

HARINGEY MIGRANT SUPPORT CENTRE
(A company limited by guarantee)

DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

Company Number: 08144361
Charity Number: 1152227

HARINGEY MIGRANT SUPPORT CENTRE REPORT AND ACCOUNTS

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HARINGEY MIGRANT SUPPORT CENTRE

LEGAL AND ADMINISTRATIVE DETAILS

Directors and Trustees	Clare Croft-White Jonathan Benny Rebecca Boakyewah Violeta Butcovan Elizabeth Charles Claudia Claros-Saavedra Chloe Evans Sheila Fletcher Elizabeth Heaton Juliane Heider Gemma Loughran Philip Naylor Chris Parr Samuel Tippet	Chair (appointed 13 October 2016: resigned 30 November 2016) (appointed 13 October 2016) (appointed 13 October 2016) (appointed 13 October 2016) (appointed 13 October 2016) (appointed 13 October 2016)
Secretary	Margaid Gosschalk	(appointed 13 October 2016)
Treasurer	Christopher Heyes	(appointed 13 October 2016)
Registered Office	386 West Green Road London N15 3QL	
Company Number	08144361	
Charity number	1152227	
Bankers	Unity Trust Bank plc Nine Brindley Place Birmingham B1 2HB	

HARINGEY MIGRANT SUPPORT CENTRE

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2017

The Trustees are pleased to present their report including the financial statements of Haringey Migrant Support Centre (the "Charity") for the year ended 31 March 2017.

OBJECTIVES AND ACTIVITIES

The Charity's purposes, as set out in the Charity's memorandum of association, are:

- to advance education and relieve financial hardship amongst migrants, especially those seeking asylum and those granted refugee status, particularly by the provision of legal and other advice;
- to preserve and protect the physical and mental health of migrants, especially those seeking asylum and their dependents;
- to advance the education of the public in general about the issues relating to migrants, especially refugees and those seeking asylum; and
- the provision of facilities in the interests of social welfare for recreation activities with the object of improving the quality of life of those persons who need such facilities due to their immigration status and their social and economic circumstances.

In order to achieve these objectives, the Charity provides a weekly drop-in for migrants. The drop-in offers free immigration advice from legal professionals, and advice, limited casework and signposting services on welfare, housing, community care and health issues. The drop-in also provides a hot meal, a small clothes store and food bank, and a safe and welcoming space to promote social welfare by reducing social isolation amongst migrants and serving as a hub for social and wellbeing activities. The backbone of the drop-in are the HMSC volunteers, without whom the drop-in could not function.

The Charity campaigns on issues relating to migrants, and aims to raise awareness of migrants' social and economic circumstances amongst people in the local community. The Charity welcomes people from all migrant groups, regardless of their specific immigration status.

ACHIEVEMENTS AND PERFORMANCE

Operating since October 2012, the drop-in has consistently offered a safe and welcoming space every Monday (with the exception of Bank Holidays). There were 2147 attendances in 2016/17, with an average of 47 each week (compared with 45 in the previous year). In addition, children visited 590 times with their parents, an average of 13 children a week. During the year, we welcomed 779 individuals who visited the drop-in for the first time, which is an increase of 275 on 2015/16. About three-quarters of the visitors to the drop-in each week were returning visitors. This indicates they have had a positive experience; in many instances, however, their circumstances were complex and could not be resolved in a one-off attendance. Sadly, almost every week during the year it has been necessary to 'close the door', thereby restricting the number of visitors to the drop-in to ensure that the volunteers and professionals were able to meet the visitors' needs to the highest possible standard, emphasising quality over quantity.

Drop-in Visitors

The drop-in welcomed visitors from 90 different countries in 2016/17. The gender split of visitors was around 64% (women): 36% (men). 37% of all visitors had an address in the London borough of Haringey, 50% came from other London boroughs, and 6% gave an address outside London.

Asylum seekers, refused asylum seekers and people with no access to public funds made up over 50% of our visitors. 23% of visitors were homeless or had no home of their own and 19% were destitute (they didn't have adequate accommodation and/or couldn't meet their other essential living needs).

From our recorded data, 56% heard of the drop-in through word of mouth and a further 24% were referred by other agencies including the CAB, the local council, the local MPs and law centres.

