

Company registration number: 08144361

Charity registration number: 1152227

# Haringey Migrant Support Centre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2020

Walden Way & Company  
Chartered Certified Accountants  
Unit A3, Gateway Tower  
32 Western Gateway  
London  
E16 1YL

# Haringey Migrant Support Centre

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**Haringey Migrant Support Centre**  
**Reference and Administrative Details**

**Chair**

Fiona McKay

**Trustees**

Margaid Gosschalk

Elizabeth Charles

Helen Jackson

Grace Brown (appointed 20 February 2020)

Chris Parr

Violeta Butcovan

Elizabeth Heaton

Isabella D'Emilio (appointed 20 February 2020)

Claudia Claros-Saavedra

Cornelia Bower

Sheila Fletcher (resigned 20 February 2020)

Lisa Vlahovic (resigned 11 September 2019)

**Secretary**

Margaid Gosschalk

**Registered Office**

386 West Green Road

London

N15 3QL

**Company Registration Number**

08144361

**Charity Registration Number**

1152227

**Bankers**

Unity Trust Bank  
Four Brindleyplace  
Birmingham  
B1 2JB

**Independent Examiner**

Walden Way & Company  
Chartered Certified Accountants  
Unit A3, Gateway Tower  
32 Western Gateway  
London  
E16 1YL

# Haringey Migrant Support Centre

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2020.

### **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 operation is 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 purpose 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 Trustee Report.

All Trustees continue to maintain a good working knowledge of Charity and Company Law and best practise 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. The day to day running of the Charity is managed by the Centre Manager supported by a Destitution Coordinator, Volunteer Coordinator and a team of volunteers, trustees, and sessional workers on short term contracts.

### **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 dependants;
- 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.

HMSC welcomes all migrants, regardless of their immigration status, unless they are naturalised British citizens and therefore entitled to mainstream advice and support.

The Charity runs a weekly drop-in and triage session, offers appointments with specialist advisers, and deals with ongoing casework. The delivery of the triage session takes place over two sites. The drop-in is held in a church hall, where visitors register for the service, socialise and enjoy a hot meal. They are then directed to HMSC's office premises for an initial assessment of their needs (triage), and are provided with advice and/or signposted to appropriate housing, welfare and health services or organisations. If necessary, they are offered an appointment for more in-depth advice with immigration and/or housing and welfare advisers, some of whom are drawn from our partner organisations. The service itself relies on a small team of staff and a dedicated group of volunteers.

HMSC also campaigns, when time allows, on issues affecting migrants, often collaborating with other organisations to raise awareness, both locally and at a national level, of migrants' social and economic circumstances and specific concerns.

### **The triage service**

The weekly triage sessions take place on a Monday. Visitors register for the session at the drop-in in St John Vianney Church hall, which provides a safe and welcoming space where they can wait to be seen. In nearby Terront Road hall, where HMSC's offices are located, advisers and volunteer advocates then assess visitors' needs, prioritise the requests for advice, and ensure visitors are directed to the most suitable adviser or project. Sometimes they receive immediate advice, but more often they are offered an appointment for the following day with an appropriate specialist adviser.

In 2019-20, HMSC ran 28 triage sessions. The number of sessions during the reporting period was limited by a range of factors, including time needed to allow staff to catch up with their existing caseloads, staff vacancies, and during the last month, the disruption caused by the pandemic. The lockdown introduced on 23 March 2020 obviously entailed the closure of HMSC's physical premises, and the service was moved online. However, over the whole period, HMSC assisted 960 individuals. The triage sessions alone welcomed 791 individual visitors, who made 1199 visits. Out of the 791 individuals, 548 (69%) were visitors who were attending the service for the first time (and they constituted almost half of all visitors at each triage), and 243 (31%) were returning visitors. On average, HMSC received 41 visitors per session: the quietest session saw 30 visitors, while the busiest, 52. We also counted 347 visits by children and 137 visits by other adults who accompanied either their parent, other family member or friend. Our kitchen volunteers cooked and served around 2292 meals, including take-away lunch boxes. In addition to the people attending triage, HMSC assisted 169 individuals, whose cases continued from the previous year(s), but who didn't attend a triage session in this period.

