

HACKNEY MIGRANT CENTRE
(A company limited by guarantee)

**DIRECTORS' AND TRUSTEES' REPORT
AND ACCOUNTS**

FOR THE YEAR ENDED 31ST MARCH 2016

CHARITY COMMISSION
FIRST CONTACT

30 DEC 2016

ACCOUNTS
RECEIVED

Company No: 06426744

Charity No: 1122363

HACKNEY MIGRANT CENTRE

REPORT AND ACCOUNTS

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HACKNEY MIGRANT CENTRE
DIRECTORS' AND TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2016

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31st March 2016, which are also prepared to meet the requirements for a directors' report and Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statements 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).

OUR PURPOSE AND ACTIVITIES

The objects for which the company is established, as stated in the Memorandum and Articles of Associations are:

- To advance education and relieve financial hardship amongst migrants, especially those seeking asylum and those granted refugee status, particularly by the provision of legal and other advice.
- To preserve and protect the physical and mental health of migrants, especially those seeking asylum and their dependents.
- To advance the education of the public in general about the issues relating to migrants, especially refugees and those seeking asylum.
- The provision of facilities for recreation or other leisure time occupations with the object of improving the conditions of life of those persons who have need of such facilities by reason of their immigration status and their social and economic circumstances.
- The relief of unemployment of those granted refugee status and those seeking asylum in the United Kingdom and in particular in East London, by provision of vocational and skills training, advice and support.

Volunteers

The organisation relies on volunteers for the delivery of the "Drop-in" sessions. It is not possible to calculate the hours exactly, but we estimate that we have an average of 30 volunteers for each of the 50 "Drop-in" sessions that we hold each year and that volunteers work for an average of 6 hours at each of the 50 "Drop-in" sessions held, giving a total of 9,000 volunteer hours in the year.

All volunteers receive induction and training and carry out the following tasks:

- a) Welcoming visitors to the "Drop-in", taking a summary of the specific problem of each;
- b) Carrying out advocacy and case-work for visitors, ensuring that any specific needs are met (limitation on the number of specialist - particularly legal - advisors)
- c) Preparing and serving meals and refreshments for visitors
- d) Ensuring that the church hall used for the "Drop-in" is cleaned and tidied at the end of each session.

Achievements and Performance

1. There were a total of 2,330 visits to our weekly drop-in over the year by 833 individuals from 80 countries, an average of nearly 3 visits per person. Almost 3/5 of our visitors have no recourse to public funds, Our drop-in provided 738 consultations on immigration, 265 on housing and benefits and 59 for health advocacy.
2. We gave out over £6,000 in exceptional hardship payments from our own funds to 405 destitute visitors and raised nearly £25,000 in individual grants for 193 individual visitors from other grant giving organisations.
3. We have continued our successful partnership with Islington Law Centre in which they take on complex immigration cases which are not covered by legal aid.
4. We have obtained a major grant from the Big Lottery in their Help through Crisis programme in which HMC is the lead partner with Coram Children's Legal Centre (CCLC) and Haringey Migrant Support Centre (HMSC). This has enabled us to appoint a welfare caseworker dealing with families with children and young people under 30. The caseworker takes cases in both HMC and HMSC. Immigration advice for the same group is provided by (CCLC).

HACKNEY MIGRANT CENTRE

DIRECTORS' AND TRUSTEES' REPORT (Cont'd)

FOR THE YEAR ENDED 31ST MARCH 2016

Public benefit statement

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PD2). The achievements and activities above demonstrate the public benefit arising through the Charity's activities.

Financial Review

During the year the charity's income amounted to £187,336 (2015 - £144,924). The statement of financial activities showed a net surplus of £17,489 comprising £13,657 unrestricted funds and £3,832 restricted funds for the year (2015 – a surplus of £6,636, comprising unrestricted funds of £1,477 and restricted funds of £5,159) and reserves stand at £61,244 comprising £49,718 unrestricted funds and £11,526 restricted funds (2015 - £43,755: unrestricted funds £36,061, restricted funds £7,694).

