



Slough Refugee Support

Report and Financial Statements For the Year Ended 31 March 2019

Charity Commission Registration Number: 1079776

Contents

Legal and administrative information	3
Report of the Trustees	4
Certificate of the Independent Examiner.....	13
Statement of Financial Activities.....	14
Balance Sheet	15
Notes forming part of financial statements.....	16

Legal and administrative information

Charity's principal address	Slough Refugee Support 28 Bath Road Slough Berkshire United Kingdom SL1 3SR
Contact details:	<i>tel:</i> 01753 537142 <i>e-mail:</i> srsinfo@sloughrefugeesupport.org.uk <i>web:</i> www.sloughrefugeesupport.org.uk <i>RCN:</i> 1079776
Trustees:	Jean Kelly (Chair) Ana Catovic (Treasurer), co-opted on September 2018 Ray Barkley Nigel Woof Rupert Young Mohamed Almansouri Iqbal Abdeali Geeta Bhugobaun John Kennedy Jamila Ali Luciane Delaney
Chief Executive :	Tehzib Hussien Mohammed
Independent Examiner:	Rehan Kamal, ACCA qualified, Property Finance Manager, SEGRO Plc 258 Bath Road Slough SL1 4DX
Bankers:	Unity Trust Bank plc Nine Brindley Place Birmingham B1 2HB

Report of the Trustees

The trustees present their report with the financial statements for the year ended 31 March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Mission statement

Slough Refugee Support is a friendly organisation committed to impartially helping all asylum seekers and refugees in Slough and surrounding areas to achieve their rights and settle with dignity in a new community.

Charitable objects

The charity was established to provide for the relief of poverty, the preservation and protection of physical and mental health, and the advancement of education of asylum seekers and refugees in Slough and neighbouring Local Authority areas, at the discretion of the Trustees.

Key objectives and main activities

SRS has identified five key objectives and operates programmes designed to deliver outcomes against each objective, as follows.

1. To welcome asylum seekers and refugees in Slough and surrounding areas, and to help them to become integrated into the local community and life in the UK.

- Drop-in initial advice sessions on immigration and asylum claims, appeals etc, and follow-up casework.
- Referring clients as appropriate to our partner organisation KB Solicitors (Windsor) for more in-depth advice on immigration and asylum matters.
- Signposting relevant external services and agencies as appropriate to clients' individual needs.

2. To assist our clients to stay safe, avoid destitution and to maintain their physical and mental health.

- For refugees and asylum seekers identified at high risk of destitution, we provide basic assistance as necessary including arranging foodstuff donations from local businesses.
- Outreach casework with refugee families in the Slough area.
- Providing highly personalised advice and day to day support for our most vulnerable clients including those with complex health problems: eg assisting with booking and attending hospital appointments.
- Raising awareness of female genital mutilation (FGM).
- Sewing classes and other group activities that reduce risks of social isolation and build confidence.

3. To support our clients to achieve their rights and entitlements and to access life sustaining services provided by government and other authorities and agencies.

- Tailored advice and casework on accessing basic services such as housing, benefits, healthcare, and school places.
- Awareness raising of partner agencies' staff and volunteers about issues that particularly affect asylum seekers and refugees.

4. To support our clients' own desires to be independent and self reliant, including where appropriate to pursue opportunities for employment.

- English language and I.T. classes.
- The Building Better Opportunities programme: support for all stages of preparing for and seeking employment.
- For those not yet ready for paid employment: help with obtaining volunteering placements.

5. To celebrate and enhance the cultural richness and diversity that refugees contribute to British society, locally and nationally.

- Organising activities and events that bring refugees together and also into contact with the settled community in Slough.
- Whenever possible, giving talks to local groups that raise awareness of the contribution of refugees to local life.

Public benefit

In setting our aims and objectives and planning our activities, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Quality assurance

SRS is registered with the Office of Immigration Services Commissioner (OISC) to delivery Level 2 immigration advice. Additional Level 3 advice is available from solicitors by appointment.

