

REGISTERED COMPANY NUMBER: 06308078 (England and Wales)  
REGISTERED CHARITY NUMBER: 1120609

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**  
**FOR**  
**INTEGRATION SUPPORT SERVICES**

Brindley Millen Ltd  
167 Turners Hill  
Cheshunt  
Hertfordshire  
EN8 9BH

## **INTEGRATION SUPPORT SERVICES**

### **CONTENTS OF THE FINANCIAL STATEMENTS** **for the Year Ended 31 March 2020**

	<b>Page</b>
<b>Chair's Report (Alla Kurhanska)</b>	1
<b>Report of the Trustees</b>	2 to 6
<b>Independent Examiner's Report</b>	7
<b>Statement of Financial Activities</b>	8
<b>Balance Sheet</b>	9
<b>Notes to the Financial Statements</b>	10 to 16
<b>Detailed Statement of Financial Activities</b>	17

## **INTEGRATION SUPPORT SERVICES**

### **CHAIR'S REPORT (ALLA KURHANSKA)**

#### **for the Year Ended 31 March 2020**

It has been 10 years since ISS became a part of my life. I first started as a service user 10 year ago, when my son was a toddler and I was bringing him to the Children's Saturday club in the Tree House. Attending the Children's club was a good opportunity for me to meet other mums, make friends and socialize. ISS helped my son to find friends and playmates. Apart from my son, my mother also benefited from the charity (6 years ago) when she attended free English lessons provided by ISS to adults who struggled with English.

I always wanted to give something back to ISS that supported me and my family members, when we were most vulnerable. Therefore, 9 years ago I started volunteering for the charity by helping to run Culture and Communication Group for Women.

It has been 4 years since I became a member of the board of trustees and 2 years of being the chair of the board.

During these years, I have seen the charity to grow and develop. ISS has received generous funding from BBC Children in Need, The National Lottery Community Fund and Essex Community Foundation. Thanks to our funders, ISS was able to continue working hard on delivering so much needed projects and support our community. In the last year ISS has been running various projects and activities: The Stepping Stones project, Talking Groups, Reading Circle, Literacy Booster, Volunteer Workshops, etc. In addition, ISS continued supporting people with immigration advice, job seeking, information on benefits, etc. ISS has a school for adults, called Falcon School of English, which provides English lessons from Pre-Entry to Entry 3. Every year during summer ISS organized trips for families to the seaside, London attractions and other places. All these activities help migrants, refugees, asylum seekers and ethnic minorities to integrate into the English society, improve their English and feel a part of the community.

At the end of March 2020, ISS had to move all its services online due to the lockdown, associated with Covid 19 pandemic. ISS played a major role in supporting vulnerable clients during the pandemic by the means of internet. Falcon School of English was running lessons via Zoom. Saturday Children's club was moved online with virtual play sessions for toddlers. I am proud to say that despite the challenges that ISS faced during the lockdown, the charity was still going strong and managed to maintain all its services for the benefit of the community. I can see ISS expanding and flourishing even more in the future due to the increasing demand for what it does.

## **INTEGRATION SUPPORT SERVICES**

### **REPORT OF THE TRUSTEES** **for the Year Ended 31 March 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of 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 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Aims, Objects and Activities**

The objects and activities of the charitable company are for the benefit of the public in Essex and Hertfordshire, and specifically in West Essex and East Herts area.

##### **Constitutional Aims**

- To advance education and relieve financial hardship amongst those seeking asylum and those granted refugee status, other migrants and their families, principally those in Essex and Hertfordshire particularly by the provision of legal and other advice.
- To preserve and protect the physical and mental health of those seeking asylum and those granted refugee status, other migrants and their families, principally those residents in Essex and Hertfordshire.
- To advance the education of the public in general about the issues relating to refugees, those seeking asylum and migrants, to promote community cohesion, social inclusion and a better understanding between communities.
- The provision of facilities for recreation or other leisure time occupation for the benefit of the community in Essex and Hertfordshire to improve the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances.