The remit of the drop-in and triage service can be summarised as follows: the provision of a safe, social space for visitors, an initial assessment of their needs, the provision of financial support to alleviate immediate hardship, and the offer of appointments for more in-depth advice, including immigration and housing and/or welfare advice (visitors often require most or all of these services).

### **A social space**

The Monday drop-in in St John Vianney Church hall not only provides a reception service, but also a social space where visitors can have a hot meal, cooked on the premises by our team of volunteers, access a small foodbank (892 people accessed the foodbank), and socialise with and receive moral support from other visitors and volunteers. It occasionally provides additional facilities such as a clothing bank, children's activities, and free TB screening, conducted by an NHS Mobile Health Unit.

### **Initial assessment**

The triage service takes place on a nearby site, in a quieter, more confidential environment. HMSC aims to provide visitors with a holistic response: in each session, the triage workers (advisers or the Centre Manager) assess the often multiple, complex needs of each individual, and offer appropriate advice and assistance.

At the triage session the visitor will either:

- receive sufficient advice or help (e.g. to fill in a form, write a letter or call a particular service) to resolve their problem(s) on the day;
- be signposted to another organisation; or
- be offered a longer appointment for more in-depth advice. This often leads to follow-up casework (volunteers often assist with the less complex casework).

During 2019-20, we triaged around 41 visitors per session, each of which was run by 3-4 triage workers and around 14 volunteers. Each individual triage session lasts around 30 minutes, but can sometimes take longer if the issues are particularly complex. Our visitors face a wide range of problems, often several at the same time. However, these mainly fall into three main categories: immigration, welfare and housing.

In 2019-20, we held 815 triage consultations on immigration issues. Our in-house immigration adviser and other immigration advisers on triage duty held 319 sessions, delivering initial advice and assistance to 273 visitors. The rest of the immigration consultations resulted in referrals to other organisations, appointments for more in-depth advice (see below), or help in identifying and gathering the necessary paperwork for a future

appointment. In the same period, we also held 616 initial consultations on housing, welfare and other issues, with 301 visitors receiving immediate advice and help.

### **Financial support**

During the Monday triage sessions, advisers and volunteers also discuss the immediate needs of the visitor to assess if HMSC needs to alleviate their immediate hardship. If the visitor is destitute, the Charity can:

- provide vouchers for local foodbanks - HMSC provided 175 foodbank vouchers in 2019-20;
- give a one-off emergency hardship payment of up to £20 (e.g. to cover the cost of transport to an appointment) - HMSC issued 269 emergency hardship payments, amounting to £5334; additionally, in March 2020 HMSC set up a special Covid-emergency fund and £420 was distributed from the fund to 21 visitors;
- make an application to a charity on the visitor's behalf for a larger hardship grant (on average, around £123) - HMSC provided 167 individual grants, amounting to £20,499; HMSC also secured items of furniture for several visitors, through special grants.

### **Further appointments**

If the triage worker assesses that a visitor requires more in-depth advice (e.g. because their case is complex, very urgent, or they are unable to represent themselves), they are offered a longer appointment (between 1 and 2 hours) with a solicitor or a specialist adviser. This usually takes place on the following day (Tuesday). During the reporting period, an average of 12 visitors received in-depth advice every week.

### In 2019-20, HMSC held:

- 362 immigration advice appointments, delivered by our partners Coram Children's Legal Centre (2 cases a week) and Islington Law Centre (4/5 cases a week), as well as by our in-house advisers and a volunteer trainee adviser;
- 126 housing/welfare advice appointments delivered by our in-house Destitution Coordinator and a Caseworker for Families and Young People;
- 93 outreach surgeries provided by organisations specialising in housing, health, community care and employment such as Lawstop Solicitors, Doctors of the World, Project 17 and The Bridge Renewal Trust. Both Project 17 and Doctors of the World started their surgeries at HMSC in autumn 2019.

### Immigration advice

Immediately prior to this reporting period, in February 2019, HMSC secured renewed funding from Trust for London for our immigration advice service, which is run in partnership with Islington Law Centre (ILC). ILC specialist advisers provide outreach immigration advice at HMSC (and have done so for the past 3 years); if they assess that the visitor is in priority need, they sometimes offer them full representation.

