

**SOUTHWARK DAY CENTRE
FOR ASYLUM SEEKERS**

Charity Number: 1143912

Company Number: 07519992

**ACCOUNTS FOR THE YEAR ENDED
31 MARCH 2021**



SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

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SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

REFERENCE AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2021

Charity number	1143912
Company number	07519992
Contact Address & c/o	Copleston Office Copleston Road London SE15 4AN
Trustees	Jane Kelly (Resigned September 2020) Gillian Reeve (Resigned October2020) Simon Taylor Mary Boley Alan Robertson (Chair) (Appointed October2020) 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

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

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 30th 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

- 1) The relief of poverty, the promotion of health and the advancement of education of asylum seekers and refugees in the London Borough of Southwark.
- 2) 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.

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020

The year 2020/2021 has been a challenging one, as it has been for many in society.

Due to the Covid-19 pandemic we were forced to balance delivering remote and in person services to meet the needs of our clients while following government lockdown restrictions and keeping staff, volunteers and clients safe. The isolation caused by the lockdowns and the closure of many other services has meant that the needs of our clients have been higher than ever. Our staff and volunteers have worked extremely hard to provide services in the face of the challenges presented by the pandemic.

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

Activities and projects

- Sessions at PPRBC have continued to attract families and under 5's.
- The gardening project has been extremely successful
- St Mary Newington on Thursdays closed during lockdown and has not reopened.
- We continue to work with ARSP to have full time volunteers from Poland and 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. Aspects of the project include putting together a toolkit for staff and volunteers working with clients with housing issues and developing the confidence of experts by experience to help design and co produce services.
- Researchers who volunteer at SDCAS have completed a research project focussing on the contributions of the gardening and story-telling classes to the well-being of clients

Volunteers are integral to the success of our work. They provide a range of services for clients including advice sessions and educational activities including ESOL, art, story- telling, and gardening. They have, as always, done an excellent job this year, particularly with the additional challenges created by Covid-19 and lockdowns.

Advice

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 previously a Welfare adviser from the Citizens Advice Bureau who provides generalist welfare advice. Southwark Law Centre is also very accessible 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.

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TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020

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.

Achievements and performance

Responding to the needs of clients meant that we opened a weekly foodbank service at the start of the first lockdown. This saw us reach over 300 people per week through our service at Peckham Park Road and through home deliveries.

Due the restrictions on face-to-face services, we also moved to a remote service, providing advice over the phone on immigration, housing, benefits and other issues our clients face.

Our gardening group has continued to allow clients to get close to nature and a new walking group helped people connect outside.

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 faith groups across the Borough of Southwark and developed some very fruitful and trusting relationships.

The "Friends of SDCAS" continued to support us, and funding received from Friends increased by 20%. We are extremely grateful for all of this continued support of our community. Thanks to the generosity of donors and fundraisers our fundraising income increased by an incredible 179%. We are extremely grateful for the 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
- 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.

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020

Financial review

Reserves Policy

Our reserves policy calculates target reserves based on potential unplanned expenditure, cashflow requirements and unfunded planned spending. As at 31 March 2021, our target reserves calculation

Reserves Category	£
Contingency for 10% of expenditure	23,630
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	116,185
Planned spending commitments	
Cash flow trough	13,964
Target Total Funds	198,153
Year end restricted funds balance:	-52,830
Target "free" reserves cash	145,323

As at the year end, the Charity's unrestricted reserves were £171,416. This is above our target which is helpful at a time of extreme uncertainty and represents a success in increase our reserves as in previous years we were well below our target amount.