ACHIEVEMENTS AND PERFORMANCE

Shifting needs

While Slough and the Thames Valley is an economically thriving area, high costs of living make it a particularly difficult environment for people awaiting refugee status or trying to build new lives after grant of leave to remain. The Slough area is not one of the Home Office's designated areas for refugee housing and consequently the refugee population in the area tends to be hidden from view, fragmented and lacks community cohesion. This increases risks of social isolation and mental health issues.

Continued pressure on public services and a lack of understanding of the particular needs of refugees increases the risk that highly vulnerable individuals and families will fall between the cracks of statutory services. The introduction of Universal Credit has led to a rise in numbers of clients seeking help with accessing benefits: increasingly service access is online only, while the majority of our clients are not computer literate. The unique and complex challenges of navigating the asylum and benefits systems causes intense stress and a high incidence of mental health problems.

SRS has in recent years seen growing numbers of refugees and asylum seekers at risk of absolute destitution.

Service performance

SRS's role in helping the most disadvantaged migrants to achieve their rights and to settle with dignity continues to require the provision of consistent support tailored to the needs of individuals.

During the year, our core advice service, accessed through open door drop-in sessions on two days a week, assisted 513 individuals from 202 families. In many of these cases, follow-up assistance was scheduled and delivered, helping clients to access life sustaining services, and to progress their asylum or other claims. Our capacity to deliver more complex immigration advice to clients was enhanced by further training of SRS's own volunteers and also by a new collaboration with a local immigration legal firm, KB Solicitors, who provide *pro bono* advice to SRS clients.

During the year we have continued to see clients coming to us from beyond the Slough area, including from Ealing, Brent, Windsor and Maidenhead, and other parts of west London and the Thames Valley. Despite the strain on our limited capacity, our team has managed to cope.

Since 2016, we have participated in the government's Syrian Vulnerable Persons Resettlement Programme (SVRP), with SRS contracted by Slough Borough Council. We have worked closely with local schools to ensure the children of these families are well received and supported. We have worked with the health service to ensure accessibility to adequate health care. We have attended to housing needs and responded to urgent calls for help. These clients have complex needs, but our work with them has proved very successful and our reputation gained with the first group of families led to Windsor and Maidenhead Council asking us to take over a contract supporting a family in Maidenhead; and we have since (after the end of the 2018/19 financial year) been given another four families under the SVRP scheme to provide both family support and immigration/benefit advice.

Alongside our support with basic needs and entitlements, SRS provides activities that build confidence and self-reliance and overcome social isolation and consequent mental ill-health that is otherwise a serious risk for many refugees. Our English language classes are very well attended, as are our sewing classes. We have two allotments to provide skills and encourage well-being for clients who miss the opportunities they previously had to work outdoors in their country of origin and enjoy the benefit of so-doing.

For those refugees who have obtained the right to work in the UK, we support their preparation for employment and seeking the right opportunities. Our employment advice service has been developed with support from the Building Better Opportunities programme, a multi-agency initiative funded by Big Lottery, and we have a full time worker who liaises with local employers and works closely with the Job Centre. CV writing and job applications guidance is given and voluntary work opportunities to develop skills and confidence are provided locally.

Refugees are particularly vulnerable to a range of risks including radicalisation, trafficking, modern slavery and female genital mutilation (FGM). SRS's proactive safeguarding actions to mitigate these risks includes engagement with the Prevent programme with Thames Valley Police, and FGM awareness raising activities with vulnerable clients and their children. We also worked with NHS providers to raise awareness of latent tuberculosis, diabetes and HIV/AIDS, all of which are particular health hazards for refugees and which need to be handled sensitively and appropriately by organisations like SRS which are trusted by clients.

In all of our work, we engage strongly with partner organisations in Slough and the Thames Valley, notably Reading Refugee Support Group, Oxford Asylum Welcome, Destiny Support in

Slough, Slough Prevention Alliance for Community Engagement (SPACE) and the Slough Business Community Partnership board. We regularly give talks on the special needs of refugees to partner organisations, enabling more joined-up and informed support by the voluntary and statutory sectors within the Thames Valley. The business community in Slough is generous with practical resources needed by our clients, including basic foodstuffs for refugees facing destitution, of whom there are a growing number.