HMSC also continued its contractual relationship with an experienced immigration barrister from No 5 Chambers. Unfortunately, she left in September 2019 and the role was subsequently covered by temporary immigration advisers; it was vacant at the end of the year. The immigration advisers led on the triage of immigration cases, offered immigration assistance to those visitors whose cases required urgent interventions, supervised Legal Support Volunteers and provided training for volunteers and other staff. A temporary Caseworker was also engaged on a part-time basis to ensure continuity of casework by completing referrals, making legal aid applications and liaising with outreach advisers and other external agencies.

In addition, the National Lottery Community Fund has continued its provision of five-year funding for both Hackney Migrant Centre (HMC) and HMSC, who are working in partnership with Coram Children's Legal Centre. This funding has enabled HMSC and HMC to benefit from the services of an immigration solicitor (two days a week at each Centre) and a welfare and housing caseworker (also two days a week). The two workers focus on the needs of families and young people under the age of 30 and provide initial advice as well as casework. The project entered its fourth year in June 2019. In May 2019, the role of Caseworker for Families and Young People was transferred from HMC to HMSC, with a corresponding portion of the project funding being allocated to the Charity.

HMSC's approach to immigration assistance has been developed, reviewed and amended over the years, according to the needs of our visitors and the current legal environment. If visitors are to secure any lasting improvement in their circumstances, it is paramount that they access legal advice. Over the past few years, due to the 'hostile environment' immigration policies, there has been an unprecedented demand for immigration representation. Unfortunately, despite the Charity's OISC (Office of Immigration Services Commissioner)

accreditation, it can only offer visitors a very limited amount of casework, which will help secure their position in the short term, and is unable to formally represent them.

However, if the visitor's case falls outside the normal scope of legal aid (as is the case for most immigration applications apart from asylum claims), it is possible to apply for legal aid through 'Exceptional Case Funding' (ECF). HMSC is able to draft these applications on behalf of visitors. We developed this particular expertise with the help of our in-house barrister, who produced factsheets, guidance and templates, as well as delivering internal training for Legal Support Volunteers. In 2019-20 alone, HMSC applied for ECF for 86 visitors; only two of those applications were refused.

Applications for ECF require initial immigration advice to assess the merits of the visitor's case. If the in-house adviser and ILC advisers determine that a visitor requires full legal representation, and suggest they could be eligible for ECF, they are able to use a template advice letter supplied by HMSC, ensuring their advice conforms to a consistent format. The Legal Support Volunteers then use the advice letters as the basis for the application to the Legal Aid Agency.

Following a grant of legal aid, HMSC volunteers send referrals to trusted solicitors' firms specialising in immigration legal aid work. In 2019-20, HMSC referred a total of 141 visitors to legal aid solicitors (this included both visitors with ECF grants and individuals making asylum claims, which are still in scope for mainstream legal aid). This is in addition to 72 visitors who, having received initial advice at HMSC, were referred for casework and representation to other organisations, including our partners, and 19 visitors whose cases were taken on by either pro bono or low-cost private solicitors.

This model of delivering advice resulted in a higher quality service targeted at the needs of each individual and facilitating access to justice for many of HMSC's visitors.

### **Housing and welfare advice**

We continue to employ a community care solicitor (Destitution Coordinator) who provides housing and welfare rights advice to families and single adults who are homeless or facing homelessness and/or financial destitution, with the focus on advocating with the local authorities' Social Services and Housing departments. Many of our visitors are not allowed to claim welfare benefits due to their 'no recourse to public funds' (NRPF) status, even when they have no other source of income because of, e.g. childcare or health issues. Others are not allowed to work as they lack lawful immigration status or their status is not clear. The Destitution Coordinator liaises with HMSC's immigration advisers to establish what support each individual may be entitled to, including support from Social Services. This is vital to help reduce destitution and homelessness among our visitors.

In 2019-20, HMSC secured or improved accommodation for, or prevented the eviction of 109 visitors, and secured local authority subsistence payments (or increased payments) for 41 destitute visitors.

