

HACKNEY MIGRANT CENTRE
(A company limited by guarantee)

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

FOR THE YEAR ENDED 31ST MARCH 2017

CHARITY COMMISSION
FIRST CONTACT

14 DEC 2017

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 2017

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31st March 2017, 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) (as amended for accounting periods commencing from 1 January 2016).

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. An average of 30 volunteers assists at 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.

About 10 volunteers who help in our office every week, contributing about 100 hours of work each week, giving a total of 14,000 volunteer hours in the year.

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

- Welcoming visitors to the "Drop-in" and taking a summary of each person's specific problem to direct them to appropriate professional advisers.
- Carrying out further advocacy and case-work for visitors as appropriate
- Preparing and serving meals and refreshments for visitors
- 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 2,475 visits to our weekly drop-in advice service over the year by 947 individuals from over 85 different countries, an average of nearly 4 visits per person. 85% of our visitors have no recourse to public funds.
2. Our drop-in provided 717 individual consultations on immigration, 457 on housing and benefits and 81 on health advocacy.
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 started a new project, 'Moving out of Hardship' funded by the Help Through Crisis strand of the Big Lottery Fund. This is a joint project between Hackney Migrant Centre, Haringey Migrant Support Centre and Coram Children's Legal Centre, designed to assist vulnerable migrant families and young people in London with irregular immigration status to access the advice and support needed to improve their situation.
5. We distributed over £5,800 in exceptional hardship payments from our funds to 230 destitute visitors and raised over £39,000 in individual grants for over 250 individual visitors from other grant giving organisations.

HACKNEY MIGRANT CENTRE

DIRECTORS' AND TRUSTEES' REPORT (Cont'd)

FOR THE YEAR ENDED 31ST MARCH 2017

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 £280,627 (2016 - £187,336). The statement of financial activities showed a net surplus of £36,404 comprising £12,908 unrestricted funds and £23,496 restricted funds for the year (2016 - a surplus of £17,489, comprising unrestricted funds of £13,657 and restricted funds of £3,832) and reserves stand at £97,648 comprising £62,626 unrestricted funds and £35,022 restricted funds (2016 - £61,244: unrestricted funds £49,718, restricted funds £11,526).

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).

Big Lottery Fund	£79,477
Tudor Trust	£43,000
Trust for London	£33,000
Metropolitan Migration Fund	£22,672

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

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 £61,000.

We would estimate that a minimum of £20,000 would be adequate to cover 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 2017 were £62,626 (2016 - £49,324).

HACKNEY MIGRANT CENTRE
DIRECTORS' AND TRUSTEES' REPORT (Cont/d)
FOR THE YEAR ENDED 31ST MARCH 2017

FUTURE ACTIVITIES

1. We are continuing to recruit and train volunteers and interns to run and develop our service.
2. We are fundraising to extend the post of Destitution Coordinator past February 2018 when current funding for the position ends.
3. We will continue our volunteer Destitution Support Team to assist the Destitution Coordinator to find longer term solutions for our visitors in acute housing need.
4. We will continue to develop our 'Moving out of Hardship' project to assist destitute migrant families and young people into accommodation and help them to make plans for their future.
5. We will improve on our monitoring and evaluation processes by moving onto an online case management system to improve case notes, data input and impact capture.

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.

The post of Centre Manager which became a "job-share" during the year under review, is appointed by and responsible to the trustees. The joint post-holders co-ordinate all activities in the centre, including the provision of advice and of a cooked meal and creating a welcoming atmosphere 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 Joint Centre Managers, who report 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 2017

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 £200 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. Each quarter, the Joint Centre Managers produce detailed management accounts for the trustees, in order to compare quarterly 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

Hannah Ward

Rosemary Sales – (Res'n 21/04/16)

Carla Montemayor (Res'n 26/03/17)

Senior Management: Mr Dafydd Viney – Joint Centre Manager
Ms Helen Hibberd – Joint Centre Manager

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

Independent Examiner: David Terry – Chartered Accountant
Ramon Lee & Partners, Eagle House, 167 City Road, London EC1V 1AW

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 2017

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

6th December 2017

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

This is a report to the Trustees of Hackney Migrant Centre on the accounts for the year ended 31st March 2017 which are set on pages 8 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 charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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 Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

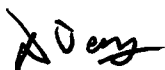
Basis of independent examiner's report

My examination was carried out in accordance with 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 the 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 to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records;
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.