Immigration Advice Sessions

A primary activity of the drop-in is the provision of free advice on immigration issues to visitors. Although the Charity has continued to maintain a small 'pool' of pro bono outreach immigration advisors (solicitors, barristers or accredited immigration caseworkers) who attend the drop-in, in 2016/17 it secured funding which has strengthened the continuity of immigration advice. A grant from the Trust for London has enabled HMSC to enter into a two-year contract with Islington Law Centre which, since January 2017, has provided immigration advice at the drop-in and follow-up on some cases, up to two days a week in total. A partnership with Hackney Migrant Centre (HMC) and Coram Children's Legal Centre resulted in a successful application to the Big Lottery Fund. A grant for the next five years enables HMSC and HMC to benefit from the services of an immigration solicitor (two days a week at each Centre) and a welfare caseworker (also two days a week). The two workers focus on the needs of families and young people under the age of 30. Finally, since January 2016, we have been very fortunate to contract with a barrister who offers immigration advice to a number of our visitors whose cases require urgent interventions. In 2016/17, we delivered 472 individual immigration advice sessions over the year; this compared with 496 sessions in the previous year. HMSC remained registered with the Office of the Immigration Services Commissioner.

Welfare Advice Sessions

In November 2016, we were very pleased to acquire funding that has enabled us to convert our temporary contract with our long-standing welfare rights adviser to one where she is employed by HMSC for three days a week. Her specialist knowledge in the area of community care helps those people who are experiencing or facing. This is vital to ensure migrants are able to access any benefits to which they are entitled and to resolve housing issues, reducing destitution and homelessness. In 2016/17, 468 individual welfare rights sessions were delivered; this compared with 334 in the previous year.

Representatives from other specialist agencies such as Asylum Aid and Project 17 continue to advise visitors at the drop-in and in July 2016 the Charity started hosting a regular, fortnightly housing advice session by Shelter.

Financial support for visitors

During the year, the drop-in volunteers applied for destitution grants for the most vulnerable visitors: the total number of grants was 93 (£14,190) and the average grant per person was £153. Small hardship grants, averaging £14 per person, were given to over 150 people (total £2164). 171 vouchers for food banks in Haringey, Hackney, Walthamstow, Barking and Dagenham and Enfield were also given to visitors in most need.

Volunteers

Volunteers are central to the running of the Charity. Typically, at any one time, the Charity has a bank of approximately 80 active volunteers, with an average of 34 being present each Monday at the drop-in. During the course of the financial year, 65 new volunteers were recruited and 150 individuals volunteered at the drop-in. Induction and appropriate training is given to all volunteers. Many of the volunteers assume a Volunteer Advocate role. This involves making first contact with the visitor and diagnosing the nature of the visitor's inquiries and signposting them to immigration advisors, welfare

advisors or other specialist organisations as necessary. Other volunteers (a growing number of whom are former visitors) help with the running and organisation of the drop-in, including working with the volunteer chef in the kitchen to provide a nutritious meal for the visitors and volunteers, helping with reception duties, welcoming first-time visitors to the drop-in, offering health-related advice and support, and operating the small food bank and clothing store. Legal Support and Casework Volunteers undertake visitor follow-up work under supervision of the advisors and the Centre Manager on the days that the drop-in is shut: this can involve filling in forms, writing supporting letters, making referrals to solicitors, chasing up third parties, and applying for hardship grants.

Awareness raising

In order to raise awareness about migrants' circumstances in the local community, the Charity organises community events. Each one serves to spread information about the situation of local migrants but also to raise funds for the organisation. The Charity has also utilised the internet and social media to raise awareness amongst a wider audience, regularly updating its website and Facebook page with news and campaigns relevant to the circumstances of migrants in the UK. The Charity is also part of a growing network of organisations who work closely to pool knowledge and resources to feed our experience and data into strategic and campaigning work led by other organisations such as Project 17, North East London Migrant Action and Migrants' Rights Network. It also shares its skills and ideas with interest groups (e.g. No Accommodation Network) or emerging organisations (e.g. Walthamstow Migrants' Support Centre and the Unity Project). The Charity works closely with other charities serving a similar client group and is subscribed to various online forums and email lists which facilitate peer-to-peer learning and sharing of ideas, e.g. Asylum Support Advice Network, Housing and Immigration Group, the Destitution Forum and Women and Immigration Network.

The Trustees

At the AGM in October 2016, HMSC introduced a 'flatter' governance process with the full Board meeting every six weeks. The purpose of the change has been to simplify the structure and to enable decisions to be made in a timely manner. It also frees up the Centre Manager to focus more on the management of the organisation. In addition to the trustees and the staff, volunteers are welcome to attend the meetings. The Trustees plan to review the structure to ensure it is operating effectively in the next financial year.

The current Board includes individuals with a wide range of experience, knowledge and expertise that is crucial to the strategic management of the Charity, including financial management and organisational leadership, charitable and event fundraising, good employment practice, and immigration legal advice. At the AGM 2016, two trustees with experience of being a visitor at the drop-in joined the Board.

FUTURE ACTIVITIES

The Charity aims to secure additional funding to allow for the provision of its existing services on a larger scale. Its particular priority is to secure further funding to ensure a strong and effective immigration, welfare rights and housing advice and casework service for its visitors.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee, incorporated 16 July 2012 and registered as a charity 31 May 2013. The Charity's operations are governed by its Memorandum and Articles of Association dated 16 July 2012 (amended 14 May 2013).