The Destitution Coordinator also works closely with the organisations providing outreach housing and community care advice at HMSC and with trusted external solicitors. In 2019-20, HMSC referred 100 visitors (who had been refused housing or community care) to these specialist legal aid firms. Further 28 visitors were referred to specialist agencies working in the areas of homelessness and asylum support, and to organisations providing assistance to survivors of trafficking and slavery.

The Destitution Coordinator also works on a policy level, liaising with social workers and local authority managers, and providing other organisations with essential information and data, in the effort to improve migrants' rights.

### **ORGANISATIONAL DEVELOPMENT**

During 2019, HMSC engaged in a major effort to secure the additional funding needed to put in place a new staffing structure whose outline had emerged from an organisational review carried out in 2018 with the support of an external consultant. The review was undertaken in response to the ever-increasing need for our services, and the demands that this was placing on HMSC staff, sessional workers and volunteers. Its main concern was to identify the best organisational structure to ensure HMSC is sustainable and effective in the long term. It identified the need to more clearly separate the 'front-office' advice and service work from the 'back-office' functions of administration and fundraising, and to create separate roles for each of these.

By early 2020, the efforts to raise funds for the new structure had proved successful, and we were able to begin putting it in place - with minor modifications, resulting from organisational shifts in the intervening period and the impact of the pandemic.

### **A profile of HMSC Visitors**

HMSC welcomed visitors from 79 different countries in 2019-20: around 63% women and 37% men. 534 (68%) of visitors had a dependent child or children in the UK. 31% had an address in the London borough of Haringey and 19% in the neighbouring borough of Enfield, while 36% came from other London boroughs, and 13% gave an address outside London or gave no address.

Over 65% of our visitors had no access to public funds (NRPF). This included asylum seekers (8%), refused asylum seekers (10%), visitors awaiting Home Office decisions on human rights applications (5%) or whose visas had expired (32%), and those granted limited leave to remain but with the NRPF restriction (10%). Another 11% of our visitors had limited leave to remain with access to public funds. 6% of visitors had refugee status and 9% had indefinite leave to remain. EEA nationals or their dependants accounted for 9% of the visitors.

During 2019-20, 63% of visitors were either homeless or in precarious accommodation, and 29% were destitute (i.e. without adequate accommodation and/or unable to meet their other essential needs). 36% of visitors relied on friends and family for support. In addition, 20% of visitors had diagnosed mental or physical health problems, or mobility, sensory and other impairments. Our records show that 71% of visitors in 2019-20 heard of HMSC through word of mouth and 11% through other charities, a further 7% were referred by other agencies including local councils, local MPs, the NHS, solicitors and faith groups.

### **Volunteers**

Volunteers are central to the running of the Charity. All HMSC volunteers receive induction and training. Many become Volunteer Advocates, assisting the triage workers in assessing visitors' needs and completing the necessary follow-up activities identified by the advisers on the day. This can include advocating with local authorities, making referrals to specialist organisations and accommodation providers, and ensuring that visitors have the paperwork required for further advice sessions by contacting their previous lawyers and the Home Office. Other volunteers help organise and run the drop-in service, including assisting the volunteer chef in the provision of meals, undertaking reception duties, welcoming first-time visitors and running the small food bank. During the week, Legal Support and Casework Volunteers undertake visitor follow-up work under the supervision of the advisers and the Centre Manager. This can include filling in forms, writing supporting letters, chasing up third parties, composing ECF applications (see above), making referrals to solicitors and applying for hardship grants.

At any one time, the Charity has a bank of approximately 90 active volunteers, with an average of 31 assisting each Monday at the drop-in and triage session. During the course of the financial year, 29 new volunteers were recruited and 100 individuals volunteered at the Centre. Around half of our active volunteers are former or current visitors to the Centre.

Volunteer coordination was the responsibility of our Interim Office Manager, whose other duties included support for service delivery and monitoring, management of facilities and office systems, financial administration and fundraising support.

### **Awareness raising**

In order to raise awareness about migrants' circumstances in the local community, the Charity has organised community events to spread information about the situation of local migrants but also to raise funds for the organisation. Case studies relating to some of our most vulnerable visitors appear on our blog. We have worked with prominent journalists at The Guardian to highlight systemic problems that migrants face, including poor legal representation by unscrupulous solicitors. We also collaborated with Threads Radio and jointly produced two programmes - the first one covered issues such as access to justice, destitution and lack of recourse to public funds, and the other was a discussion on the intersection of women's rights and migrant issues.