##### **Mission Statement**

Supporting the successful integration of migrants, refugees, BME community members and groups in Essex and Hertfordshire.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Chief Executive's Report (Elaheh Akbari)**

My name is Elaheh Akbari, and I am the new interim CEO of ISS. I joined the organisation in mid-September 2020.

The reporting period was particularly a challenging year taking into account the Covid-19 pandemic, dealing with a new phenomenon and moving services on line. However, discussions with staff, board of trustees, studying the collected data and looking at feedback from ISS's service users, all have indicated that ISS managed to achieve all its targets and objectives for the year ending 31st March 2020.

I am extremely pleased of the hard work of ISS's staff, volunteers and casual workers. My sincere thanks and appreciations also go to the board of trustees who all gave ISS ongoing guidance, support and motivation. The workforce has been solid in their commitment and passion to work with refugees, asylum seeker and migrants. No doubt, they must have thrown huge amounts of time, energy and creativity into their work.

Although we still live in a volatile environment due to issues around Brexit to the treatment of refugees, asylum seekers and migrants and challenges of ongoing Covid 19, I am relieved to see that how supportive our partner and our network colleagues who work in Harlow councils, in vulnerable and charity sectors have been to us. It is so privileged to be encircled by such enthusiastic and good people. Is also uplifting to see that ISS has such loyal network of supporters and individual donors. We are so grateful for your support and kindness.

Finally, on behalf of the team and all our clients, I would also like to express our sincere appreciations to all our funders who have empowered us to provide the services that we set ourselves to do.

##### **Summary of achievements**

###### **Activities:**

A number of social and community celebration events were delivered: A Multicultural Food Day (Great Pardon Community Centre), Family Play Day (Harlow Town Park), 2 social Trips (London Hyde Park, Southend On sea) during Summer, Black History Month Celebration, Halloween Party (Tree House Family Hub, Harlow), End of the Year Celebration (Tree House Family Hub) and International Women's Day. The aim was to provide opportunities to learn from a variety of cultures, heritages and develop better social links. Furthermore, to create a support between migrants and local communities. We managed to achieve our aim and reached out to over 500 people.

We also delivered 6 Awareness Sessions over 3 days at Passmores Academy, reaching 220 young people and 2 sessions at Harlow College reaching around 150 students.

## **INTEGRATION SUPPORT SERVICES**

### **REPORT OF THE TRUSTEES** **for the Year Ended 31 March 2020**

#### **Falcon School**

**The COVID-19 Pandemic** has been an unexpected challenge that has affected the functioning of the school quite dramatically. In response, we moved all classes online and held 2 talking groups. Initially, we faced some challenges during this time. One was taking on new students and the other was helping students gain access to online classes. Some students either had changes in their work schedules or did not have the right equipment to be able to access. This can also be added to the general stress and worry that would have affected everyone in these unusual times. Since lockdown, we are all working with many uncertainties and need to remain adaptable. Despite the challenge, however, the teaching team has been very perseverant and extremely dedicated to delivering the service. We have managed to run a whole summer term online and are planning to use this experience to expand the teaching skill set. This has been seen as a learning opportunity as appose to a hindrance.

#### Courses and Sessions:

The courses and sessions that were run throughout this funding were as follows.

- Formal ESOL classes: Pre Entry - Entry 3
- Practical Sessions: Reading Circle, Literacy Booster, Talking Groups

It was decided that a variation in practical sessions would be more beneficial to the students and therefor instead of delivering solely conversation classes we branched out into other sessions. This has proven to be quite successful.

#### ESOL Classes:

These Courses were delivered by CELTA qualified teachers to the highest standards. Various teaching strategies are used by the teachers improve all aspects of the students' learning. Not only did the students make progress in their learning, they also forged new friendships and had an opportunity to learn and communicate with people from other cultures. We used the Headway series and the ESOL Skills for Life materials were used for the courses, and these materials covered all the skills.

The aim was for students to be able to sit Trinity exams in our centre, however, we were unable to carry this out due to the COVID 19 Pandemic. We had our own methods of assessment by using practice exams at the end of each term giving both student and teacher an indication of where they are in their learning and the next steps needed for their progression. We also used monitoring and evaluation tools to measure the overall success of our courses. We are pleased to report that 85% of the students surveyed were satisfied and very satisfied with their progression. In addition, 95% were satisfied and very satisfied with the service delivery.

