# REFUGEE & MIGRANT NETWORK SUTTON (a Registered Charity & Company Limited by Guarantee)

Report and Financial Statements for the year ended 31 March 2017

(Registered Charity No 1150500)

(Company Number 08026861)

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report and financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2015.

#### Legal and Administrative Details

**Charity Name** 

Refugee and Migrant Network Sutton (also known as RMNS)

Charity Registration Number:

1150500

Company Registration Number:

08026861

Registered Office and

Operational Address:

**Granfers Community Centre** 

73-79 Oakhill Road Sutton, SM1 3AA

#### Trustees/Directors of the Charity and Company:

The directors of the company are also its trustees for the purposes of charity law and are referred to throughout this report as the trustees. The trustees who held office during the year were as follows:

Anne Towner

Chair

Lorri Dawson

Vice Chair Secretary

Olwen Edwards (Stewart)

Almoner/ Health and Safety Co-ordinator

Jean Bilton Liz Stanley

Education Co-ordinator

Deborah Wroe

Crèche Co-ordinator/ Child Protection Officer

Stanley Jeyaraj

**Briony Thomas** 

Business

Resigned 23 February 2017

Ann Morrison

Policies Advisor

Nallini Thevakarrunai

Trustee Trustee Appointed 10 March 2017 Appointed 10 March 2017

#### **Advisory Members of the Management Committee:**

Lisa Webster

Treasurer

Suad Al Chalabi Diane Taylor-Karrer Drop-in Co-ordinator Volunteers Co-ordinator

Staff:

Lucy Minyo

Advice Worker

Bankers:

HSBC, 54 Woodcote Road, Wallington, Surrey, SM6 0NJ

Website:

www.rmns.org.uk

Independent Examiner:

Sarah Holman ACA 16 Crichton Road

Carshalton Surrey SM5 3LS

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017:

#### **CHAIR'S REPORT**

Seven of the trustees have served throughout the year, meeting regularly and fulfilling their allotted roles. In February, Stanley Jeyaraj resigned for personal and health reasons and Briony Thomas and Nallini Theyakarrunai were appointed the following month, having previously been members of the management team.

The need for both our advice and ESOL tuition services has continued to be evident from the numbers of applicants and the grateful responses of many clients. We have again been fortunate this year in retaining staff and volunteers with the ability to deliver services to a consistently high standard and to generate a positive and welcoming atmosphere for our clients. Our paid advice worker has kept pace with developments in immigration by training and study, with increasing assistance from the voluntary advice worker. Both are close to achieving their goals of qualifying to give advice at OISC Levels 2 and 1 respectively. The teaching team has been successfully maintained at a level allowing us to provide five classes and a conversation group, and has been supported by committed assistants. The crèche team has included our two paid workers and a growing band of helpers who have given individual attention to the children, with happy results.

The trustees have been keenly aware this year of the pressing need for funding to ensure the continuation of the organisation and its work. Much has been done to identify sources of funding and to prepare applications. These efforts have borne fruit and a number of grants of varying sizes have been secured during the year. These range from substantial amounts, such as £8,440 from the Evening Standard Dispossessed Fund and £9,656 from the London Community Foundation, to £2,106 from the London Borough of Sutton Community Fund and £1,500 from London Catalyst. We have also obtained funding from London Churches Refugee Fund for supporting destitute clients. Each grant has provided for a specific – and essential – area of our work. Local fund-raising has made a valuable contribution to our unrestricted funding which has given us essential flexibility.

The improved financial situation has allowed us to restore the provision of paid advice work to 18 hours per week from December 2016. There is still some pressure of time and some delay in offering appointments to clients so part of the additional funding we have secured is dedicated to increasing the hours to 28 per week from January 2018.

A further ground-floor room became available at Trinity Church so, with the aid of a small grant, the crèche was moved into this separate accommodation. This has been a great success as the children have more freedom and the hall is quieter for the classes. Provision for mothers and children has been expanded by establishing a toddler group with ESOL input on Monday mornings, which is proving popular and makes a good introductory pathway to our adult classes and crèche.