Summary

SDCAS has risen to the challenge of meeting higher client needs while finding new ways to work during the lockdowns. Our staff and volunteers have worked tirelessly and flexibly to keep our services open. We are grateful for the donations from individuals and organisations which have helped us stay open and without which we would not be able to provide our vital support services. The trustees' annual report was approved on 24th December 2021 and signed on behalf of the board of trustees by:



Alan Robertson, Chair of Trustees

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Prior period Total Funds 2020 £
Incoming resources					
Incoming resources from generating funds:					
Donations and legacies	2	87,887	-	87,887	55,607
Income from charitable activities	3	11,500	289,911	301,411	223,845
Investment income	4	148	-	148	150
Total incoming resources		99,535	289,911	389,446	279,602
Resources expended					
Raising funds		570	390	960	216
Costs of Charitable activities	5	4,622	230,552	235,174	188,854
Total resources expended		5,192	230,942	236,134	189,070
Net income/(expense) for the year		94,343	58,969	153,312	90,532
Previous Year Adjustment	12	-	-	-	4,018
Transfer between funds	11	(1,222)	1,222	-	-
Net income/(expense) for the year after transfers		93,121	60,191	153,312	94,551
Reconciliation of Funds					
Total Funds B/Fwd		82,099	92,357	174,456	79,905
Total Funds C/Fwd		175,220	152,548	327,768	174,456

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

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	2021		2020	
		£	£	£	£
Current assets					
Cash at bank and in hand		327,967		177,291	
Debtors	8	5,761		1,217	
		<u>333,728</u>		<u>178,508</u>	
Creditors: amounts falling due within one year	9	<u>5,960</u>		<u>4,052</u>	
Net current assets			327,768		174,456
Net assets			<u>327,768</u>		<u>174,456</u>
Funds					
Unrestricted income funds	11		175,220		82,099
Restricted income funds	11		152,548		92,357
			<u>327,768</u>		<u>174,456</u>


For the year ended 31 March 2021 the charity was entitled 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	24/12/2021
	Alan Robertson (Chair)		
	Trustee		

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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 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) - (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 impracticable 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 recovered, and is classified 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.

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1.4 Fund accounting

Unrestricted funds are available 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.

2 Donations and Legacies

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
Donations	28,036	-	28,036	24,560
Friends donations	13,936	-	13,936	11,618
Counterprint	-	-	-	3,000
Fundraising	45,915	-	45,915	16,429
	87,887	-	87,887	55,607

3 Income from Charitable Activities

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
Grants				
Garfield Weston Foundation	-	-	-	40,000
Southwark Council	-	45,321	45,321	45,321
Catholic Womens League	-	-	-	3,150
Wakefield and Tetley	-	-	-	4,950
National Zakat Foundation	-	150	150	800
National Maritime Museum	-	-	-	445
City of London	-	13,040	13,040	8,920
Henry Smith	-	-	-	15,000
Adrian Swire Charitable Trust	11,500	-	11,500	11,500
C19 London Community Fund	-	64,460	64,460	-
Big Lottery	-	69,511	69,511	-
London Community Foundation	-	9,000	9,000	15,000
Mercers Trustee	-	-	-	25,000
C&M Fleming	-	6,000	6,000	6,000
Fund for Human Need	-	840	840	-
Migration Exchange	-	30,000	30,000	-
Refugee Action	-	27,571	27,571	29,009
Southwalk Law Centre	-	11,518	11,518	-
United Saviour's Trust	-	12,500	12,500	18,750
	11,500	289,911	301,411	223,845

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

4 Investment Income	2021 Unrestricted	2021 Restricted	2021 Total £	2020 Total £
Bank Interest Receivable	148	-	148	150
	<u>148</u>	<u>-</u>	<u>148</u>	<u>150</u>

5 Charitable Activities	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
Wages and Salaries	-	135,362	135,362	111,543
Employers NIC	-	6,474	6,474	4,165
Employers pension	-	4,055	4,055	3,350
Rent	945	12,895	13,840	22,015
Covid Steward	-	2,520	2,520	-
Equipment	-	7,922	7,922	3,530
Insurance	69	1,721	1,790	1,836
Accountancy fees	-	-	-	456
Telephone & internet	303	2,050	2,353	1,691
Other office costs	339	5,120	5,459	4,905
Travel expenses	-	1,528	1,528	4,200
Food services	-	14,767	14,767	9,314
Hardship Allowance	350	26,083	26,433	8,398
Sundry Expenses	579	1,098	1,677	692
Repairs	-	2,370	2,370	-
Childcare	-	352	352	4,814
Activities	-	-	-	3,784
Training	-	420	420	-
Professional fees	2,037	3,189	5,226	1,180
Counselling	-	-	-	75
Gardening Project	-	2,626	2,626	2,906
	<u>4,622</u>	<u>230,552</u>	<u>235,174</u>	<u>188,854</u>