#### Practical Sessions:

The aim of the practical sessions varied depending on the session. Below is a description of the session and its aims. However, in general, all of the practical sessions shared the following common objectives:

- Give additional opportunity for more practice in using their English.
- Help to increase social interaction for people who might otherwise be isolated.
- Increase their confidence in using English.

#### Reading Circle:

This practical session was aimed at learners with a higher English proficiency. This is a particularly useful mode of study as it can incorporate all the skills; reading writing and speaking, and is an effective way of enhancing critical thinking skills. At the end of each term the students would have read a whole book in English, which is a great achievement for the learner. The aim was also to ignite an enthusiasm for reading in English and breaking down barriers students may have towards reading in English. The syllabus was designed by a team of dedicated teachers and volunteers and has proved to be very well received by the students.

#### Literacy Booster:

This course aimed to scaffold the learning of the lower ability students with studying phonics, vocabulary and supporting students with writing using the English script. Some of our students needed that extra support with forming letters in English and found this particularly useful. The mode of delivery for this course was a combination of task based learning which allowed students to choose things they wanted to work on and whole group learning.

## **INTEGRATION SUPPORT SERVICES**

### **REPORT OF THE TRUSTEES** **for the Year Ended 31 March 2020**

Talking groups:

As seen with other courses, structure is vital and allows all the people involved have objectives to achieve. To begin with we faced some issues with attendance of the talk groups. Volunteers were finding it increasingly difficult to engage students. However, we designed our own syllabus made up of topics and for each topic there were varied and engaging speaking activities that aimed at enhancing the students' abilities to communicate. We also delivered a 2-day workshop for our volunteers on being a facilitator of a successful talking group. Since doing this, the attendance was dramatically improved.

We offered total of 960 hours of formal learning and practical sessions to 265 Students.

#### **Information, Advice and Guidance (IAG)**

Employment, education, health, housing and other integration issues:

200 people received IAG through more than 300 sessions.

Brexit and immigration:

Total of 80 clients were supported. Advice were offered to EU migrants on how to prepare for Brexit. Clients were also advised on how to fill in applications for Settled and Pre-settled status and how to apply for British Citizenship.

#### **Women's Group Meetings**

A group was established in Harlow, Town Centre - Family Solutions. Offered 48 sessions with the focus on empowerment, sharing of experiences and information from other women speakers to boost knowledge and confidence for better life.

#### **Stepping Stones**

16 women were recruited. The project offered language provision, training, Information, Advice and Guidance on various issues, as well as one to one support.

#### **Saturday Club**

These are family drop in sessions at the Tree House Children Centre in Harlow. 115 families joined various activities during the reporting period. An average of 15 families attended each session. These sessions provided opportunities for families to get together, sharing experiences and information, allowing their children to play in a safe and secure environment, and having a quality time. Moreover, not only meeting others but also building resilience and confidence in a safe welcoming environment. Children took parts in art and craft, imaginative playing, music, story time, messy play and other activities.

#### **Partnership Working**

Harlow Multi Agency Centre and Loughton Multi Agency Centre, held at Job Centre on monthly bases. Partners offered advice and information and support to each other's clients. In conjunction with our partners, Mind, Safer Places, Pea Body, Street2Homes, ISS provided monthly AIG on immigration matters, welfare entitlements, housing, health, education and other integration issues.

In conjunction with local Food Bank, ISS offered over 100 food parcels and food vouchers to many families facing financial difficulties.

Harlow Together - was a partnership programme to understand and promote community cohesion and resilience, through research, engaging communities, enabling access to information, ESOL, employability provision, and better public services. This partnership consisted of ISS, Harlow council (lead partner) and Rainbow Services (Harlow).

## **INTEGRATION SUPPORT SERVICES**

### **REPORT OF THE TRUSTEES** **for the Year Ended 31 March 2020**

#### **FINANCIAL REVIEW**

##### **Financial Report 2020 (Treasurer Valiantina Ellice)**

It has been another successful despite being challenging year for our charity. I would like to thank our staff and volunteers, as well as funders, partners and supporters for helping us deliver some excellent projects this year.