Principal Funding Sources

Principal funding sources are currently donations and the following grant-making bodies (NB details of funders are shown in notes 2 and 3 to the accounts).

Tudor Trust	£45,000
Trust for London	£25,000
Metropolitan Migration Fund	£22,513

Investment powers and policy

Under the Memorandum and Articles of Association, the charity has the power to make any investment which the trustees see fit. The trustees have considered the most appropriate policy for investing funds and have found that cash deposits meet their requirements to generate income.

Reserves policy

- a) in common with other charitable organisations of a similar size, we rely on our funders to provide the finances which enable the organisation to operate. While we believe that our service delivery meets all of the requirements of current funders, we cannot assume that such funding will continue (in some cases, our funders specifically state this) and we are constantly attempting to ensure that adequate funding is in place. While this has not so far been a problem, the directors and trustees consider it appropriate to ensure that we are able to continue the service in the event of a funding hiatus. We would estimate that a reserve of at least three months' expenditure is necessary for this purpose and for the year under review, such reserves would be a minimum of £45,000.
- b) thus far, it has not been considered necessary to designate any of the unrestricted reserves for any specific purpose; however, with the expansion of the service during the year under review, and the start of the Big Lottery Fund grant in June 2016, contractual and ethical responsibilities toward staff, contractual responsibilities regarding premises, and replacement of equipment will be reflected in future financial statements. We would estimate that a minimum of £11,000 would be an equivalent provision for our contractual obligations in the year under review.

The directors consider that the charity's reserves will enhance the services provided and provide financial security for the future. The reserves held in unrestricted funds, which have not been designated or invested in fixed assets, at 31 March 2016 were £49,324 (2015 - £36,061).

HACKNEY MIGRANT CENTRE

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2016

FUTURE ACTIVITIES

1. We are continuing to recruit and train volunteers and interns to run and develop our service.
2. We are developing mechanisms for coordinating our service provision in order to capitalise on the particular expertise of our partner advice agencies.
3. We are developing a Destitution Support Team with volunteer members and our Destitution Support Intern to develop longer term solutions/options for our work with destitute migrants
4. As stated above, we have obtained a major grant from the Big Lottery in their Help through Crisis programme in which HMC is the lead partner with Coram Children's Legal Centre (CCLC) and Haringey Migrant Support Centre (HMSC). This has enabled us to appoint a welfare caseworker dealing with families with children and young people under 30. The caseworker takes cases in both HMC and HMSC. Immigration advice for the same group is provided by (CCLC).

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 14 November 2007 and registered as a charity on 17 January 2008. The company's operations are governed by its Memorandum and Articles of Association dated 14 November 2007.

Recruitment and appointment of directors/trustees

The directors of the company are also charity trustees for the purposes of charity law and form the Management Committee.

The number of directors shall not be less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

The directors have no beneficial interest in the company other than as members and all guarantee to contribute up to £10 in the event of winding up.

As set out in the Articles of Association, one-third of directors shall retire by rotation at each annual general meeting. No paid employee is eligible to serve as a director or trustee.

Trustee induction and training

New trustees are initially provided with copies of the Memorandum and Articles of Association together with the most recent annual directors' and trustees' report.

All trustees continue to maintain a good working knowledge of charity and company law and best practice by studying Charity Commission newsletters and by attendance at appropriate external courses.

The management committee intend to recruit further trustees in order to establish a broad spectrum of specialised abilities and experience, thus enhancing the ongoing successful operation of the organisation.

Organisation

The trustees are responsible for the development and operation of a drop-in centre based in church rooms in which advice on immigration, health and welfare issues is provided by professionals on a first-come, first-served basis.

A centre manager, appointed by and responsible to the trustees, co-ordinates all activities in the centre, including the provision of this advice and of a cooked meal and atmosphere welcoming to all centre users and volunteers.