6 Employees remuneration

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

	2021 Total £	2020 Total £
Wages and salaries	135,362	111,543
Social security costs	6,474	4,165
Employer contributions to pension plans	4,055	3,350
	<u>145,891</u>	<u>119,058</u>

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

6 Employees remuneration continued

The average head count of employees during the year was 7 (2020: 7). The average number of full-time equivalent employees during the year is analysed as follows:

	2021 Total	2020 Total
Director	1	1
Project Workers	5	5
Administrator	1	1
	<u>7</u>	<u>7</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

Key Management Personnel

During the year total remuneration of £61,623 (2020: £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

	2021 Total £	2020 Total £
Accrued income	4,120	-
Prepayments	1,641	1,217
	<u>5,761</u>	<u>1,217</u>

9 Creditors

	2021 Total £	2020 Total £
Accruals and deferred income	510	4,052
Other creditors	5,450	-
	<u>5,960</u>	<u>4,052</u>

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 (2020: £Nil).

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

11 Analysis of charitable funds

Unrestricted funds	As at 31-Mar-20 £	Income £	Expenditure £	Transfer of funds	As at 31-Mar-21 £
General Funds	82,099	99,535	5,192	(1,222)	175,220
	82,099	99,535	5,192	(1,222)	175,220
Restricted funds	As at 31-Mar-20 £	Income £	Expenditure £	Transfer of funds	As at 31-Mar-21 £
Awards for all	(1,222)	-	-	1,222	-
Big Lottery	-	69,511	(43,369)	-	26,142
C19 London Community	-	64,460	(51,666)	-	12,794
C & M Fleming	5,703	6,000	(140)	-	11,563
City of London	170	13,040	(12,895)	-	315
Fund for Human Need	-	840	(840)	-	-
Garfield Weston Foundation	26,921	-	(14,664)	-	12,257
Henry Smith	4,944	-	(3,832)	-	1,112
London Community Foundation	3,370	9,000	-	-	12,370
Mercers Trust	25,000	-	(12,135)	-	12,865
Migration Exchange	-	30,000	(2,188)	-	27,812
National Zakat Foundation	-	150	(150)	-	-
Refugee Action	16,001	27,571	(29,127)	-	14,445
Southwark Council	-	45,321	(42,918)	-	2,403
Southwalk Law Centre	-	11,518	(10,870)	-	648
United Saviour's Trust	7,454	12,500	(6,148)	-	13,806
Wakefield & Tetley	4,016	-	-	-	4,016
	92,357	289,911	(230,942)	1,222	152,548

12 Previous year adjustment

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

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

13 Previous year statement of financial activities

		Unrestricted Funds	Restricted Funds	Total Funds
	Note:	2020 £	2020 £	2020 £
Incoming resources				
Incoming resources from generating funds:				
Donations and legacies	2	55,007	600	55,607
Income from charitable activities	3	11,500	212,345	223,845
Investment income	4	150	-	150
Total incoming resources		66,657	212,945	279,602
Resources expended				
Cost of generating funds		216	-	216
Costs of Charitable activities	5	23,241	165,613	188,854
Total resources expended		23,457	165,613	189,070
Net income/(expense) for the year		43,200	47,332	90,533
Previous Year Adjustment	13	4,018	-	4,018
Transfer between funds		449	(449)	-
Reconciliation of Funds				
Total Funds B/Fwd		34,431	45,474	79,905
Total Funds C/Fwd		82,099	92,357	174,456

A statement of financial activities for 2020 is shown here for comparative purposes as per Charity SORP regulations.