Our main funder for this year has been the Big Lottery. ISS received 5 year funding from Big Lottery in April 2019, the funding will end in March 2024. This funding is for £ 396,000 in total for the duration of five years. This year ISS already received £ 76,674 to support "The Pathways to Integration Project".

Apart from Big Lottery, ISS is also being funded by BBC Children in Need. ISS has a 3 year funding from BBC Children in Need for the total amount of £ 81,688 which started in June, 2019. This financial year ISS has already received the first payment of £ 21,360 from BBC Children in Need. This funding covers the cost of running Saturday Children's Club at the Tree House Children's Centre in Harlow.

In addition, ISS received £10,000 from HDC Harlow Council and another £10,000 from Essex Community Foundation (Chiron Fund) following a successful submission of our report for previous year. These two funds covered the expense of our core activities associated with providing support to the immigration community, refugees, asylum seekers and BME community in Essex and Hertfordshire.

Another significant funding was received by ISS from Forced Migration Fund that paid £62,500 to ISS to support running English school for adults, called Falcon School of English which is a part of ISS. This funding started in March, 2019 and finished in August, 2020. The project was delivered in collaboration with Harlow Council and Rainbow Services. Its aim was to provide learning opportunities for migrants, refugees, asylum seekers and BME community in Harlow and surrounding areas.

ISS also received £1,300 from Essex County Youth Volunteering grant.

Overall, the level of ISS income this financial year has significantly increased compared to 2019. However, the amount of expenditure has increased as well.

Our figures are as follows:

	<b>2020</b>	<b>2019</b>
Income	£197,772	£110,581
Expenditure	£156,054	£110,560
<b>Net Income</b>	<b>£41,718</b>	<b>£21</b>

In conclusion, this financial year our income increased by £87,191 and expenditure increased by £45,473 compared to 2019. Moreover, we can see a substantial increase in net income by £41,697 this financial year. We have successfully achieved all our objectives and targets and we are delighted that we have a positive forecast for the coming years.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

Integration Support Services is governed by a board of Trustees who have the power to appoint, and remove, any member as and when necessary. All Trustees give their time and expertise freely receiving no remuneration for their work as a Trustee.

The board are a multi-disciplinary group bringing a variety of skills to the charity. The board has appointed a Chief Executive Officer who has executive responsibility for the strategic development and management of the organisation, the preparation and implementation of the strategic plan as developed, and for the growth and expansion of the organisation, under the supervision of and with the support of, the Board of Directors.

Reporting to the Chair and the Board of Directors, the Chief Executive Officer has overall responsibility for service delivery, advocacy, policy development and research programmes.

The governing document of ISS is the Memorandum of Association as revised and agreed with the charity commission on 14th November 2010. The charity is also a company limited by guarantee.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

06308078 (England and Wales)

##### **Registered Charity number**

1120609

## **INTEGRATION SUPPORT SERVICES**

### **REPORT OF THE TRUSTEES** **for the Year Ended 31 March 2020**

#### **Registered office**

Office 37, Latton Bush Centre  
Southern Way  
Harlow  
Essex  
CM18 7BL

#### **Trustees**

Doreen Sangster (resigned 23.7.20)  
Alla Kurhanska Chair  
Timothy Tabaaro Tumwesigire (resigned 16.6.20)  
Valentina Ellice  
Niall Ramphal (resigned 1.5.19)  
Sarvamangala Jayashetty (appointed 1.5.19)  
Pooja Jain  
Sayali Nikhil Shah

#### **Company Secretary**

Sarvamangala Jayashetty

#### **Independent Examiner**

Brindley Millen Ltd  
167 Turners Hill  
Cheshunt  
Hertfordshire  
EN8 9BH

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

**Jan 18, 2021**

Approved by order of the board of trustees on ..... and signed on its behalf by:



Alla Kurhanska (Jan 18, 2021 11:35 GMT)

.....  
Alla Kurhanska - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
INTEGRATION SUPPORT SERVICES**

**Independent examiner's report to the trustees of Integration Support Services ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020.