HMSC is part of a growing network of organisations which works 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, Migrants' Rights Network and Haringey Welcome. HMSC is in contact with solicitors' firms and law centres which regularly work on strategic legal challenges, e.g. Public Interest Law Centre, Deighton Pierce Glynn Solicitors and Duncan Lewis Solicitors. It also shares its skills and ideas with interest groups (for example, The Unity Project and Migrants Organise).

HMSC 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, such as Housing and Immigration Group, Refugee Legal Group, London Destitution Forum, Asylum Support Advice Network and Women's Migration and Asylum Network. At the start of the Covid-19 crisis HMSC staff joined the Covid-19 Policy Group, coordinated jointly by the British Red Cross, NACCOM, Refugee Action and others. HMSC was a co-signatory of various open letters directed at local and national governments demanding that migrant communities and particularly the more disadvantaged amongst them (e.g. homeless migrants or those escaping domestic abuse) are provided with the same levels of protection and support as other communities during the global pandemic.

HMSC's representatives referred numerous cases to local MPs and raised with them the prevailing issues we are finding with the Immigration Act and Home Office procedures in general - and how they impact on our visitors. Our strong working partnership with the office of David Lammy MP continued and we held meetings with Kate Osamor MP, representing the neighbouring constituency of Edmonton. HMSC staff were also involved in meetings with councillors and senior management of the London boroughs of Haringey and Enfield, and contributed to the development of the Haringey Welcome Strategy.

### **Premises**

HMSC has continued to rent office space from the Salvation Army at 2 Terront Road, initially under a two-year lease, extended in February 2020 for five more years. This has provided us with a quiet and confidential space in which advisers can triage visitors and conduct more in-depth appointments, as well as serving as our administrative offices. Meanwhile, thanks to the generosity of Father Joe and his staff, we have continued to use St John Vianney's church hall for the Monday drop-in. As well as a reception point for visitors, it provides a base for HMSC's small food and clothes banks, and the preparation and provision of meals. The hall has been an invaluable resource, particularly due to its proximity to the Terront Road offices, and the Trustees would once again like to extend their gratitude to Father Joe and his staff for allowing HMSC to use one of the church's diocesan resources since 2012.

### **The Trustees**

As in previous years, HMSC Trustees met as a full Board every six weeks throughout the year, and held its AGM in November 2019, which was well attended by volunteers and other stakeholders. The Trustees also held several additional ad-hoc meetings to discuss the organisational review and how the Centre should respond to the pandemic.

A sub-group of Trustees met regularly as a Fundraising Action Group to assist the Centre Manager in supporting the work of the part-time Fundraiser and to coordinate the efforts of the Trustees to identify potential funding sources and prepare applications for smaller grants. This year, the group focused in particular on efforts to boost the Centre's unrestricted income from community businesses and local places of worship. Other ad-hoc sub-groups were formed to support the recruitment of the new positions created under the new organisational structure.

The current Board includes individuals with a wide range of experience, and the knowledge and expertise necessary for the oversight and strategic development of the Charity, including financial management and organisational leadership, charitable and event fundraising, service provision and legal advice. HMSC also considers it important to include the perspective of the visitors who access our services, and we, therefore, are delighted to have a former visitor on the Board. The Trustees conducted an updated skills audit during the year, as a result of which new Trustees were recruited with backgrounds in immigration law and communications.

### **FUTURE ACTIVITIES**

At an away day in January 2020, staff and trustees came together to take a step back, reflect on the past year, conduct a SWOT analysis and plan priorities for 2020 and beyond. Decisions taken included updating our mission statement to reflect the Centre's evolution since its establishment in 2012, prioritising the development of digital information management systems to improve our efficiency, and exploring new streams of work. Among the latter objectives are: ensuring our visitors have access to specialised support in cases of domestic violence, which we are encountering with increasing frequency; developing clearer relationships with statutory bodies, whose volume of referrals to us is also increasing; planning the ways in which we will handle EU cases after Brexit and also respond to the needs of destitute asylum seekers; and expanding our level of collaboration with other organisations in the sector in campaigns for policy changes aimed at improving the situation of migrants.

