Charity Number: 1143912 Company Number: 07519992

# ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

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# REFERENCE AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2020

Charity number

1143912

Company number

07519992

Contact Address & c/o

Copleston Office

Copleston Road

London SE15 4AN

**Trustees** 

Ms J Kelly

Ms G Reeve (chair)

Mr S Taylor Mrs M Boley

Mr A Roberts (Resigned)

Revd. Rosemary Shaw (Resigned)

Sallie Barnes (Resigned)

Tod Heyda Ajoke Ojie Sarah

Gay Barry

Caroline McGill (Treasurer)

John Rhodes Sally Inman

Independent Examiner

Community 360 Winsley's House High Street

Colchester Essex, CO1 1UG

**Bankers** 

Barclays Bank

## TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020

#### Structure, governance and management

#### Governing document

The Southwark Day Centre for Asylum Seekers is an incorporated company limited by guarantee number 07519992. Registered under charity number 1143912 and governed by the memorandum and articles of association which were adopted on the 30<sup>th</sup> of August 2011.

#### The organisation and decision-making structure

Members are appointed by the Board of Trustees (the directors of the charity). There is no maximum number of Trustees and the minimum is three. The trustee board normally meets on a monthly cycle and is required to hold an Annual General Meeting ("AGM") and not more than 15 months may elapse between successive AGMs. The board delegates areas of work to sub-groups who report regularly to the chair and to board meetings., The sub-groups are finance and fundraising, social media, human resources and facilities. Each sub-group is chaired by a trustee, with the exception of the finance and fundraising group which is chaired by a volunteer.

#### The Director

The Director is responsible for the day to day management of the Charity's affairs and for implementing policies agreed by the Board of Trustees.

#### Statement of Trustee Responsibilities and overall Governance

The Trustees have overall responsibility for ensuring that the Charity has appropriate systems and controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the Charity and for their proper application as required by charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Risk Management**

The Trustees have reviewed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity and are satisfied that systems are in place to mitigate exposure to the major risks.

#### Objectives of the charity

The relief of poverty, the promotion of health and the advancement of education of asylum seekers and refugees in the London Borough of Southwark.

To provide or assist in the provision of facilities in the interest of social welfare for recreation or other leisure time occupation of asylum seekers and refugees who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

## TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020

The year 2019/20 has been a busy one. The major concerns during the financial year have been:

- Sustaining the weekly drop-in facilities at the Copleston Centre, Peckham Park Rd Baptist Church (PPRBC) and St Mary Newington
- · Sustaining our network of individuals and agencies supporting asylum seekers
- Identifying resources to be able to meet the most acute needs of destitute asylum seekers and refugees
- Putting together successful funding bids to ensure that SDCAS continues to provide a range of services for asylum seekers and refugees

We continue to help over 1,000 clients and their families each year. Our three centres welcomed over 5,000 visits for food, advice, help with health issues and ESOL language training.

#### Activities and projects

- Sessions at PPRBC have continued to focus on the needs of families and under 5's.
- The gardening project has been extremely successful
- St Mary Newington on Thursdays has continued to go well
- We continue to work with ARSP to have one full time volunteer from Poland or Germany who provide an excellent addition to the team.
- Two members of staff are working on a homelessness project as part of a larger funded Refugee Action Project. One of the aspects of the project is putting together a toolkit for staff and volunteers working with clients with housing issues.
- Researchers who volunteer at SDCAS have completed a research project focussing on the contributions of the gardening project and story-telling classes to the well-being of clients

**Volunteers** are integral to the success of our work. They support the provision of a range of services to clients including advice sessions and educational activities including ESOL, art, story-telling, and gardening. They have, as always, done an excellent job this year.

**Advice** At all three centres, clients come with a range of issues for which they need advice or information. These may include help with general welfare benefits, access to health or education services, concern about their immigration status and housing etc. All these are particularly crucial for clients with no recourse to public funds. We are extremely fortunate in having a core of experienced and able staff and volunteers who have gained considerable knowledge and expertise in these fields of work.

As part of our partnership working, we also have two members of staff from the NHS Health Inclusion Team who comes regularly to all of our centres. We also have access to an Immigration Lawyer from the Citizens Advice Bureau who comes once a month to us and a Welfare Adviser from the Citizens Advice Bureau who comes to one of our centres each week for general welfare advice. Southwark Law Centre is also very accessible to our staff by telephone for appropriate information or support. An Honorary Clinical Senior Lecturer and Consultant Psychologist at Kings College is available on a pro bono basis to give 'on site' support to members of staff on their work with clients with mental health issues.

**Staff development:** Both paid staff and volunteers are attend regular training sessions relating to a range of issues: immigration legislation, first aid, mental health awareness, basic food hygiene etc. **Strategic report** 

The following sections for achievements and performance and financial review form the strategic report of the charity.

# TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020

#### Achievements and performance

We continue to be very much aware of the effects of increasingly punitive legislation on asylum seekers. We note that we are increasingly approaching small trusts and charities for financial support for those who have no recourse to statutory funds. We are also very grateful for the practical support offered by other local groups who contribute food and household items. Our monitoring of referrals indicates that there is an increasing number of clients presenting or being referred with mental health issues arising predominantly from the situation in which they find themselves.

#### **Funders**

We continue to be grateful to the London Borough of Southwark which has again provided a substantial grant towards the core costs. This grant has continued to strengthen our applications to other key funding bodies. We are also immensely grateful for the support we continue to receive from other individual donors, as well as the generosity of all the just over 20 charitable trusts and organisations (listed in Notes 2, 3 and 12 to the accounts) that have helped to fund our work. We have continued to engage with the church and other faith groups across the Borough of Southwark and developed some very fruitful and trusting relationships.

The "Friends of SDCAS" continued to support us, and the funding received from Friends increased by 4.8%. Volunteers and supporters of the charity raised £16,429, an increase of 57.9% on the prior year. We also received a significant number of donations in memory of one of our long-term supporters who sadly passed away. We are extremely grateful for all of this continued support of our community.

#### **Future Developments**

We remain conscious that we must think broadly and widely within resource-driven opportunities. We are committed to:

- · raising awareness of the needs of asylum seekers and refugees
- Working more intensively with clients who wish to become volunteers and use this experience to further their integration
- Working more effectively with clients who have mental health needs and the agencies who support them. This includes supporting them as they receive their status and are able to access training and employment opportunities.
- Working with other agencies to coordinate borough wide interest in the need of asylum seekers and refugees.

#### Financial review

#### Reserves Policy

In light of changes to the funding environment and demand for services, the Trustees agreed an updated Reserves Policy in January 2020. In line with guidance issued by the Charities Commission, the policy calculates target reserves based on potential unplanned expenditure, cashflow requirements and unfunded planned spending. These figures will be updated annually based on the Charity's management accounts and financial forecasts. As at 31 March 2020, our target reserves calculation was as follows:

# TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020

Reserves Category	£
Contingency for 10% of expenditure	20,112
Contingency for financial difficulty:	
Redundancy	18,712
Other	5,000
Contingency for 6 months' temporary senior staff member in case of illness	20,662
6 months min. essential operating costs in case of fundraising shortfall or delay	92,990
Planned spending commitments	18,620
Cash flow trough	15,872
Target Total Funds	191,968
Year end restricted funds balance:	-92,357
Target "free" reserves cash	99,611

As at the year end, the Charity's unrestricted reserves were £82,099. This is short of our target of £99,611, but represents a significant improvement on the prior year position (£34,431). Building unrestricted reserves is challenging due to funders' overwhelming preference to fund specific projects. This improvement in our financial position achieved in the year to 31 March 2020 therefore reflects significant efforts by our finance and fundraising group.

#### Financial Situation

At the end of March 2020, the charity had total funds carried forward of £174,456. This is short of our target total funds of £191,968. As such the charity continues to focus on its fundraising efforts to meet ongoing general running costs and decrease financial risk.

#### Summary

During this year Government legislation has continued to further restrict the ways in which asylum seekers are able to become members of our community. The charity has worked hard and imaginatively to overcome some of these obstacles and we are grateful to individuals and organisations who have worked with us to make a real difference to people's lives. The Trustees' annual report and the strategic report were approved on 20th January 2021 and signed on behalf of the board of trustees by:

Sally Inman (interim chair of trustees)

# INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2020

I report on the accounts of Southwark Day Centre for Asylum Seekersfor the year ended 31st March 2020 which are set out on pages 7 to 14.

#### Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed. The charities gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Association of Accounting Technicians.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act.
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

#### Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent examiner's statement

In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I 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.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:

Community360

Winsley's House, High Street, Colchester, Essex

Date 29th Januar 2021

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# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	Notes	3 C Unrestricted 5 Funds	3 C Restricted 5 Funds	⊛ Co Total Funds	B Prior period 6 Total Funds
Incoming resources					
Incoming resources from generating funds:					
Donations and legacies	2	55,007	600	55,607	54,032
Income from charitable activities	3	11,500	212,345	223,845	161,116
Investment income	4	150	=	150	99
Total incoming resources		66,657	212,945	279,602	215,247
Resources expended					
Raising funds		216	1-1	216	-
Costs of Charitable activities	5	23,241	165,613	188,854	182,810
Total resources expended		23,457	165,613	189,070	182,810
Net income/(expense) for the year		43,200	47,332	90,533	32,438
Previous Year Adjustment	13	4,018	-	4,018	(419)
Transfer between funds	12	449	(449)	=	_
Net income/(expense) for the year after train	nsfers	47,667	46,883	94,551	32,019
Reconciliation of Funds					
Total Funds B/Fwd		34,431	45,474	79,905	47,885
Total Funds C/Fwd		82,099	92,357	174,456	79,905

The notes on pages 9-14 form an integral part of these financial statements.