Re-assessment for the award of the Advice Quality Standard was due in November and was successfully undertaken, giving clients the assurance that the advice they receive is fully reliable and up to date. Our AGM was well attended by members, volunteers and clients, who listened with interest to the talk given by local author Shabibi Shah.

**Anne Towner** 

#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

## STRUCTURE, GOVERNANCE AND MANAGEMENT

#### **Governing Document**

Refugee and Migrant Network Sutton, formerly an unincorporated charity established in 1991, was registered as a charitable company on 11 April 2012. It continues to be both a registered charity and a charitable company limited by guarantee, working with the same objectives and offering the same range of services as it did before its alteration in status. It has no share capital and the liability of each member in the event of winding up is limited to £1.

## Recruitment and appointment of trustees

Overall management and control of the charity during the year to 31 March 2017 was the responsibility of the trustees, who are also the directors, and who were all elected at the Annual General Meeting in accordance with the Articles of Association, except for Briony Thomas and Nallini Thevakarrunai, who were appointed during the year.

The board of trustees meets regularly 6 times per year, in addition to the Annual General Meeting and any meetings of working groups.

### Induction and training of new trustees

RMNS recruits trustees to meet the assessed needs of the Charity and the particular contribution they can make. Prospective trustees serve as a volunteer for a period before appointment. The induction process, therefore, takes place over several months. The newly appointed trustees were members of the management team prior to appointment. Briony Thomas came to RMNS with considerable experience of fundraising and governance. Nallini Thevakarrunai had previously volunteered in the Granfers office and has attended governance training provided by Sutton CVS.

#### Risk management

The trustees are conscious of their duty to identify the risks which could have an impact on the organisation. A policy for risk management is in place and the register is regularly updated.

#### **OBJECTIVES AND ACTIVITIES**

The main objectives of RMNS, as set out in its Articles of Association, are to provide support for the relief of poverty to refugees, asylum seekers and migrants resident or working in the London Borough of Sutton by providing them with free and confidential advice, assistance, representation, counselling, translating and interpreting services in matters such as immigration, money, debt, welfare benefits, housing, health, education, training and employment.

A further objective is to provide opportunities for clients to improve their English in order to improve their quality of life, their ability to integrate into the community and their access to employment.

### Summary of the main activities undertaken for public benefit

The trustees, mindful of their responsibility to ensure that all the activities undertaken by the Charity are for the public benefit, declare that, in discharging this responsibility, they have paid due regard to the guidance issued by the Charity Commission on public benefit.

#### **ACHIEVEMENT AND PERFORMANCE**

#### Charitable activities

Advice was given to clients at the weekly Drop-in sessions, by appointment at the office, by e-mail and telephone. Each month the advice workers gave an average of 35 advice sessions for the benefit of 15 clients, of whom 10 were new clients coming to RMNS for the first time.

A high proportion of client enquiries (60%) concerned immigration issues, showing the importance of the specialist advice given by RMNS and the need for this service to be maintained and constantly updated. Many clients have multiple difficulties in adjusting to life in the UK and the advice workers were able to deal with other enquiries including welfare benefits, housing, destitution and employment. It is therefore important for RMNS staff to maintain their knowledge of a wide range of issues in order to give a holistic service, to ensure that the advice given is always accurate and relevant and to maintain a full network of contacts for the referral of clients in need of more specialist advice. A partnership (Sutton Advice Link) with Sutton CAB and other agencies was maintained during the year with the aim of coordinating provision and making the best use of expertise. RMNS had a key role within the partnership as the sole provider of immigration advice. The partnership has been renewed for a further two-year period. RMNS trustees are grateful to Sutton Counselling for continuing to provide help for the small number of clients who need this service.