Unfortunately, the pandemic that erupted towards the end of the reporting period interrupted this forward momentum somewhat and forced us to reorder our priorities in some of these areas.

### **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 regarding the guidance on the public benefit by the Charity Commission.

### **Financial Controls and Risk**

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 with respect to the prevention of fraud and other irregularities. The Trustees have to this end established protocols for delegating financial authority at various levels within the organisation in line with agreed budgets, and protocols in place with the Charity's bankers are such that no payments can be made without two authorising signatures.

Further, all income and expenditure are recorded, and appropriate management reports and information are produced for the Trustees detailing the Charity's performance at regular intervals. Annual reviews are undertaken as a result of which any necessary additional procedures will be implemented. Risks to the organisation are reviewed on a regular basis, and there are not perceived to be any imminent risks of a financial nature at the current time.

### **FINANCIAL REVIEW INCLUDING STATE OF RESERVES**

The Charity's income in the year amounted to £213,884 (2019: £138,017). The Financial Statements show a surplus of £32,823 (2019: a deficit of £28,634), whilst total reserves stand at £90,645 (2019: £57,822). Restricted funds at 31 March 2020 are £62,484 (2019: £21,671). Unrestricted funds at 31 March 2020 amounted to £28,161 (2019: £36,151).

In line with guidance issued by the Charity Commission, trustees regularly review the reserves of the Charity and have adopted a policy whereby it is the Charity's aim to maintain unrestricted reserves sufficient to meet any redundancy payments and to maintain activity for 6 months. However whilst the Charity was not able to comply with this objective in the year in question, very substantial restricted reserves and further committed forward funding mean that the Trustees are of the opinion that the Charity's financial position at 31.03.20 is such that it is well able to sustain its operation in the year ahead.

### **Charitable and Political Donations**

During the year the Charity made no political or charitable donations ( year ended 31 March 2019: £nil )

# Haringey Migrant Support Centre

## Trustees' Report

### TRUSTEES' RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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 charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Fiona McKay  
Chairman

## **Haringey Migrant Support Centre**

### **Independent Examiner's Report to the trustees of Haringey Migrant Support Centre**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2020 which are set out on pages 11 to 22.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees of Haringey Migrant Support Centre (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Haringey Migrant Support Centre are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

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

1. accounting records were not kept in respect of Haringey Migrant Support Centre as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I 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.

.....  
K Aamir Qadri – FCCA (Senior statutory auditor)  
Chartered Certified Accountants  
Unit A3, Gateway Tower  
32 Western Gateway  
London  
E16 1YL

Date:.....

## Haringey Migrant Support Centre

### Statement of Financial Activities for the Year Ended 31 March 2020

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	46,276	167,533	213,809
Other income	4	75	-	75
Total Income		<u>46,351</u>	<u>167,533</u>	<u>213,884</u>
<b>Expenditure on:</b>				
Raising funds	5	(4,631)	-	(4,631)
Charitable activities	6	(49,710)	(126,720)	(176,430)
Total Expenditure		<u>(54,341)</u>	<u>(126,720)</u>	<u>(181,061)</u>
Net (expenditure)/income		<u>(7,990)</u>	<u>40,813</u>	<u>32,823</u>
Net movement in funds		(7,990)	40,813	32,823
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>36,151</u>	<u>21,671</u>	<u>57,822</u>
Total funds carried forward	17	<u>28,161</u>	<u>62,484</u>	<u>90,645</u>
	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	36,672	99,456	136,128
Other income	4	1,889	-	1,889
Total income		<u>38,561</u>	<u>99,456</u>	<u>138,017</u>
<b>Expenditure on:</b>				
Raising funds	5	(6,336)	-	(6,336)
Charitable activities	6	(57,708)	(102,607)	(160,315)
Total expenditure		<u>(64,044)</u>	<u>(102,607)</u>	<u>(166,651)</u>
Net expenditure		<u>(25,483)</u>	<u>(3,151)</u>	<u>(28,634)</u>
Net movement in funds		(25,483)	(3,151)	(28,634)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>61,634</u>	<u>24,822</u>	<u>86,456</u>
Total funds carried forward	17 & 18	<u>36,151</u>	<u>21,671</u>	<u>57,822</u>

All of the charity's activities derive from continuing operations during the above two periods.