# BALANCE SHEET AS AT 31 MARCH 2020

		2020		20	19
	Notes	£	£	£	£
Current assets					
Cash at bank and in hand		177,291		79,659	
Debtors	8	1,217		1,391	
		178,508		81,050	
Creditors: amounts falling due within one year	9	4,052		1,146	
Net current assets			174,456		70.005
			NAME OF TAXABLE PARTY.		79,905
Net assets			174,456		79,905
Funds					
Unrestricted income funds	12		82,099		34,431
Restricted income funds	12		92,357		45,474
			174,456	-	79,905

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

#### Director's responsibilities

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

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

These financial statements were approved by the board of trustees and were authorised for issue. They are signed on behalf of the board by:

Signed Date 28 January 2021
Sally Inman (Acting Chair)
Trustee

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

#### 1 Accounting policies

#### 1.1 Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practise 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) and the Companies Act 2006.

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

#### 1.2 Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income;

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable, and its amount can be measured reliably.
- · legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is
  inpractible to measure reliably, in which case the value is derived from the cost to the donor
  or the estimated resale value. Donated facilities and services are recognised in the accounts
  when received if the value can be reliably measured. No amounts are included for the contribution
  of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### 1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully revcovered, and is classifed under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking
  activities that further its charitable aims for the benefit of its beneficiaries, including those support
  costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

#### 1.4 Fund accounting

Unrestricted funds are avaliable for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subject to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

#### 1.4 Going concern

There are no material uncertainties about the charity's ability to continue.

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2 Donatio	ns and Legacies	2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		£	£	£	£
Donation		23,960	600	24,560	31,799
Friends of	donations	11,618	<b>=</b>	11,618	11,077
Churche	S	<u> -</u>	<u>~</u> ?	-	750
Counterp	orint	3,000	=	3,000	-
Fundrais	sing	16,429	-	16,429	10,406
		55,007	600	55,607	54,032
3 Income	from Charitiable Activities	2020	2020	2020	2019
		Unrestricted		Total	Total
		£	£	£	£
Grants					-
Garfield	Weston Foundation	=	40,000	40,000	-
Southwa	rk Council	<u>-</u>	45,321	45,321	45,321
Catholic	Womens League	-	3,150	3,150	2,850
Wakefiel	ld and Tetley	-	4,950	4,950	4,950
National	Zakat Foundation	<u>~</u>	800	800	-
National	Maritime Museum	_	445	445	-
City of Lo	ondon	-	8,920	8,920	-
Henry Sr	mith		15,000	15,000	15,000
Adrian S	wire Charitable Trust	11,500		11,500	-
Peoples	Health Trust	-	-	-	4,296
ARSP		-	-3	-	780
London (	Community Foundation	-	15,000	15,000	10,000
Mercers		-	25,000	25,000	-
Awards f			-	-	9,818
C&M Fle		-	6,000	6,000	6,000
Clothwor	kers Foundation	-	_	-	8,000
	n Museum	÷	-	=	300
Refugee		-	29,009	29,009	21,071
	ocks Farm	-	-	-	1,850
Truemar		-	=	-	3,000
	aviour's Trust	( <del>4</del> )	18,750	18,750	26,625
	h Maud Emellis Trust	<del>-</del>	-	-	500
	r Refugees	3	=	-	155
Buttle				_	600
		11,500	212,345	223,845	161,116

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

4	Investment Income	2020 Unrestricted	2020 Restricted	2020 Total £	2019 Total £
	Bank Interest Receivable	150 150		150 150	99
5	Charitable Activities				
		2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Total £
	Wages and Salaries	2,594	108,949	111,543	92,627
	Employers NIC	150	4,014	4,165	2,790
	Employers pension	138	3,212	3,350	1,702
	Rent	6,280	15,735	22,015	21,290
	Equipment	42	3,487	3,530	4,831
	Insurance	387	1,449	1,836	588
	Accountancy fees	-	456	456	4,620
	Telephone	496	1,195	1,691	1,631
	Other office costs	3,265	1,641	4,905	4,861
	Travel expenses	1,649	2,551	4,200	5,135
	Food services	738	8,576	9,314	8,647
	ARSP	-	1 <u>=</u>	=	1,840
	Hardship Allowance	3,069	5,329	8,398	5,878
	Sundry Expenses	692	-	692	2,814
	Childcare	528	4,286	4,814	3,534
	Activities	2,428	1,355	3,784	2,926
	Professional fees	404	776	1,180	1,696
	Counselling	75	:=	75	45
	Training	-	-	-	573
	Gardening Project	306	2,600	2,906	14,782
		23,241	165,613	188,854	182,810