Our business plan recognises the importance of strengthening consistency of service quality and of ensuring that our work remains driven by the changing needs of our clients. This year we were awarded the Slough Council for Voluntary Services Bronze Award in recognition of completing the Slough Quality Assurance Programme.

Future plans

At the beginning of 2019, the board highlighted the key areas of focus for the coming year, taking particular note of the shifting pattern of demand from potential users who are increasingly presenting to the charity with more complex needs and coming from a widening geographical area. The team has consulted proactively with our counterpart refugee support organisations in neighbouring areas, especially Reading and Oxford, to ensure that, as far as possible, needs are covered across the whole Thames Valley region.

While maintaining all of our current services, the emphasis in the coming year will be particularly on:

- Continuing to settle Syrian refugees brought into Slough or Windsor and Maidenhead under the Syrian Vulnerable Person Resettlement Programme. We expect our contracted responsibilities may expand, depending on commitments made to the scheme by local authorities in our area, with whom we are liaising closely.
- Developing further our employment advice section at present funded by Building Better Opportunities and liaising with local employers to help secure worthwhile employment opportunities for our clients.
- Developing our family support work which includes crèche provision, health advice, FGM awareness raising, HIV awareness raising.

- Expanding our provision of English language training, for which there is great demand among our clients, and which is a key for many to accessing services, work opportunities, higher education and helping them to become part of the local community.
- Continuing to develop and deliver basic IT skills training for our clients, which is increasingly necessary for accessing services and entitlements, including, in particular, Universal Credit. This will be achieved through a positive partnership already started with students from Royal Holloway University who train our clients in basic IT skills.
- Securing sustainable funding so that our core work of providing asylum, immigration and benefit advice to vulnerable asylum seekers and refugees can continue and develop.

FINANCIAL REVIEW

Slough Refugee Support had a challenging year, experiencing high demand for its services at the same time as significant decrease in funding for its activities.

The Royal Borough of Windsor and Maidenhead have granted SRS a new contract under the Syrian Vulnerable Person Resettlement Programme. Other, new sources of funding are being investigated by the Chief Executive Officer, supported by the Fundraising Committee.

SRS services are being consumed by clients living in wider geographical area than its name suggests. The team, executive and the trustees are determined to continue providing the same standard of service without denying help to people whose circumstances are very often distressing.

Service provision expenditure rose sharply, while non service expenditure stayed at the same level. Tighter budgetary controls over operating costs have been put in place.

The executive and the trustees are monitoring funding activities and operating costs while recruiting as much support as possible.

Reserves policy and sustainability

The trustees' policy on reserves is to hold two reserve funds: firstly, a designated 'winding up' contingency reserve and, secondly, a general operating reserve. The targeted levels of both these funds are reviewed annually. Taking account of the characteristics of the charity's operations, the trustees' policy is that the general reserve shall represent approximately nine months of general expenditure.

Independent examination of accounts

The trustees consider that the charity's gross income in 2018/19 of £130,161 requires the accounts to be subject to an Independent Examination. The trustees do not consider that the accounts require to be audited.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Slough Refugee Support is a charitable trust governed by a Trust Deed dated 2 November 1999 and as amended in December 1999, November 2002 and March 2008. It is registered with the Charity Commission for England and Wales.

The charity is a membership organisation. Membership is open to any person with an interest in the charity's affairs on payment of a nominal annual subscription of £1. Current and former service users are especially encouraged to be members of SRS. At the last AGM, the charity's membership totalled 21 people.

Board of trustees

The charity's board of trustees comprises up to 12 members. They are elected annually at the charity's AGM and serve until the next AGM when they may be re-elected. Trustees may also be co-opted by the board. In practice, a number of the trustees who served during the year had considerable prior experience with the charity including prior service as trustees. Former service users are particularly encouraged to stand for election as trustees.

New trustees are given a briefing by the Chair on the role and activities of the board. They are also required to read basic guidance on charity governance including the Charity Commission's *The Essential Trustee* handbook.