## Haringey Migrant Support Centre

### Balance Sheet as at 31 March 2020

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	13	5,215	3,214
<b>Current assets</b>			
Debtors	14	16,830	4,254
Cash at bank and in hand	15	83,053	70,730
		<u>99,883</u>	<u>74,984</u>
<b>Creditors: Amounts falling due within one year</b>	16	<u>(14,453)</u>	<u>(21,845)</u>
<b>Net current assets</b>		<u>85,430</u>	<u>53,139</u>
<b>Net assets</b>		<u>90,645</u>	<u>56,353</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		62,484	21,671
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>28,161</u>	<u>36,151</u>
<b>Total funds</b>	17	<u>90,645</u>	<u>57,822</u>

For the financial year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 10 to 21 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....  
Fiona McKay  
Chairman

# Haringey Migrant Support Centre

## Notes to the Financial Statements for the Year Ended 31 March 2020

### 1 Charity status

The charity is limited by guarantee, incorporated in , and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

### 2 Accounting policies

#### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

#### Basis of preparation

Haringey Migrant Support Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### *Donations and legacies*

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

# Haringey Migrant Support Centre

## Notes to the Financial Statements for the Year Ended 31 March 2020

### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### **Tangible fixed assets**

Individual fixed assets costing £250.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures, fittings and computer equipment	3 years

### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

# Haringey Migrant Support Centre

## Notes to the Financial Statements for the Year Ended 31 March 2020

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

### Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

### 3 Income from donations and legacies

	Unrestricted funds		Total 2020	Total 2019
	General £	Restricted funds £	£	£
Donations and legacies;				
Donations and legacies	46,276	167,533	213,809	136,128
	<hr/> 46,276	<hr/> 167,533	<hr/> 213,809	<hr/> 136,128

## Haringey Migrant Support Centre

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 4 Other income

	<b>Unrestricted funds</b>		
	<b>General</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
Fees and supplies	75	75	1,889

#### 5 Expenditure on raising funds

##### a) Costs of generating donations and legacies

	<b>Unrestricted funds</b>		
	<b>General</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
Raising funds	4,631	4,631	6,336

## Haringey Migrant Support Centre

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 6 Expenditure on charitable activities

	<b>Total 2020</b>	<b>Total 2019</b>
<b>Note</b>	<b>£</b>	<b>£</b>
Governance costs	7 22,626	19,726
Activities undertaken directly	64,114	63,585
Staff costs	68,581	74,189
Subcontract cost	18,311	-
Volunteer expenses	2,798	2,815
Raising funds	4,631	6,336
	<u>181,061</u>	<u>166,651</u>

#### 7 Analysis of governance and support costs

##### Governance costs

	<b>Total 2020</b>	<b>Total 2019</b>
	<b>£</b>	<b>£</b>
Independent Examiner's remuneration	474	350
Other governance costs	21,552	17,383
Allocated support costs	-	1,993
Legal fees	600	-
	<u>22,626</u>	<u>19,726</u>

## Haringey Migrant Support Centre

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 8 Grants

##### Analysis of grants

	Grants received	
	2020	2019
	£	£
<b>Analysis</b>		
Heinz, Anna and Carol Kroch Foundation	13,419	10,737
St John Southworth Caritas Fund	-	1,500
H Beech	-	1,000
The Vicar's Relief Fund	-	350
Mary Strand Trust	6,250	2,200
Methodist Church Fund	70	60
National Zakat Foundation	560	4,149
New Cheshire East	100	-
R L Glasspool Charity Trust	50	-
Sheila Hind Trust	50	-
	<hr/>	<hr/>
	20,499	19,996

We received grants from the above funders, which we have passed on to our visitors. An important element in the Charity's work is that of applying for small hardship grants for individual visitors who are suffering destitution. This income is not recognised in the accounts as we do not have entitlement to it, we accept it on behalf of our visitors and pass it on to them.

