants and activities	7	-	33,562	33,562	47,674
Resources expended on managing and administering the charity	8	-	46,866	46,866	41,257
TOTAL RESOURCES EXPENDED	9	106,255	312,755	419,010	823,948
NET INCOMING RESOURCES / (RESOURCES EXPENDED) BEFORE TRANSFERS		(8,881)	19,962	11,081	(44,113)
Transfers between Funds	15	(21,299)	21,299	-	-
NET INCOMING RESOURCES / (RESOURCES EXPENDED)		(30,180)	41,261	11,081	(44,113)
TOTAL FUNDS AT 1st APRIL 2003		46,572	36,270	82,842	126,955
TOTAL FUNDS AT 31st MARCH 2004		£ 16,392	£ 77,531	£ 93,923	£ 82,842

The Statement of Financial Activities includes all gains and losses recognised in the year.

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

BALANCE SHEET AS AT 31st MARCH 2004

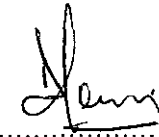
	Note	£	31 March 2004 £	£	31 March 2003 £
FIXED ASSETS					
Tangible fixed assets	12		-		2,002
CURRENT ASSETS					
Debtors	13	17,407		17,565	
Cash at bank		<u>85,360</u>		<u>73,791</u>	
		102,767		91,356	
CREDITORS: amounts falling due within one year	14	<u>(8,844)</u>		<u>(10,516)</u>	
NET CURRENT ASSETS			<u>93,923</u>		<u>80,840</u>
NET ASSETS	16	£	<u>93,923</u>	£	82,842
CHARITY FUNDS					
Restricted Funds	15	16,392		46,572	
Unrestricted - General Funds	15	<u>77,531</u>		<u>36,270</u>	
		£	<u>93,923</u>	£	<u>82,842</u>

The notes on pages 11 to 17 form part of these financial statements.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The Board of Trustees approved the financial statements on 27th October 2004


 Member, Board of Trustees


 Member, Board of Trustees

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2004

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

1.2 Company status

The Charity is a company limited by guarantee. The members of the company are the trustees named on page **Error! Bookmark not defined.** In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Overheads have been allocated on the basis of staff costs.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and include project management carried out at Headquarters. Management and administration costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2004

1.6 Cash flow

The financial statements do not include a cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective June 2002).

1.7 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures & Fittings - 33% straight line

2. DONATIONS, LEGACIES AND SIMILAR INCOMING RESOURCES

	Restricted Funds 2004 £	Unrestricted Funds 2004 £	Total Funds 2004 £	Total Funds 2003 £
Donations	-	19,878	19,878	15,870
Grants	-	-	-	48,564
Government grants	92,462	72,000	164,462	478,895
Donations, legacies and similar incoming resources	£ 92,462	£ 91,878	£ 184,340	£ 543,329

3. INCOMING RESOURCES FROM ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS

	Restricted Funds 2004 £	Unrestricted Funds 2004 £	Total Funds 2004 £	Total Funds 2003 £
Fees and user payments	£ 4,912	£ 98,793	£ 103,705	£ 39,768

4. FUNDRAISING INCOME

	Restricted Funds 2004 £	Unrestricted Funds 2004 £	Total Funds 2004 £	Total Funds 2003 £
Spring Fair	-	114,904	114,904	131,277
Golf Event	-	-	-	64,832
Other fund-raising events	-	26,851	26,851	-
Total	£ -	£ 141,755	£ 141,755	£ 196,109

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2004

5. FUND RAISING COSTS

	Restricted Funds 2004 £	Unrestricted Funds 2004 £	Total Funds 2004 £	Total Funds 2003 £
Advertising, publicity & promotions	-	3,036	3,036	5,068
Venue hire	-	17,264	17,264	28,850
Fund-raising event costs	-	16,337	16,337	23,905
Wages & salaries	-	25,044	25,044	19,564
Total	£ -	£ 61,681	£ 61,681	£ 77,387

6. CHARITABLE EXPENDITURE BY FUNCTIONS

SUMMARY BY EXPENDITURE TYPE

	Staff Costs 2004 £	Depreciation 2004 £	Other Costs 2004 £	Total 2004 £	Total 2003 £
Advice and assistance	123,155	-	131,198	254,353	613,154
Research	5,943	2,002	4,181	12,126	12,102
International liaison	6,430	-	3,992	10,422	32,374
Charitable functions	135,528	2,002	139,371	276,901	657,630
Support costs for grants and activities (note 7)	33,562	-	-	33,562	47,674
Resources expended on managing and administering the charity (note 8)	26,875	-	19,991	46,866	41,257
Total	£ 195,965	£ 2,002	£ 159,362	£ 357,329	£ 746,561

7. SUPPORT COSTS FOR GRANTS AND ACTIVITIES

	Restricted Funds 2004 £	Unrestricted Funds 2004 £	Total Funds 2004 £	Total Funds 2003 £
Staff costs	-	33,562	33,562	47,074
Depreciation	-	-	-	600
Total	£ -	£ 33,562	£ 33,562	£ 47,674

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2004

8. RESOURCES EXPENDED ON MANAGING AND ADMINISTERING THE CHARITY

	Restricted Funds 2004 £	Unrestricted Funds 2004 £	Total Funds 2004 £	Total Funds 2003 £
Auditors' remuneration	-	4,148	4,148	3,958
Premises costs	-	9,433	9,433	9,842
Office running costs	-	5,856	5,856	4,548
Other overhead costs	-	553	553	678
Staff costs	-	26,876	26,876	22,231
Total	£ -	£ 46,866	£ 46,866	£ 41,257

9. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

	Staff Costs 2004 £	Depreciation 2004 £	Other Costs 2004 £	Total 2004 £	Total 2003 £
Costs of generating funds:					
Fund raising costs	25,044	-	36,637	61,681	77,387
Costs of generating funds	25,044	-	36,637	61,681	77,387
Charitable expenditure:					
Advice and assistance	123,155	-	131,198	254,353	613,154
Research	5,943	2,002	4,181	12,126	12,102
International liaison	6,430	-	3,992	10,422	32,374
Support costs for grants and activities	33,562	-	-	33,562	47,674
Resources expended on managing and administering the charity	26,875	-	19,991	46,866	41,257
Total charitable expenditure	195,965	2,002	159,362	357,329	746,561
Total resources expended	£ 221,009	£ 2,002	£ 195,999	£ 419,010	£ 823,948

10. NET INCOMING RESOURCES / (RESOURCES EXPENDED)

This is stated after charging:

	2004 £	2003 £
Depreciation of tangible fixed assets:		
- owned by the charity	2,002	2,598
Auditors' remuneration	4,148	3,958

During the year, no Management Council member received any remuneration (2003 - £NIL).

During the year, no Management Council member received any benefits in kind (2003 - £NIL).

During the year, 1 Management Council member received reimbursement of travel expenses of £55 (2003 - 2 members - £307).

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2004

11. STAFF COSTS AND NUMBERS

Staff costs were as follows:

	2004 £	2003 £
Wages and salaries	201,521	272,789
Social security costs	19,488	24,068
	<u>£ 221,009</u>	<u>£ 296,857</u>

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

	2004 No.	2003 No.
Advice and assistance	5	8
International Liaison		1
Support	2	3
Fund raising	1	1
Management and Administration	1	1
	<u>9</u>	<u>14</u>

No employee received remuneration amounting to more than £50,000 in either year.

12. TANGIBLE FIXED ASSETS

	Furniture/ fittings / equipment £
Cost	
At 1st April 2003 and 31st March 2004	<u>47,118</u>
Depreciation	
At 1st April 2003	45,116
Charge for the year	<u>2,002</u>
At 31st March 2004	<u>47,118</u>
Net book value	
At 31st March 2004	<u>£ -</u>
At 31st March 2003	<u>£ 2,002</u>

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2004

13. DEBTORS

	2004 £	2003 £
Due within one year		
Trade debtors	13,057	5,958
Other debtors	4,350	1,491
Prepayments and accrued income	-	10,116
	<u>£ 17,407</u>	<u>£ 17,565</u>

14. CREDITORS: Amounts falling due within one year

	2004 £	2003 £
Social security and other taxes	5,219	6,891
Accruals and deferred income	3,625	3,625
	<u>£ 8,844</u>	<u>£ 10,516</u>

15. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers in/(out) £	Carried Forward £
UNRESTRICTED FUNDS					
General Funds	<u>36,270</u>	<u>332,717</u>	<u>312,755</u>	<u>21,299</u>	<u>77,531</u>
RESTRICTED FUNDS					
Refugee Benefit Fund	22,499	-	1,200	(21,299)	-
Libyan Fund	-	4,912	4,912	-	-
Unaccompanied Young Persons	16,647	1,475	18,122	-	-
Welfare (fixed asset) Fund	2,092	-	2,092	-	-
Travel Assistance	5,334	90,987	79,929	-	16,392
Subtotal	<u>46,572</u>	<u>97,374</u>	<u>106,255</u>	<u>(21,299)</u>	<u>16,392</u>
Total of Funds	<u>£ 82,842</u>	<u>£ 430,091</u>	<u>£ 419,010</u>	<u>£ -</u>	<u>£ 93,923</u>

The Home Office Travel Assistance Scheme offers help to those who wish to live permanently overseas, usually to their country of origin and is discussed in greater detail the first part of the Annual Report.

The Unaccompanied Young Persons Fund was given a Grant from the Lottery Fund which had a small balance at 31st March 2003 whilst awaiting invoices. These were paid early in the financial year and the Fund was closed.

INTERNATIONAL SOCIAL SERVICE OF THE UNITED KINGDOM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2004

The Refugee Benefit Fund was set up in the 1960's to help Polish Refugees in the UK. All potential beneficiaries have received final agreed settlements and the balance of outstanding funds has been transferred to unrestricted funds with the approval of the Charity Commission.

The Libyan Fund is for the purpose of fostering family contact visits between the two countries. It is partly financed by the Foreign and Commonwealth Office.

The Welfare Fund represents the net book value of computer equipment originally funded by grants. Depreciation is being charged to the fund over the life of the assets acquired.

SUMMARY OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers in/(out) £	Carried Forward £
General Funds	36,270	332,717	312,755	21,299	77,531
Restricted Funds	46,572	97,374	106,255	(21,299)	16,392
Total of Funds	<u>£ 82,842</u>	<u>£ 430,091</u>	<u>£ 419,010</u>	<u>£ -</u>	<u>£ 93,923</u>

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds 2004 £	Unrestricted Funds 2004 £	Total Funds 2004 £	Total Funds 2003 £
Tangible fixed assets	-	-	-	2,002
Current assets	16,392	86,375	102,767	91,356
Creditors due within one year	-	(8,844)	(8,844)	(10,516)
Total	<u>£ 16,392</u>	<u>£ 77,531</u>	<u>£ 93,923</u>	<u>£ 82,842</u>