Management and organisation structure

The charity is managed by a full-time Chief Executive and employs 8 staff (4.2 full-time equivalent).

The charity delivers much of its core work with refugees through a trained volunteer team, a number of whom are former service users. During the year 18 volunteers assisted the work of the charity, trained as necessary in providing advice and other services to clients.

Risk management

The trustees review annually the most significant risks to which the charity is exposed and supervise the maintenance of appropriate policies and control measures to control those risks.

Particular attention is given to safeguarding of vulnerable service users and their children. This is covered by a specific body of safeguarding policies and procedures, reviewed annually. All volunteers and staff and trustees undertake Disclosure and Barring Service (DBS) enhanced certification.

A member of staff who reports directly to the Chief Executive is trained in workplace health and safety. She seeks advice from community police and the fire brigade to ensure our premises and working practices meet the required safety standards and she attends regular updating training. We have a Lone Working policy and have safety measures in place for outreach work.

All risk management policies and procedures are reviewed annually and meet the requirements of the charity's certification under the Slough Quality Assurance Programme. The charity is currently working on progressing from the bronze to the silver level under the programme.

Trustees' responsibilities in relation to the financial statements

The law applicable to charities in England and Wales requires the trustees to prepare in respect of each financial year financial statements which give a true and fair view of the state of affairs of the trust and of its financial activities for that period.

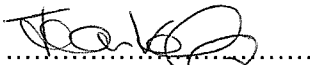
In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently

- Observe the methods and principles in the applicable Charities SORP
- Make judgments and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the activities of the trust will continue.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the trust and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the board of trustees on 07/08/2019 and signed on its behalf by:



Jean Kelly - Trustee

Certificate of the Independent Examiner

Independent examiner's report to the trustees of Slough Refugee Support

I report to the trustees on my examination of the accounts of the Slough Refugee Report (the Charity) for the year ended 31 March 2019.

Responsibilities and basis of report

As the Charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.


Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

The current Treasurer has led the effort to migrate the Charity's accounting records onto specialised accounting software and is in the process of overhauling the Charity's financial reporting processes and implementing stronger internal financial controls. This is positive to see.

I therefore have no concerns, and have come across no other matters, in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 
Name: Rehan Kamal
Property Finance Manager; SEGRO Plc
(ACCA qualified)
Address: 258 Bath Road; Slough; SL1 4DX.
Date: 19 July 2019

Statement of Financial Activities

Year ended 31st March 2019

		Unrestricted Funds	Restricted Funds	2019 £	2018 £
Incoming from					
Donations & Legacies	3	29,105	101,004	130,109	156,697
Investments		52		52	
Total incoming resources		29,157	101,004	130,161	156,697
Expenditure on					
Charitable activities		45,617	103,574	149,191	124,558
Raising Funds		5,833		5,833	
Total resources expended	12	51,450	103,574	155,024	124,558
Net resources before transfers		-22,293	-2,570	-24,863	32,139
Gross transfers between funds	7	-1,694	1,694		-2,751
Reallocation of fund		15,000	-15,000		
Net movement in funds		-8,987	-15,876	-24,863	29,388
Total funds brought forward (opening balance)		66,985	60,865	127,850	98,462
Total funds carried forward		57,998	44,989	102,987	127,850

Balance Sheet

At 31st March 2019

		2019	2018
		£	£
Fixed assets			
Tangible assets	4	<u>3,628</u>	<u>5,561</u>
Current assets			
Debtors	8	13,462	2,820
Cash at bank and in hand		<u>109,861</u>	<u>123,681</u>
		123,323	126,501
Creditors (falling due within one year)	9	-23,965	-4,212
Net current assets		<u>99,359</u>	<u>122,290</u>
Total net assets		<u>102,987</u>	<u>127,851</u>
Represented by			
Unrestricted Income Funds		57,998	66,985
Restricted income funds		44,989	60,865
Total funds		<u>102,987</u>	<u>127,850</u>

Approved by the Trustees on _____ and signed on their behalf by Jean Kelly, Chair.