Appointment of Directors/Trustees

The Directors of the Charity are the Trustees for the purposes of charity law. The minimum number of Trustees is three, there is no maximum number. As set out in the Articles of Association, at each annual general meeting one-third of the Trustees must retire from office. The Trustees have no beneficial interest in the Charity other than as members and all guarantee to contribute up to ten pounds in the event of winding up.

Trustee Induction and Training

New Trustees are provided with copies of the Memorandum and Articles of Association, together with the most recent Directors' and Trustees' Report.

All Trustees continue to maintain a good working knowledge of Charity and Company Law and best practice by studying Charity Commission newsletters, together with attendance at appropriate external courses.

Organisation

The Trustees are responsible for the overall vision and strategic management of the Charity. In January 2017 the timetable of quarterly Board meetings was amended so that it has been meeting every six weeks, where all issues related to the governance of the Charity are discussed.

The day-to-day running of the Charity is managed by a Centre Manager, supported by a Volunteer Co-ordinator, a Destitution Coordinator and a team of volunteers, trustees, and sessional workers on short-term contract.

Related Parties

The Charity has no related parties.

Public Benefit Statement

Based on the achievements and performance detailed in this Trustees' Report, the Trustees consider that they have complied with Section 17 of the Charities Act 2011 with regard to the guidance on public benefit published by the Charity Commission.

Risk and Financial Controls

The Trustees have overall responsibility for ensuring that the Charity has appropriate financial controls in place. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The systems of internal control are designed to provide reasonable assurance against material misstatement or loss. Internal control processes include:

- All purchases in excess of one hundred pounds are required to be authorised by an appropriate Trustee;
- All suppliers' invoices are required to be authorised for payment by the Co-ordinator or a Trustee;

- All income and expenditure is fully recorded on a day-to-day basis, and each quarter management information is produced for the Trustees detailing the Charity's performance and any material variances; and
- Annual reviews are undertaken and any additional procedures that may be necessary are implemented.

The organisation has a risk register which is reviewed on a periodic basis. The key risks to the organisation in the coming 12 months include the uptake of the lease on the Salvation Army hall; the inability to maintain (or increase) our funding levels despite the implementation of our new fundraising strategy; and the yet-unknown impact of Brexit on our visitors.

FINANCIAL REVIEW

During the year the Charity's income amounted to £ 79,496, (period ended 31 March 2016: £ 93,671). The Statement of Financial Activities showed a deficit for the year of £4,782 (period ended 31 March 2016: surplus £ 26,614) and reserves stand at £39,658 (period ended 31 March 2016: £44,440).

Reserves Policy

The Trustees have reviewed the reserves of the Charity, and has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the Charity should be in the between 3-6 months of operational costs.

The Board of Trustees consider the present level of reserves (unrestricted funds not committed or invested in tangible fixed assets) available to the Charity of £39,658 is sufficient at this time to meet the needs of the organisation.

Charitable and Political donations

During the year the Charity made no political or charitable donations (period ended 31 March 2016: £nil).

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has reasonable resources to ensure its continuing operation for the foreseeable future. The budgeted income and expenditure and reserves are sufficient to enable the Charity to continue as a going concern.

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Trustees (who are also directors of Haringey Migrant Support Centre for the purposes of company law) are responsible for preparing the Directors' and Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the Charity for that year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that 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 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

APPROVED BY THE BOARD OF DIRECTORS AND SIGNED ON ITS BEHALF BY



Clare Croft-White
CHAIR
December 2017

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HARINGEY MIGRANT SUPPORT CENTRE

I report on the accounts of the Charity for the year ended 31 March 2017, which are set out on pages 12 to 16.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the "2011 Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act, and
- to state whether the particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and reporting by Charities has not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


ADRIAN HILL

21st December 2017

HARINGEY MIGRANT SUPPORT CENTRE
NOTES TO THE ACCOUNTS (continued)
AS AT 31 MARCH 2017

10 FUNDS OF THE CHARITY

MOVEMENT IN FUNDS

	Opening Balance £	Incoming Resources £	Resources Expended £	Closing Balance £
Restricted Funds				
Big Lottery	-	7,033	6,960	73
City Bridge	-	7,917	7,917	-
Eleanor Rathbone Charitable Trust	-	1,333	1,333	-
The Henry Smith Charity	-	12,500	12,505	-5
The Woodward Charitable Trust	-	417	417	-
Trust for London	-	2,500	2,500	-
Evening Standard Disposed Fund	782		782	-
Greggs Foundation	1,892		293	1,599
London Legal Support Trust	1,313		1,313	-
Smith and Mount Trust	2,920		2,920	-
St Joseph's Passionist	6,089		6,089	-
Total Restricted Funds	12,996	31,700	43,029	1,667
Designated Funds				
Kitchen equipment	333	-	333	-
Kay Everett		2,917	45	2,872
Total Designated Funds	333	2,917	378	2,872
Unrestricted Funds	31,111	28,026	24,017	35,120
	44,440	59,726	67,424	39,658