**Responsibilities and basis of report**

As the charity's trustees of the Company (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 the Company 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 the Company 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.

  
mwbrindley (Jan 18, 2021 16:38 GMT)

Maurice Brindley BSc FCA  
Brindley Millen Ltd  
167 Turners Hill  
Cheshunt  
Hertfordshire  
EN8 9BH

Date: **Jan 18, 2021**  
Date: .....

**INTEGRATION SUPPORT SERVICES**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**  
**for the Year Ended 31 March 2020**

	Notes	Unrestricted fund £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	1,245	-	1,245	3,321
<b>Charitable activities</b>	3				
Integration Support Services		24,693	171,834	196,527	107,260
<b>Total</b>		25,938	171,834	197,772	110,581
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	4				
Integration Support Services		12,030	144,024	156,054	110,560
<b>NET INCOME</b>		13,908	27,810	41,718	21
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		59,978	21,250	81,228	81,207
<b>TOTAL FUNDS CARRIED FORWARD</b>		73,886	49,060	122,946	81,228

**BALANCE SHEET**

**31 March 2020**

	Notes	Unrestricted fund £	Restricted funds £	31.3.20 Total funds £	31.3.19 Total funds £
<b>CURRENT ASSETS</b>					
Debtors	10	-	-	-	26,100
Cash at bank and in hand		75,902	49,060	124,962	61,113
		<u>75,902</u>	<u>49,060</u>	<u>124,962</u>	<u>87,213</u>
<b>CREDITORS</b>					
Amounts falling due within one year	11	(2,016)	-	(2,016)	(5,985)
		<u>73,886</u>	<u>49,060</u>	<u>122,946</u>	<u>81,228</u>
<b>NET CURRENT ASSETS</b>					
		<u>73,886</u>	<u>49,060</u>	<u>122,946</u>	<u>81,228</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>73,886</u>	<u>49,060</u>	<u>122,946</u>	<u>81,228</u>
<b>NET ASSETS</b>		<u>73,886</u>	<u>49,060</u>	<u>122,946</u>	<u>81,228</u>
<b>FUNDS</b>	12				
Unrestricted funds				73,886	59,978
Restricted funds				<u>49,060</u>	<u>21,250</u>
<b>TOTAL FUNDS</b>				<u>122,946</u>	<u>81,228</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on Jan 18, 2021 and were signed on its behalf by:

Valiantsina Ellice  
Valiantsina Ellice (Jan 18, 2021 14:53 GMT)  
Valentina Ellice - Trustee

## **INTEGRATION SUPPORT SERVICES**

### **NOTES TO THE FINANCIAL STATEMENTS**

#### **for the Year Ended 31 March 2020**

## **1. ACCOUNTING POLICIES**

### **Basis of preparing the financial statements and assessment of going concern**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

### **Income**

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

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Taxation**

The company, being a charity, is not liable for income tax or corporation tax. Value Added Tax is not recoverable and is included in the relevant charges for expenses.

### **Debtors**

Trade and other debtors are recognised at the settlement amount, Prepayments are valued at the amount prepaid.

### **Cash at bank and in hand**

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

### **Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount.

### **Fund accounting**

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### **Donated goods and services**

Donated goods and services are included in the Statement of Financial Activities as both income and expenditure, items are included at market value.

### **Company status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the potential liability in respect of the guarantee is limited to £10 per member of the charity.

### **Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially settled at transaction value and subsequently measured at their settlement value.