Notes on pages 15 – 22 are part of financial statements.

Notes forming part of financial statements

1. Basis of Preparation

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

2. Accounting Policies

a.) Income

- Donations and grants are recognised on receivable basis in the accordance with restrictions or conditions placed on their use
- Restricted income that is unspent at the end of financial year will be deferred in the accounts and not taken as an income in the year received
- Interest income is included in the accounts when it is earned
- Tax recoverable in respect of Gift Aid donations is included in the accounts in the year once the claim is made.

b.) Expenditure

Direct costs are those that can be readily attributed to specific activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Volunteer help

The value of any volunteer help received is not included in the accounts.

Governance costs include:

- preparation and examination of statutory accounts and the annual report
- trustee meetings
- trustee indemnity insurance
- any legal advice to trustees on governance or constitutional matters

c.) Debtors

Debtors are income that is due but not yet received from grant funders and gift aid. Prepayments are rent and utilities, insurance, IT and telephone contracts.

d.) Cash at bank

Cash at bank and in hand includes cash and bank accounts.

e.) Creditors

Creditors are the amounts that charity owes at the year end. This includes income deferred to future periods.

f.) Financial instruments

The charity only has assets and liabilities of an ordinary kind that qualifies as basic financial instrument.

g.) Tangible fixed assets

Tangible fixed assets are included at cost less depreciation. Assets are capitalised if they cost at least £500. They are depreciated using the straight-line method over three or five years.

h.) Leased assets

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged on a straight-line basis over the lease term.

i.) Unrestricted funds

Unrestricted funds represent grants, donations and other incoming resources received for the objects of the charity without specified purpose and are available as general funds. Transfers are made from this fund to meet expenditure in the restricted funds where other funding is not available. Such transfers are always agreed by the Management Committee.

From time to time Trustees may establish designated funds out of Unrestricted Funds to meet contingencies. Currently there are two designated funds: Contingency Fund set at £10,000 is to be used to cover redundancy and other costs in the event of the closure or down-sizing of the organisation and Emergency Fund of £5,000 to be used for unexpected emergencies.

j.) Restricted funds

Restricted funds are for specific purposes as laid down by the donor. Expenditure which meets the criteria is charged to the fund together with a fair allocation of management and support costs.

k.) Legal status of the organisation

Slough Refugee Support is a Charitable trust registered with the Charity Commission in the United Kingdom with its registered Office at 28 Bath Road, Slough, Berkshire, United Kingdom, SL1 3SR

3. Donations

			2019	2018
	Unrestricted Funds	Restricted Funds	£	£
Trust and Foundations				
AB Charitable Trust				15,000
Garfield Weston Foundation	10,000		10,000	
Allan Lane Foundation		4,000	4,000	4,000
BBC Trust (CIN)		1,783	1,783	1,361
	10,000	5,783	15,783	20,361
Statutory Grants				
Slough Borough Council BBOS (Employment)		18,227	18,227	1,050
Slough Borough Council Syrian Resettlement		57,580	57,580	62,754
Slough Prevention Alliance Community Engagement		16,428	16,428	21,011
Slough Borough Council (Welfare)				3,093
	0	92,235	92,235	87,908
Faith Organisations				
Jamia (Masjid) Slough	1,000		1,000	
St Georges Church (Slough)	1,500		1,500	
Parochial Church (Slough)	500		500	
St Joseph Church (Slough)	500		500	
St Mary Virgin (Datchet)	500		500	
Thames Valley Methodist Church				12,000
Other Faith Organisations				5,804
	4,000	0	4,000	17,804
Individual donations and legacies				
Stephen Watson Friends	2,500		2,500	
Donations (Individuals)	5,040		5,040	16,629
Gift Aid	1,627		1,627	
	9,167	0	9,167	16,629
Partnership and Other Community Organisations				
Miscellaneous funds (DBS)	2,310		2,310	2,283
Miscellaneous funds (Fundraising Events)	680		680	1,112
Groundwork UK		2,625	2,625	
Red Cross		361	361	
Slough Business Community	1,000		1,000	
Thames Valley Police -Trust House	2,000		2,000	
Thames Valley Police				6,850
Mars in Community				3,750
	5,990	2,986	8,976	13,995
Total	29,157	101,004	130,161	156,697