#### 6 Employees remuneration

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020 Total £	2019 Total £
Wages and salaries	111,543	92,627
Social security costs	4,165	2,790
Employer contributions to pension plans	3,350	1,702
	119,058	97,119

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

#### 6 Employees remuneration continued

The average head count of employees during the year was 7 (2019: 7). The average number of full-time equivalent employees during the year is analysed as follows:

	2020	2019
	Total	Total
Project Coordinator	1	1
Project Workers	5	5
Administrator	1	1
	7	7

2020

2040

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

#### **Key Management Personnel**

During the year total remuneration of £62,581.78 was paid to key management personnel.

#### 7 Trustees' Remuneration and Expenses

None of the trustees received any emoluments during the year other than expenses.

8	Debtors	2020 Total	2019 Total
		£	£
	Prepayments	1,217	1,391
		1,217	1,391
9	Creditors	2020	2019
		Total	Total
		£	£
	Accruals and deferred income	4,052	1,146
		4,052	1,146

#### 10 Pensions and other post-retirement benefits

#### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £Nil (2019: £Nil).

#### 11 Analysis of net assets between funds

	Unrestricted	Total Funds	Total Funds
	Funds	2020	2019
	£	£	£
Current assets	178,420	178,420	81,050
Provisions	(4,052)	(4,052)	(1,146)
	174,368	174,368	79,904

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

#### 12 Analysis of charitable funds

Unrestricted funds General Funds	As at 31-Mar-19 £ 34,431 34,431	Income £ 66,657 66,657	Expenditure £ 19,439 19,439	Transfer of funds  449  449	As at 31-Mar-20 £ 82,099 82,099
Restricted funds	As at 31-Mar-19 £	Income £	Expenditure £	Transfer of funds	As at 31-Mar-20 £
Awards for all	3,058	~	4,280		(1,222)
C & M Fleming	5,000	6,600	897	_	5,703
Catholic Womens League	140	3,150	3,120	(170)	5,705
Churches	547	-	-	(547)	_
City of London	-	8,920	8,750	(047)	170
Clothworkers Foundation	3,450	-	3,450	_	-
Near Neighbours Fund	5,000	-	5,000	_	_
Garfield Weston Foundation	-	40,000	13,079	r-	26,921
Henry Smith	3,673	15,000	13,729	X <del>-</del>	4,944
Horniman Museum	300	=	-	(300)	-
London Community Foundation	905	15,000	12,535	-	3,370
Mercers Trustee	7 <del>4</del>	25,000	-	-	25,000
National Maritime Museum	-	445	445	_	-
National Zakat Foundation	1-	800	800	9 <b>2</b>	_
Refugee Action	13,038	29,009	26,046	2.=	16,001
Southwark Council	.=	45,321	45,321	51 <del>-</del>	-
Surrey Docks Farm	75	-	-	(75)	-
The Edith Maud Emillis Trust	500	-	500	.=	-
Truemark Trust	2,100	-	2,100		-
United Saviour's Trust	12,688	18,750	24,627	643	7,454
Wakefield & Tetley		4,950	934		4,016
	45,474	212,945	165,613	(449)	92,357

The opening balances of Refugee Action and Awards for All have been altered due to incorrect allocation of expenses. Awards for All has had an opening balance increase of £2,589 and Refugee Action a decrease of £2,589.

#### 13 Previous year adjustment

A previous year adjustment has been applied to the accounts ending 31 March 2020 due to a difference in opening balances.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

#### 14 Previous year statement of financial activities

		Unrestricted Funds	Restricted Funds	Total Funds
	Note	2019 £	2019 £	2019 £
Incoming resources Incoming resources from generating funds: Donations and legacies Income from charitable activities Investment income	2 3 4	53,283 - 99	750 161,115 -	54,033 161,115 99
Total incoming resources		53,382	161,865	215,247
Resources expended Cost of generating funds Costs of Charitable activities Total resources expended	5 _	46,126 <b>46,126</b>	136,683 136,683	182,809 182,809
Net income/(expense) for the year		7,256	25,182	32,438
Previous Year Adjustment	13	(419)	-	(419)
Transfer between funds		(4,373)	4,373	=
Reconciliation of Funds				
Total Funds B/Fwd		31,966	15,919	47,885
Total Funds C/Fwd	-	34,431	45,474	79,905

A statement of financial activities for 2019 is shown here for comparative purposes as per Charity SORP regulations.