English language classes continue to be in high demand so classes were provided on five levels from the Introductory class to the Advanced Conversation class. All were professionally taught throughout the year by qualified ESOL teachers and well supported by experienced volunteers. During the academic year, 17 students have been formally promoted to a higher class and a number have progressed to language classes at Sutton College or found employment. Further preparation for employment was provided for 24 of our clients by Skillsland and Breaking Barriers.

The crèche has a well-established team of volunteers who collaborate with the two sessional workers in planning and delivering activities for the children's enjoyment and development. The move into a separate room has been a great success, well worth the small extra rental cost. The mother and toddler group with ESOL input has been continued and proved very effective in reaching new clients and encouraging them to participate.

#### **Management Committee**

The Management Committee currently consists of 9 trustees and a variable number of advisory members who do not vote but who contribute advice and expertise in particular areas as the need arises. Volunteers have benefited from briefing sessions. Communication with members and supporters has been maintained through the website and e-mail newsletters. Our Facebook page is regularly updated with pictures, comments and news. A regular working group met throughout the year and successfully obtained funding from several sources for core activities, greatly improving the financial standing of the organisation.

#### Plans for the future

As substantial funding for the next three years has been secured, there will be a strong element of monitoring and evaluation in the work of the trustees throughout the period. Training has been undertaken and consultation with funders is ongoing. Methods of data collection are being revised and the recently installed database will be a valuable tool for processing client information. The grant recently obtained from Reaching Communities includes £3,900 for developing governance, which will enable the trustees to improve and rationalise their work. An approach has been made to Sutton CVS to suggest that they lead the process. As part of this development the trustees will be seeking to introduce more diversity into the work and management of the organisation.

Outreach and publicity will also be important, so opportunities for taking part in public events, such as the borough's Environmental Fair, will be fully utilised. The newly appointed Volunteer Co-ordinator has already had a strong influence on methods and content of communications and has further plans for publicity.

The advice workers hope to complete their preparation for OISC qualification at Levels 1 and 2 respectively. They have undertaken the required amount of supervised work and will ensure this term that they undertake the necessary training and study to update their knowledge, particularly in respect of the immigration issues affecting EU citizens.

From January 2018, the new funding will make it possible to provide advice to clients on four days of the week, which will allow time for the more complex cases at OISC Level 2.

#### **FINANCIAL REVIEW**

The financial statements have been presented in a format to comply with both company and charity law. Excess of expenditure over income in the year to 31 March 2017 amounted to £2,176 (2016: £13,933).

#### Incoming resources

The company received a number of restricted grants totalling £17,813 (2016: £9,471).

#### Reserves

The company has a policy of maintaining 6 months reserves as a designated fund. The reserves policy is reviewed annually by the trustees. Reserves at the year end amounted to £20,084, of which £12,500 was designated and the remainder of £1,041 (£7,494 less the £6,453 remaining to be spent on restricted projects) was free reserves.

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Refugee and Migrant Network Sutton for the purpose of company law) are responsible for preparing the Trustees' 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 the year. 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 operation.

The Trustees are responsible for keeping accurate accounting records which 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as the Trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware, and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any
  relevant financial information and to establish that the independent examiner is aware of that information.

Approved by the Trustees on 8 September 2017 and signed on their behalf by:

**Anne Towner** 

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Chair

Lorri Dawson Vice Chair

#### Independent Examiner's Report to the Trustees of Refugee and Migrant Network Sutton

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2017, which are set out on pages 9 to 14.

#### Responsibilities and basis of report

As the trustees, who are also directors of the company 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 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:

- Accounting records were not kept in respect of the company as required by section 386 of the 2006 Act;
- 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.