The centre relies heavily on the contribution of volunteers and recruitment, training, participation and supervision of volunteers are also the responsibility of the centre manager. The centre manager reports regularly to the trustees and works with the Chair to solve any difficulties.

HACKNEY MIGRANT CENTRE

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2016

Related parties

The Charity has no related parties.

Pay policy for senior staff

Staff remuneration reflects appropriate skills levels in National Joint Council salary levels and includes Inner London weighting.

Risk and financial controls

The trustees have overall responsibility for ensuring that the company has appropriate systems of financial controls for the organisation. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements follow best practice. They are also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement of loss. Internal control processes include:

- All purchases in excess of £100 are required to be authorised by the appropriate trustees;
- All suppliers' invoices are required to be authorised for payment by the Co-ordinator;
- All income and expenditure is fully recorded on a day-to-day basis and each month a detailed cash flow spreadsheet is produced for the trustees, in order to compare monthly actual-to-budgeted income and expenditure, together with a cumulative year-to-date analysis, indicating any variances that may require appropriate action;
- Annual reviews are undertaken and any additional procedures that may have become necessary are implemented.

REFERENCE AND ADMINISTRATIVE DETAILS

Company Number: 06426744

Charity Number: 1122363

Directors and Trustees:

Rayah Feldman - Chair
Roy Hiscock - Treasurer
Mark Palframan - Vice Chair
Dorothy Lewis - Secretary
Wendy Pettifer
Jose-Charles Makassa
Carla Montemayor
Hanna Ward
Rosemary Sales (Res'n 21/04/16)

Senior Management: Helen Hibberd - Centre Manager (up to February 2016)
Mr Dafydd Viney – Centre Manager (from February 2016)

Registered Office: Hackney Migrant Centre, The Old Fire Station, 61 Leswin Road, London N16 7NX

Independent Examiner: David Terry – Chartered Accountant
Ramon Lee & Partners, Kemp House, 152-160 City Road, London EC1V 2DW

Bankers: Unity Trust Bank Plc, 9 Brindley Place, Birmingham B1 2HB

HACKNEY MIGRANT CENTRE

DIRECTORS' AND TRUSTEES' REPORT (Cont'd)

FOR THE YEAR ENDED 31ST MARCH 2016

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

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

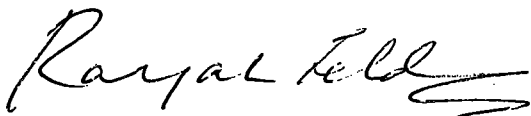
Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that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

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

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

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



RAYAH FELDMAN - CHAIR

23RD DECEMBER 2016

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HACKNEY MIGRANT CENTRE

I report on the accounts of the company for the year ended 31 March 2016, which are set out on pages 7 to 17.

Respective responsibilities of trustees and examiner

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

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

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

Basis of independent examiner's report

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

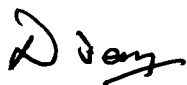
Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**DAVID TERRY – CHARTERED ACCOUNTANT
KEMP HOUSE
152/160 CITY ROAD
LONDON EC1V 2DW**

23RD DECEMBER 2016

HACKNEY MIGRANT CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2016
SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Income					
Grants, donations and legacies	2	24,794	-	24,794	26,746
<i>Income from charitable activities:</i>					
Grants and donations	3	-	162,542	162,542	118,178
Total income		<u>24,794</u>	<u>162,542</u>	<u>187,336</u>	<u>144,924</u>
Expenditure					
Cost of raising funds		648	-	648	3,633
Expenditure on charitable activities		10,489	158,710	169,199	134,655
Total expenditure	4	<u>11,137</u>	<u>158,710</u>	<u>169,847</u>	<u>138,288</u>
Net income/(expenditure)		13,657	3,832	17,489	6,636
<i>Reconciliation of funds</i>					
Total funds brought forward		36,061	7,694	43,755	37,119
Total funds carried forward		<u>49,718</u>	<u>11,526</u>	<u>61,244</u>	<u>43,755</u>

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the above financial year.