4. Fixed Assets

	2019	2018
	£	£
Cost		
At 1 April 2018	28,262	22,431
Additions	0	5,831
At 31 March 2019	<u>28,262</u>	<u>28,262</u>
Depreciation		
At 1 April 18	22,701	21,023
Charge for the year	1,933	1,678
At 31 March 2019	<u>24,634</u>	<u>22,701</u>
Net Book Values		
At 1 April 2018	5,561	1,408
Additions	0	4,153
At 31 March 2019	<u>3,628</u>	<u>5,561</u>

5. Debtors

	2019	2018
	£	£
Debtors	11,428	2,721
Prepayments	2,034	99
TOTAL	<u>13,462</u>	<u>2,820</u>

Debtors at 31 March 2019 include £ 8,785 due from
Slough Borough Council Better Opportunities Employment scheme

6. Creditors: Amounts falling due within one year

	2019	2018
	£	£
Creditors	1,049	
Pay and PAYE	9,054	
Deferred Income	13,702	
Accruals	160	4,212
	23,965	4,212

7. Restricted Funds

Activities	Balance	Additions	Outgoings	Transfers	Balance as
	1.04.2018				31.03.2019
	£	£	£	£	£
Advice and Support	1,323	7,815	7,612		1,526
Employment Support	-426	22,227	12,707		9,094
Family Support	9,084	10,757	14,684	1,694	6,851
Syrian Resettlement - Slough	29,373	57,580	68,571		18,382
Core	6,511	2,625			9,136
	45,865	101,004	103,574	1,694	44,989
ABC Charitable Fund	15,000	0	0	15,000	0
	60,865				

Transfer of £1,694 was made from the general fund to family support fund to cover the cost of childcare activities.
ABC Charitable Fund was reallocated to unrestricted class for the year ending 31.3.2019.

Charity services during the year:

1. direct advice and support services on asylum seeking and related matters

- This primarily involves running a 'drop in' centre which helps asylum seekers and refugees living in Slough to adjust to life in the UK, to achieve their rights and entitlements, and to settle with dignity.

2. employment training and support

- This involves running a 'Job Club' which assists clients in preparing for and applying for employment and training.

3. family support

- This involves running a crèche, and associated sports and social events for families. It also has a development strand - providing English and citizenship classes, sewing classes, setting up and management of an allotment, cooking classes and FGM education.

4. holistic support services for the government's Syrian Resettlement Programme

- This involves working holistically with several Syrian families helping them set up their home, access language and education facilities, and medical and employment services.

8. Analysis of Net Assets Between Funds

	Fixed Assets	Net Current Assets	2019 Total	2018 Total
	£	£	£	£
Restricted Funds		44,989	44,989	60,865
Unrestricted Funds	3,628	54,370	57,998	66,985
	3,628	99,359	102,987	127,850

9. Staff Cost

Staff Costs

	2019	2018
	£	£
Salaries (incl. NIC & tax)	100,828	74,948
National Insurance Contribution	6,234	2,223
Pension Contribution	4,122	3,629
Payroll services & distribution costs	522	500
Total paid staff	111,706	81,300
Trustee expenses	0	0
Other volunteer expenses	1,758	2,664
Staff and volunteer training	4,050	531
Total volunteer	5,808	3,195

No employee received benefits of more than £ 38,000.00 (excluding employer pension cost).

Employee benefits paid to key management totalled £ 34,952.00.

10. Trustees' Remuneration and Expenses and Related Party Transactions

No remuneration, directly or indirectly, out of the funds of the charity was paid or was payable for the year to any trustee or to any person known to be connected to any trustee. No amounts were reimbursed to any trustee during the year.

11. Obligations Under Leases

	2019	2018
	£	£
Photocopier Lease expires in 2 months	164	772

The amount of non-cancellable operating lease payments recognised as an expense during the year ending 31 March 2019 was £516.