HARINGEY MIGRANT SUPPORT CENTRE
NOTES TO THE ACCOUNTS (continued)
AS AT 31 MARCH 2017

7 TANGIBLE FIXED ASSETS

	Kitchen equipment	Computer equipment	Total
	£	£	£
Cost			
At 1 April 2016	2,000	2,565	4,565
Additions during the year	-	-	-
Disposals during the year	-	-	-
At 31 March 2017	<u>2,000</u>	<u>2,565</u>	<u>4,565</u>
Accumulated depreciation			
At 1 April 2016	1,667	712	2,379
Charge for the year	333	655	988
Disposals during the year	-	-	-
At 31 March 2017	<u>2,000</u>	<u>1,367</u>	<u>3,367</u>
Net book value at 31 March 2017	<u>0</u>	<u>1,198</u>	<u>1,198</u>
Net book value at 31 March 2016	<u>333</u>	<u>1,853</u>	<u>2,186</u>

8 Debtors

	2017	2016
	£	£
Prepayments and accrued income	829	295
	<u>829</u>	<u>295</u>

9 Creditors: amounts falling due within one year

	2017	2016
	£	£
Accrued expenses	1,613	3,737
Deferred income	13,959	-
	<u>15,572</u>	<u>3,737</u>

**HARINGEY MIGRANT SUPPORT CENTRE
NOTES TO THE ACCOUNTS (continued)
AS AT 31 MARCH 2017**

4 RESOURCES EXPENDED

	Basis of allocation	2017 Drop-in Centre £	2017 Costs of Raising Funds £	2017 Governance £	2017 Total £	2016 Total £
Advisors fees	Direct	9,544	-	-	9,544	11,475
Event costs	Direct		273	-	273	5,844
Food	Direct	1,573	-	-	1,573	1,567
Hardship grants	Direct	16,854	-	-	16,854	11,253
Staff and volunteer training	Direct	307.5	-	-	308	417
Volunteer expenses	Direct	4,189	-	-	4,189	2,137
Salaries and related costs	Direct	40,336	-	-	40,336	24,363
Communications	Direct	478	-	-	478	2,754
Depreciation	Direct	988	-	-	988	1,457
Insurance	Direct		-	-	0	2,169
Miscellaneous expenses	Direct	6,977	-	375	7,352	1,511
Premises costs	Direct	2,385	-	-	2,385	2,110
		83,631	273	375	84,278	67,057

5 REMUNERATION

The Charity had three employees in the year (year ended 31 March 2016: two). No employees had emoluments in excess of £60,000 (2016:nil). The centre manager is considered key management personnel and received £24,372 in the year ended 31 March 2017.

The Charity's Trustees were not awarded any remuneration or paid expenses during the year (period ended 31 March 2016: £nil).

6 TAXATION

The Charity is a registered charity and is not liable to taxation on income derived from its charitable activities. Any income derived from non-charitable activities may be subject to taxation. The Charity is not registered for VAT and all amounts in the accounts include VAT where relevant.

For the year ended 31 March 2017 the Charity was entitled to exemption from audit under Section 477 Companies Act 2006. No member of the Charity deposited a notice, pursuant to Section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The Trustees acknowledge their responsibilities for ensuring that the Charity keeps accounting records which comply with Section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Charity.

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standards for Smaller Entities.

These accounts were approved and authorised for issue by the Board of Directors and Trustees on 17 December 2017 and were signed on its behalf by

A handwritten signature in black ink, appearing to read 'C Croft-White', written in a cursive style.

C Croft-White

CHAIR

17 December 2017

**HARINGEY MIGRANT SUPPORT CENTRE
BALANCE SHEET
AS AT 31 MARCH 2017**

	Notes	2017 £	2016 £
FIXED ASSETS			
Tangible fixed assets	7	1,198	2,186
CURRENT ASSETS			
Debtors	8	829	295
Cash at bank and in hand		53,203	45,696
		<u>54,032</u>	<u>45,991</u>
Creditors: amounts falling due within one year	9	15,572	3,737
		<u>38,460</u>	<u>42,254</u>
NET CURRENT ASSETS		38,460	42,254
		<u>39,658</u>	<u>44,440</u>
NET ASSETS		39,658	44,440
FUNDS OF THE CHARITY			
Restricted funds	10	1,667	12,996
Designated Funds	10	4,115	333
Unrestricted funds	10	33,876	31,111
TOTAL FUNDS		<u>39,658</u>	<u>44,440</u>