TOTAL RECOGNISED GAINS AND LOSSES

The charity has no recognised gains or losses other than the above movement in funds for the above financial year.

The notes on pages 10 to 17 form part of these accounts

HACKNEY MIGRANT CENTRE

BALANCE SHEET AS AT 31st MARCH 2016

	Notes	2016 £	£	2015 £	£
Fixed assets					
Tangible assets	8		5,185		525
Current assets					
Debtors	9	10,000		5,545	
Cash at bank and in hand		119,794		105,601	
		<u>129,794</u>		<u>111,146</u>	
Liabilities					
Creditors falling due within one year	10	73,735		67,916	
		<u>73,735</u>		<u>67,916</u>	
Net current assets			56,059		43,230
Net assets			<u>61,244</u>		<u>43,755</u>
Total funds of the charity:					
Unrestricted funds	11	49,718		36,061	
Restricted funds	11	11,526		7,694	
Total charity funds		<u>61,244</u>		<u>43,755</u>	

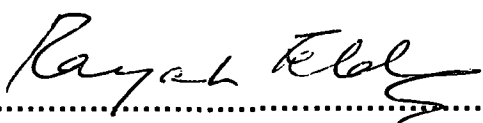
In preparing these financial statements:

For the financial year ended 31st March 2016 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

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

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standards for Smaller Entities (effective April 2008).

These accounts were approved and authorised for issue by the Board of Directors and Trustees on 23rd December 2016 and were signed on its behalf by:


 RAYAH FELDMAN – CHAIR

Company Registration Number 06426744

The notes on pages 10 to 17 form part of these accounts

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2016

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

The accounts 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) – (Charity SORP (FRS 102) as amended by Bulletin 1), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The Charity has opted to early adopt Charity SORP (FRS 102) as amended by Bulletin 1.

Hackney Migrant Centre meets the definition of a public benefit entity under FRS 102.

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

1.2 Reconciliation with previous Generally Accepted Accounting Practices

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

The opening reserves and the previous year's Net Income and Expenditure are unchanged.

1.3 Preparation of accounts on a going concern basis

Having regard to the level of reserves and the ongoing level of expenditure against unrestricted funds in conjunction with the development of the fundraising activity in the coming year the trustees are satisfied that the accounts should be prepared on a going concern basis.

1.4 Income recognition

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and amount can be measured reliably.

- (a) Income received by way of grants, donations and legacies are included in full in the Statement of Financial Activities when received, unless they relate to a specified future period, in which case they are deferred.
- (b) Legacies entitlement is taken as the earlier of the date on which either: the charity is aware that the probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that the distribution is made, or when a distribution is received from the estate. No legacies were received during the year.
- (c) Income from charitable activities received by way of revenue grants and donations are credited to restricted incoming resources on the earlier date of when they are received or when they are receivable, unless they relate to a specified future period, in which case they are deferred.
- (d) Grants and donations of general nature which are not conditional on delivering certain levels of service are included as part of Grants, Donations and Legacies as shown under note 2. Performance related grants and donations which have conditions for a specific outcome are include as Income from Charitable Activities as shown in Note 3.
- (e) Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier date of when they are received or receivable. Deprecation on the related fixed assets is charged against the restricted fund.
- (f) Income from charitable activities include income recognised as earned (as the related goods and services are provided) under contract.
- (g) Investment income is included when receivable.

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2016

1.5 Expenditure recognition and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- (h) Cost of raising funds comprises costs of seeking donations, legacies and grants and their associated support costs.
- (i) Expenditure on charitable activities includes the costs directly associated with running drop-in advice service to further the purposes of the Charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.6 Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 5.

1.7 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

1.8 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short term cash deposits.

1.10 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably 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 and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.11 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 recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.12 Taxation

The Charity is a registered charity and, therefore, is not liable for Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

1.13 Transition to FRS 102

Restatement of opening fund balances or reported net income, at the date of transition was not required. Refer to note 1.2 for further details. The transition date was 1st April 2014.