Signed on 8 September 2017 by:

Sarah Holman ACA 16 Crichton Road Carshalton

SSUL

Surrey SM5 3LS

Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2017

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
INCOME		£	£	£	£
Donations		5,603	-	5,603	7,379
Gift Aid tax recovered		372		372	
Charitable activities	2	2,621	17,813	20,434	10,774
TOTAL		8,596	17,813	26,409	18,153
EXPENDITURE					
Costs of fundraising		28	i <del>a</del>	28	=
Charitable activities	3	12,617	15,940	28,557	32,086
TOTAL		12,645	15,940	28,585	32,086
Net income/(expenditure)		(4,049)	1,873	(2,176)	(13,933)
Transfers between funds		-		( <b>-</b> ),	-1
Net Movement in Funds	ā	(4,049)	1,873	(2,176)	(13,933)
Total Funds brought forward		17,590	4,670	22,260	36,193
Net Movement in Funds		(4,049)	1,873	(2,176)	(13,933)
TOTAL FUNDS CARRIED FORWARD	3	13,541	6,543	20,084	22,260

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

### Balance Sheet as at 31 March 2017

	Note	2017	2016
		£	£
Current Assets			
Debtors	4	1,513	464
Cash at Bank and in hand		32,113	24,149
Total Current Assets		33,626	24,613
Creditors			
Amounts falling due within one year	5	(13,542)	(2,353)
Net Assets		20,084	22,260
The Funds of the Charity:			
Unrestricted Funds	8	13,541	17,590
Restricted Funds	8	6,543	4,670
Total Charity Funds		20,084	22,260

For the financial year ended 31 March 2017, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Approved by the trustees on 8 September 2017 and signed on their behalf by:

Anne Towner

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Chair

#### Notes to the financial statements for the year ending 31 March 2017

#### 1. Accounting Policies

#### **Basis of Preparation**

The Accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011 and the Companies Act 2006. No changes have arisen as a result of adopting these standards, which replace the Financial Reporting Standard for Smaller Entities (effective January 2015).

#### **Funds Structure**

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific purpose.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them. More details are given in note 8.

#### **Incoming Resources**

Incoming Resources are recognised and included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability. Where incoming resources have related expenditure (as with fundraising), the incoming resources and related expenditure are reported gross in the SOFA. Bank interest is recognised when it is credited to the account.

#### **Deferred Income**

Grant income is recognised over the life of the project to which it relates. Where grants have been received in advance of the start of the project, they have been deferred to the future period to which they relate.

#### **Expenditure and Liabilities**

Expenditure is accounted for on an accruals basis. Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

#### **Governance Costs**

Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

#### Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the asset cost or expense to which it relates.

#### 2. Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Grants	=	17,813	17,813	9,471
Membership subscriptions	560	•	560	135
Registration fees	1,985	•	1,985	1,090
Income from events	76	<b>*</b> *	76	78
	2,621	17,813	20,434	10,774

## 3. Analysis of expenditure on charitable activities

	Unrestricted funds 2017	Restricted funds 2017	Total funds 2017 £	Unrestricted funds 2016	Restricted funds 2016	Total funds 2016 £
	£	£		£	£	· · ·
Advice work						
Staff costs						
Salaries	6,128	7.815	13,943	10,183	3,988	14,171
Training & supervision	497	985	1,482		6,188	6,188
Expenses	73	5	78		322	322
Premises costs						
Granfers rent	1,243	428	1,671	697	913	1,610
Granfers cleaning	42	40	82	102		102
Overheads						
IT & telephone	1,098	193	1,291	693	156	849
Office expenses	347	112	459	385	115	500
Insurance	615	256	871	648	146	794
Accreditation	-	1,035	1,035			=
Subscriptions	=	196	196	367		367
Magazanining (Barris and Sound Control of Sound Control o	10,043	11,065	21,108	13,075	11,828	24,903
Drop-in costs	*		*	220	250	
Staff costs						
Salaries	772	1,599	2,371	1,276	1,056	2,332
Training	# #### #	75	75	4	_	
Expenses	=	286	286	56	<b>—</b>	56
Premises costs						20 E
Trinity rent	1,448	2,224	3,672	3,360	-	3,360
Other expenses	2			,		
Teaching resources	10	249	259	23	500	523
Crèche resources	=	256	256	104		104
Refreshments	22	-	22	10	86	96
	2,252	4,689	6,941	4,829	1,642	6,471
Other charitable expenditure			•			
Client grants	-	60	60	120	240	360
ESOL toddler group	-	68	68			_
Governance costs	322	58	380	352	-	352
	322	186	508	472	240	712
	12,617	15,940	28,557	18,376	13,710	32,086
•	14,011	10,540	20,001	10,570	10,110	32,000