## INTEGRATION SUPPORT SERVICES

### NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

#### 2. DONATIONS AND LEGACIES

	31.3.20	31.3.19
	£	£
Gifts	1,245	1,733
Donated services and facilities	-	1,588
	<u>1,245</u>	<u>3,321</u>

#### 3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.20	31.3.19
		£	£
Grants	Integration Support Services	181,834	90,508
Sales & Other Income	Integration Support Services	14,693	16,752
		<u>196,527</u>	<u>107,260</u>

Grants received, included in the above, are as follows:

	31.3.20	31.3.19
	£	£
Harlow District Council	10,000	8,000
Family Holiday Association	-	500
BBC Children in Need	21,360	-
Big Lottery	76,674	56,508
Essex Community Foundation (Chiron Fund)	10,000	-
Ministry of Housing, Communities & Local Government	62,500	25,500
Essex County Council - Youth Volunteering grant	1,300	-
	<u>181,834</u>	<u>90,508</u>

#### 4. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 5)	Totals
	£	£	£
Integration Support Services	<u>153,738</u>	<u>2,316</u>	<u>156,054</u>

#### 5. SUPPORT COSTS

	Governance costs
	£
Integration Support Services	<u>2,316</u>

#### 6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.20	31.3.19
	£	£
Independent examination fee	<u>1,956</u>	<u>1,956</u>

## INTEGRATION SUPPORT SERVICES

### NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

#### **7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

##### **Trustees' expenses**

	31.3.20	31.3.19
	£	£
Trustees' expenses	360	339
	<u>          </u>	<u>          </u>

Trustees expenses represent room hire, refreshments and travel costs incurred by trustees for meetings.

#### **8. STAFF COSTS**

	31.3.20	31.3.19
	£	£
Wages and salaries	94,939	64,559
Social security costs	4,310	1,356
Other pension costs	2,646	1,255
	<u>          </u>	<u>          </u>
	<u>101,895</u>	<u>67,170</u>

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

	31.3.20	31.3.19
Full-time equivalent	4	3
	<u>          </u>	<u>          </u>

No employees received emoluments in excess of £60,000.

The key management personnel of the charity, comprise the trustees and the CEO. The total remuneration of the key management of the charity were £28,813 (2019: £21,368)

#### **9. 2018/19 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	3,321	-	3,321
<b>Charitable activities</b>			
Integration Support Services	24,752	82,508	107,260
	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total</b>	<u>28,073</u>	<u>82,508</u>	<u>110,581</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Integration Support Services	39,648	70,912	110,560
	<u>          </u>	<u>          </u>	<u>          </u>
<b>NET INCOME/(EXPENDITURE)</b>	<u>(11,575)</u>	<u>11,596</u>	<u>21</u>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<u>71,553</u>	<u>9,654</u>	<u>81,207</u>
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>59,978</u>	<u>21,250</u>	<u>81,228</u>

# INTEGRATION SUPPORT SERVICES

## NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

### 10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20	31.3.19
	£	£
Trade debtors	-	25,600
Other debtors	-	500
	<u>-</u>	<u>26,100</u>

### 11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20	31.3.19
	£	£
Trade creditors	60	2,814
Social security and other taxes	-	1,215
Accrued expenses	1,956	1,956
	<u>2,016</u>	<u>5,985</u>

### 12. MOVEMENT IN FUNDS

	At 1.4.19	Net movement in funds	At 31.3.20
	£	£	£
<b>Unrestricted funds</b>			
General fund	59,978	13,908	73,886
<b>Restricted funds</b>			
Big Lottery	-	42,911	42,911
Ministry of Housing, Communities and Local Government	21,250	(16,401)	4,849
Youth Volunteering	-	1,300	1,300
	<u>21,250</u>	<u>27,810</u>	<u>49,060</u>
<b>TOTAL FUNDS</b>	<u>81,228</u>	<u>41,718</u>	<u>122,946</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	25,938	(12,030)	13,908
<b>Restricted funds</b>			
BBC Children in Need	21,360	(21,360)	-
Big Lottery	76,674	(33,763)	42,911
Essex Community Foundation (Chiron Fund)	10,000	(10,000)	-
Ministry of Housing, Communities and Local Government	62,500	(78,901)	(16,401)
Youth Volunteering	1,300	-	1,300
	<u>171,834</u>	<u>(144,024)</u>	<u>27,810</u>
<b>TOTAL FUNDS</b>	<u>197,772</u>	<u>(156,054)</u>	<u>41,718</u>