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2016

1.14 Judgement and key sources of estimation uncertainty

In the application of the company's accounting policies, the charity is required to make judgments, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

1.15 Cash flow statement

The charitable company qualifies as a small company and advantage has been taken of the exemption provided by SORP (FRS 102) as amended by Bulletin 1, not to prepare a cash flow statement.

1.16 Tangible Fixed Assets And Depreciation

Tangible fixed assets are stated at cost less depreciation. Individual fixed assets costing £200 or more are capitalised at cost.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Furniture, fixtures & equipment	- 25% of the net book value
Computer & office equipment	- Over 4 years

2. GRANTS, DONATIONS AND LEGACIES

	Unrestricted Funds	Total 2016	Total 2015
	£	£	£
Sundry Donations	17,537	17,537	20,746
London Legal Walk	5,000	5,000	-
Garden Court Chambers	1,500	1,500	-
Dentons	750	750	-
Interest received from Gift Aid	7	7	-
P Case	-	-	5,000
Stoke Newington Relief in Need	-	-	1,000
	<u>24,794</u>	<u>24,794</u>	<u>26,746</u>

The grants, donations and legacies income in 2015 totalling £26,746 was attributed unrestricted funds.

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2016

3. INCOME FROM CHARITABLE ACTIVITIES

	Restricted Funds £	Total 2016 £	Total 2015 £
<i>Drop-in centre</i>			
Centre for Innovation	5,000	5,000	-
Clothworkers Foundation	6,750	6,750	-
Community Development Foundation	-	-	1,813
East End Community Foundation - Hackney Giving	4,991	4,991	5,000
Girdlers Charitable Trust	-	-	1,200
Greggs	550	550	-
Hackney Council Foundation	-	-	200
Hackney Community Law Centre	714	714	-
The Hackney Parochial Charities	6,284	6,284	5,000
The Henry Smith Charity	-	-	20,600
London Community Foundation - Dispossessed Fund	9,922	9,922	-
Metropolitan Migration Fund	22,513	22,513	3,759
MSN Fund	-	-	5,000
South Hackney Parochial Charity	-	-	2,000
Trust for London	25,000	25,000	20,000
Tudor Trust	45,500	45,500	22,000
West Hackney Parochial Charity	6,500	6,500	-
Sebastian Kangah Appeal	2,217	2,217	-
English writing classes	1,000	1,000	2,924
	<u>136,941</u>	<u>136,941</u>	<u>89,496</u>
<i>Grants for clients</i>			
Catholic Women's League	1,425	1,425	550
Heinz, Anna and Carol Kroch Foundation	9,635	9,635	4,675
Hackney Parochial Charities	4,770	4,770	3,138
Mary Strand Trust	700	700	550
Methodist Church Fund	1,270	1,270	3,100
Sheila Hind Trust	2,200	2,200	1,275
Society of Friends for Foreigners in Distress	575	575	2,025
South Hackney Parochial Charity	1,726	1,726	650
West Hackney Parochial Charity	495	495	481
Other donations and grants	105	105	770
	<u>22,901</u>	<u>22,901</u>	<u>17,214</u>
<i>Hardship fund</i>			
London Catalyst	2,000	2,000	3,000
Moth Club Fundraiser	500	500	-
London Churches Refugee Fund	-	-	600
M A Neuburger	-	-	1,000
R Brass	-	-	500
Virgin Money giving	-	-	5,429
Other donations and grants	200	200	939
	<u>2,700</u>	<u>2,700</u>	<u>11,468</u>
	<u>162,542</u>	<u>162,542</u>	<u>118,178</u>

Income from charitable activities in 2015 totalling £118,178 was attributed to restricted funds.