No fee was charged for the Independent Examination of the accounts (2016: £nil).

#### 4. Debtors

	2017 £	2016 £
Other debtors	988	117
Prepayments	525	347
Total	1,513	464

#### 5. Creditors - Amounts falling due within one year

	2017 £	2016 £
Creditors and accrued expenses	2,456	2,353
Deferred income	11,086	-
Total	13,542	2,353

#### 6. Analysis of deferred income

	2017 £	2016 £
Advice work (London Community Foundation - Comic Relief)	6,529	-
Drop-in funding (Evening Standard Dispossessed Fund)	2,374	Ξ
Advice work (Yapp Trust)	2,000	·
Crèche funding (London Catalyst)	183	-
Total	11,086	

Income has been deferred where cash received relates to specific time-bound projects spanning, or beginning after, the year end.

#### 7. Trustee Remuneration and Expenses

No trustee received any remuneration during this or the previous year. Trustees have not been reimbursed for travel or subsistence expenses (2016: nil) but only for purchases made on behalf of RMNS.

### 8. Staff Costs

	2017 £	2016 £
Wages and salaries	16,176	16,503
Pension contributions	138	=
	16,314	16,503

The average number of employees during the year was 3 (2016:3). No employee earned £60,000 per annum or more in this or the previous year.

## 9. Analysis of Funds

	Opening Balance at 1 April 2016	Income	Expenditure	Transfers	Closing Balance at 31 March 2017
·	£	£	£	£	£
Unrestricted Funds					
General Funds	5,090	8,596	(12,645)	-	1,041
Designated funds	12,500			150	12,500
See - Audit Brook C. Stocker's conference of the conference of	17,590	8,596	(12,645)	<u> </u>	13,541
Restricted Funds					
Advice work (London Community Foundation - Comic Relief)	-	3,127	(3,127)	N=.	-
Advice work referrals (Sutton CAB / Big Lottery Reaching Communities)		2,000	(2,000)		=
Advice work (Yapp Trust)	V2	1,000	(1,000)	9 <u>0</u>	82
Advice worker training to OISC2 (SCF*2)	1,588	2.57	(298)		1,290
Volunteer advice worker training to OISC1 (SCF3)	) <del> </del> =	2,106	(1,693)	-	413
AQS accreditation & database implementation (SCF4)	/ <del>-</del>	1,447	(1,447)	-	
Database purchase (Goldsmith's Company)	3,000	2-	-	-	3,000
Drop-in funding (Evening Standard Dispossessed Fund)		6,067	(5,308)	-	759
Crèche funding (London Catalyst)	##	1,316	(895)	( <b>4</b> )	421
Crèche worker (Girdlers' Company)	44	1077	(44)	850	100
Grants for Destitute Refugees (LCRN)	38	550	(60)		528
ESOL toddler group (London Borough of Sutton Neighbourhood Grant)	-	200	(68)	-	132
	4,670	17,813	(15,940)		6,543
	22,260	26,409	(28,585)	-	20,084

<sup>\*</sup>London Borough of Sutton Community Fund (SCF) have provided RMNS with a number of different grants for the specific purposes detailed above.

## 10. Net Assets by Fund

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Current assets	15,997	17,629	33,626	24,613
Creditors: amounts falling due within one year	(2,456)	(11,086)	(13,542)	(2,353)
	13,541	6,543	20,084	22,260