## Haringey Migrant Support Centre

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

#### 10 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
<b>Staff costs during the year were:</b>		
Wages and salaries	63,927	68,560
Social security costs	2,414	2,764
Pension costs	2,240	2,865
	<u>68,581</u>	<u>74,189</u>

No employee received emoluments of more than £60,000 during the year.

#### 11 Independent examiner's remuneration

	2020 £	2019 £
Examination of the financial statements	<u>474</u>	<u>350</u>

#### 12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## Haringey Migrant Support Centre

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 13 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
At 1 April 2019	9,386	9,386
Additions	5,471	5,471
At 31 March 2020	<u>14,857</u>	<u>14,857</u>
<b>Depreciation</b>		
At 1 April 2019	6,172	6,172
Charge for the year	3,470	3,470
At 31 March 2020	<u>9,642</u>	<u>9,642</u>
<b>Net book value</b>		
At 31 March 2020	<u>5,215</u>	<u>5,215</u>
At 31 March 2019	<u>3,214</u>	<u>3,214</u>

The Charity would like to acknowledge the generous donation from the Pret Foundation of computer equipment with a book value of £3,156.48 which figure is now reflected in the fixed assets shown in these accounts.

#### 14 Debtors

	2020 £	2019 £
Trade debtors	500	2,223
Prepayments	2,218	431
Accrued income	12,862	-
Other debtors	1,250	1,600
	<u>16,830</u>	<u>4,254</u>

#### 15 Cash and cash equivalents

	2020 £	2019 £
Cash on hand	1,030	411
Cash at bank	82,023	70,319
	<u>83,053</u>	<u>70,730</u>

## Haringey Migrant Support Centre

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 16 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	1,908	12,244
Other taxation and social security	3,723	3,173
Other creditors	1,719	1,229
Accruals	7,103	5,199
	14,453	21,845

#### 17 Funds

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>				
General	31,984	46,351	(54,341)	23,994
Designated	4,167	-	-	4,167
<b>Total unrestricted funds</b>	36,151	46,351	(54,341)	28,161
<b>Restricted funds</b>	21,671	167,533	(126,720)	62,484
<b>Total funds</b>	57,822	213,884	(181,061)	90,645

## Haringey Migrant Support Centre

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 18 Detail fund movement

	At the start of the year	Incoming resources and gains	Outgoing resources and gains	Transfer	At the end of the year
<b>Restricted funds:</b>					
A B Charitable Trust	8,602	-	(8,602)		-
Centre for Innovation in Voluntary Action	-	5,000	-		5,000
City Bridge Trust	2,000	12,000	(14,000)		-
Clothworkers' Foundation	3,393	-	(3,393)		0
Garfield Weston Foundation	-	15,000	(2,500)		12,500
Hackney Migrant Centre	-	20,092	(19,688)		404
HAVCO Legacy	21	-	(21)		-
London Legal Support Trust	-	5,000	(4,939)		61
The Henry Smith Charity	4,005	30,000	(29,000)		5,005
The Hornsey Parochial Charities	2,000	4,000	(4,000)		2,000
The National Lottery Community	279	24,527	(6,107)		18,699
Trust for London (2019-22)	-	38,730	(30,398)		8,333
Hardship Fund	1,356	-	(1,356)	-	-
Hardship Fund - London Catalyst	15	-	(15)		-
Hardship Fund - Covid-19		11,784	(1,302)		10,482
Hardship Fund - LCRF		1,400	(1,400)		-
<b>Total restricted funds</b>	<b>21,671</b>	<b>167,533</b>	<b>(126,720)</b>	<b>-</b>	<b>62,484</b>
		167,533	125,662		
<b>Unrestricted funds</b>					
<b>Designated funds:</b>					
HMSC Friends		770	(25)		745
The Reel Fund	4,167	10,000	(10,000)		4,167
					-
Total designated funds	4,167	10,770	(10,025)	-	4,912
					-
General funds	30,518	35,581	(44,315)	-	21,783
					-
Prior year adjustment	1,466				1,466
Total unrestricted funds	<b>36,151</b>	<b>46,351</b>	<b>(54,340)</b>	<b>-</b>	<b>28,161</b>
<b>Total funds</b>	<b>57,822</b>	<b>213,884</b>	<b>(181,061)</b>	<b>-</b>	<b>90,645</b>