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2016

4. ANALYSIS OF EXPENDITURE

	Drop in centre	Grants for individuals	Hardship fund	2016	2015
	£	£	£	£	£
Staff costs	62,525	-	-	62,525	31,936
Staff training	-	-	-	-	235
Food	2,910	-	-	2,910	2,245
Kitchen equipment	243	-	-	243	-
Interpreting and other direct costs	1,680	-	-	1,680	4,346
Volunteer & intern expenses	2,967	-	-	2,967	1,727
Legal advice	37,441	-	-	37,441	43,781
Legal advice - disbursements	6,604	-	-	6,604	11,223
Communications & computer costs	1,903	-	-	1,903	-
Grants for individuals	-	23,723	-	23,723	16,670
Hardship fund	-	-	6,284	6,284	4,317
Rent for Drop-in	6,285	-	-	6,285	-
Subscription and membership	-	-	-	-	200
Creative Writing Classes	398	-	-	398	-
Sebastian Kangah expenses	2,158	-	-	2,158	-
Other direct costs	2,895	-	-	2,895	393
General support costs (Note 5)	10,663	-	-	10,663	19,445
Governance costs (Note 5)	1,168	-	-	1,168	1,770
	<u>139,840</u>	<u>23,723</u>	<u>6,284</u>	<u>169,847</u>	<u>138,288</u>

Of the £169,847 expenditure in 2016 (2015 - £138,288), £11,137 was charged to unrestricted funds (2015 - £25,269) and £158,710 to restricted funds (2015 - £113,019).

5. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between charity's three key activity undertaken (see note 4) in the year. All the general support and governance costs have been apportioned to the various charitable activities on the basis of a proportion of direct costs, allocated to each activity.

	General support	Governance function	2016	2015
	£	£	£	£
Finance and administration	1,534	-	1,534	4,050
Premises costs	3,483	-	3,483	8,855
Insurance	535	-	535	637
Subscriptions & membership	597	-	597	-
Office equipment	294	-	294	3,773
Fundraising - direct costs	648	-	648	-
Depreciation	1,728	-	1,728	176
Payroll costs	179	-	179	290
Other expenses	1,665	168	1,833	2,474
Independent examiner's fee	-	1,000	1,000	960
	<u>10,663</u>	<u>1,168</u>	<u>11,831</u>	<u>21,215</u>

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2016

6. NET INCOME / (EXPENDITURE) FOR THE YEAR

Net movement in funds is stated after charging:

	2016 £	2015 £
Operating lease – rent	9,768	-
Depreciation	1,728	176

7. ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND COST OF KEY MANAGEMENT PERSONNEL

STAFF COSTS	2016 £	2015 £
Salaries	50,976	31,627
Social security	3,002	1,002
Pension	4,021	3,357
	57,999	35,986

No employee received remuneration in excess of £60,000 during the year.

None of the Trustees received any remuneration during the year (2015 – £nil) and no expenses were reimbursed (2015 – £nil).

The key management personnel of the charity comprise the Centre Manager. The total employee benefits of the key management personnel of the charity were £39,487 (2015 - £33,207).

The average weekly number of staff employed by the charity during the year was as follows:

Direct charitable work	2	1.2
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8. TANGIBLE FIXED ASSETS

NET BOOK VALUES

	2016 £	2015 £
Fixtures, fittings and equipment	394	525
Computer and office equipment	4,791	-
	5,185	525

MOVEMENTS IN YEAR

<u>Cost</u>	Opening Balances £	Additions £	Disposals £	Closing Balances £
Fixtures, fittings and equipment	1,493	-	-	1,493
Computer and office equipment	-	6,388	-	6,388
	1,493	6,388	-	7,881

<u>Depreciation</u>	Opening Balances £	Charge For Year £	Disposals £	Closing Balances £
Fixtures, fittings and equipment	968	131	-	1,099
Computer and office equipment	-	1,597	-	1,597
	968	1,728	-	2,696

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2016

9. DEBTORS

	2016 £	2015 £
Grants receivable	10,000	5,000
Other debtors	-	545
	<u>10,000</u>	<u>5,545</u>

10. CREDITORS: amounts falling due within one year

	2016 £	2015 £
Social security and other taxes	1,756	3,666
Creditors & accrued expenses	19,891	23,500
Pension due	573	-
Deferred income (see note 13)	51,515	40,750
	<u>73,735</u>	<u>67,916</u>