## INTEGRATION SUPPORT SERVICES

### NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

#### 12. MOVEMENT IN FUNDS - continued

##### Comparatives for movement in funds

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
<b>Unrestricted funds</b>			
General fund	71,553	(11,575)	59,978
<b>Restricted funds</b>			
Awards for All	3,400	(3,400)	-
Big Lottery	3,754	(3,754)	-
Essex Community Foundation (Youth Action Fund)	2,500	(2,500)	-
Ministry of Housing, Communities and Local Government	-	21,250	21,250
	<u>9,654</u>	<u>11,596</u>	<u>21,250</u>
<b>TOTAL FUNDS</b>	<u>81,207</u>	<u>21</u>	<u>81,228</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	28,073	(39,648)	(11,575)
<b>Restricted funds</b>			
Awards for All	-	(3,400)	(3,400)
Family Holiday Association	500	(500)	-
Big Lottery	56,508	(60,262)	(3,754)
Essex Community Foundation (Youth Action Fund)	-	(2,500)	(2,500)
Ministry of Housing, Communities and Local Government	25,500	(4,250)	21,250
	<u>82,508</u>	<u>(70,912)</u>	<u>11,596</u>
<b>TOTAL FUNDS</b>	<u>110,581</u>	<u>(110,560)</u>	<u>21</u>

## INTEGRATION SUPPORT SERVICES

### NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

#### 12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.18 £	Net movement in funds £	At 31.3.20 £
<b>Unrestricted funds</b>			
General fund	71,553	2,333	73,886
<b>Restricted funds</b>			
Awards for All	3,400	(3,400)	-
Big Lottery	3,754	39,157	42,911
Essex Community Foundation (Youth Action Fund)	2,500	(2,500)	-
Ministry of Housing, Communities and Local Government	-	4,849	4,849
Youth Volunteering	-	1,300	1,300
	<u>9,654</u>	<u>39,406</u>	<u>49,060</u>
<b>TOTAL FUNDS</b>	<u>81,207</u>	<u>41,739</u>	<u>122,946</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	54,011	(51,678)	2,333
<b>Restricted funds</b>			
Awards for All	-	(3,400)	(3,400)
Family Holiday Association	500	(500)	-
BBC Children in Need	21,360	(21,360)	-
Big Lottery	133,182	(94,025)	39,157
Essex Community Foundation (Chiron Fund)	10,000	(10,000)	-
Essex Community Foundation (Youth Action Fund)	-	(2,500)	(2,500)
Ministry of Housing, Communities and Local Government	88,000	(83,151)	4,849
Youth Volunteering	1,300	-	1,300
	<u>254,342</u>	<u>(214,936)</u>	<u>39,406</u>
<b>TOTAL FUNDS</b>	<u>308,353</u>	<u>(266,614)</u>	<u>41,739</u>

**Big Lottery:** £56,508 to support vulnerable families in Harlow to have better knowledge and understanding to access services, Improve Employment Opportunities through Volunteering, Increase language skills through ESOL Classes, Raise awareness on Hate Crime and increase participation in social and other activities.

**Essex Community Foundation (Youth Action Fund):** £5,000 towards the development of a Young mentors project given in 2018, providing volunteering and other social interaction activities for vulnerable young people in Harlow such as Asylum Seekers, Migrants and other isolated Ethnic groups, was spent in the year.

**Big Lottery -Awards for ALL:** £9,915 given in 2018, to support our Young Mentors Project by enabling 12 Young People to participate in a Sailing Trip in collaboration with The Cirdan Sailing Trust, was spent in the year.

**Ministry of Housing, Communities and Local Government fund:** £25,500 awarded to support English provision through formal and informal learning in Harlow with aims to reduce barriers to integration and improve life opportunities for migrants, refugees and other ethnic groups in our area.

## **INTEGRATION SUPPORT SERVICES**

### **NOTES TO THE FINANCIAL STATEMENTS - continued** **for the Year Ended 31 March 2020**

#### **13. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2020.

#### **14. DONATED GOODS AND SERVICES**

During 2019, £899 of internet search advertising was received by the charity from Google.

In addition to this the Tree House Children Centre has offered ISS free access to their premises and other play and learn equipment's, coffee area, meeting rooms and garden area. The estimated value of this in kind contribution if we had to rent privately will be around £10,000/ year.