11. MOVEMENT IN FUNDS

	Opening Balance £	Incoming Resources £	Resources Expended £	Closing Balances £
Restricted funds:				
Centre for Innovation	-	5,000	4,813	187
Clothworkers Foundation	-	6,750	1,840	4,910
East End Community Foundation - Hackney Giving	-	4,991	4,805	186
Greggs Foundation	-	550	550	-
Hackney Community Law Centre	-	714	687	27
The Hackney Parochial Charities	-	6,284	6,049	235
London Community Foundation - Dispossessed Fund	-	9,922	9,551	371
Metropolitan Migration Fund	-	22,513	22,495	18
Trust for London	-	25,000	24,066	934
Tudor Trust	-	45,500	45,313	187
West Hackney Parochial Charities	-	6,500	6,257	243
Creative Writing Classes (MSN Fund)	-	1,000	398	602
Sebastian Kangah Appeal	-	2,217	2,158	59
<i>Grants for clients</i>				
Heinz, Anna and Carol Kroch Foundation	-	9,635	9,635	-
Hackney Parochial Charities	-	4,770	4,770	-
Methodist Church Fund	-	1,270	1,270	-
South Hackney Parochial Charity	-	1,726	1,726	-
Society of Friends for Foreigners in Distress	-	575	575	-
Sheila Hind Trust	-	2,200	2,200	-
Mary Strand Trust	-	700	700	-
Catholic Women's League	-	1,425	1,425	-
West Hackney Parochial Charity	-	495	495	-
Other Donations and Grants	543	105	648	-
<i>Hardship fund</i>	7,151	2,700	6,284	3,567
Total restricted funds	<u>7,694</u>	<u>162,542</u>	<u>158,710</u>	<u>11,526</u>
Unrestricted Funds:				
General funds	36,061	24,794	11,137	49,718
Total Funds	<u>43,755</u>	<u>187,336</u>	<u>169,847</u>	<u>61,244</u>

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2016

11. MOVEMENT IN FUNDS (Continued)

Purposes of Restricted Funds:

Centre for Innovation – Drop-in running costs.

Clothworkers Foundation – Funding towards the purchasing office equipment, computer and mobile handsets of which £6,388 was capitalised in the year. The balance remaining represents un-depreciated cost reducing it to zero in the year 2018-19.

East End Community Foundation: Hackney Giving – Drop-in running costs.

Greggs Foundation – Drop-in service generalist welfare advice.

Hackney Community Law Centre

The Hackney Parochial Charities – Drop-in running costs.

London Community Foundation – Dispossessed Fund – Drop-in running costs

Metropolitan Migration Fund – Funding for part-time post of Destitution co-ordinator.

MSN Fund – for creative writing classes

Trust for London – Salary and project costs to deliver specialist immigration rights advice service.

Tudor Trust – Salary and associated costs for the revised and expanded Centre Manager's post.

West Hackney Parochial Charity – Drop-in running costs

Income for clients – these grants were for specific amounts to be paid to certain clients.

Hardship Fund – Grants and donations received for hardship payments and emergencies.

12. ANALYSIS OF FUND BALANCES BETWEEN NET ASSETS

	Unrestricted £	Restricted £	Total £
Tangible fixed assets	394	4,791	5,185
Net current assets	49,324	6,735	56,059
	<u>49,718</u>	<u>11,526</u>	<u>61,244</u>

13. DEFERRED INCOME

	2016 £	2015 £
Balance as at 1st April	40,750	2,000
Amount released to income in the year	(40,750)	(2,000)
Amount deferred in the year	51,515	40,750
Balance as at 31st March	<u>51,515</u>	<u>40,750</u>

Deferred income represents grant income of £21,500 from Tudor Trust, £7,526 from Metropolitan Migration Fund, £12,567 from The Hackney Parochial Charities and £9,922 from London Community Foundation Fund towards wage costs of 2016/17.