**DAVID TERRY – CHARTERED ACCOUNTANT
EAGLE HOUSE
167 CITY ROAD
LONDON EC1V 1AW**

6th December 2017

HACKNEY MIGRANT CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2017
SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Income					
Grants, donations and legacies	2	21,491	-	21,491	24,794
<i>Income from charitable activities:</i>					
Grants and donations	3	-	259,136	259,136	162,542
Total income		<u>21,491</u>	<u>259,136</u>	<u>280,627</u>	<u>187,336</u>
Expenditure					
Cost of raising funds		-	-	-	648
Expenditure on charitable activities		8,583	235,640	244,223	169,199
Total expenditure	4	<u>8,583</u>	<u>235,640</u>	<u>244,223</u>	<u>169,847</u>
Net income/(expenditure)		12,908	23,496	36,404	17,489
<i>Reconciliation of funds</i>					
Total funds brought forward		49,718	11,526	61,244	43,755
Total funds carried forward		<u>62,626</u>	<u>35,022</u>	<u>97,648</u>	<u>61,244</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 2017

	Notes	2017 £	£	2016 £	£
Fixed assets					
Tangible assets	8		3,490		5,185
Current assets					
Debtors	9	27,883		10,000	
Cash at bank and in hand		126,985		119,794	
		<u>154,868</u>		<u>129,794</u>	
Liabilities					
Creditors falling due within one year	10	60,710		73,735	
Net current assets			94,158		56,059
Net assets			<u>97,648</u>		<u>61,244</u>
Total funds of the charity:					
Unrestricted funds	11	62,626		49,718	
Restricted funds	11	35,022		11,526	
Total charity funds			<u>97,648</u>		<u>61,244</u>

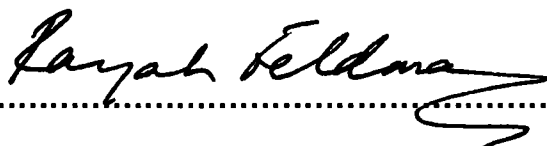
In preparing these financial statements:

For the financial year ended 31st March 2017 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 accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These accounts were approved and authorised for issue by the Board of Directors and Trustees on 6th December 2017 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 2017

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

The accounts have been prepared in accordance with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016).

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 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.

1.3 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 2017

1.4 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.

1.5 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.

1.6 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.

1.7 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.

1.8 Cash at bank and in hand

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

1.9 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.

1.10 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.

1.11 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.

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2017

1.12 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.

1.13 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.

1.14 Tangible Fixed Assets And Depreciation

Tangible fixed assets are stated at cost less depreciation. Individual fixed assets costing £500 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 2017 £	Total 2016 £
Sundry Donations	11,769	11,769	17,537
London Legal Walk	1,775	1,775	5,000
Garden Court Chambers	-	-	1,500
Dentons	-	-	750
Interest received from Gift Aid	-	-	7
Ruth Whitehead - charity concert	4,000	4,000	-
Turning Earth - ceramic sales	2,947	2,947	-
Roxy Co	1,000	1,000	-
	<u>21,491</u>	<u>21,491</u>	<u>24,794</u>

The grants, donations and legacies income in 2016 totalling £24,794 was attributed unrestricted funds.

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2017

3. INCOME FROM CHARITABLE ACTIVITIES

	Restricted Funds £	Total 2017 £	Total 2016 £
<i>Drop-in centre</i>			
Big Lottery Fund	79,477	79,477	-
Centre for Innovation	-	-	5,000
Clothworkers Foundation	-	-	6,750
East End Community Foundation - Hackney Giving	-	-	4,991
Greggs	-	-	550
Hackney Community Law Centre	-	-	714
The Hackney Parochial Charities	15,067	15,067	6,284
The Hilden Trust	5,000	5,000	-
London Community Foundation - Dispossessed Fund	9,922	9,922	9,922
Metropolitan Migration Fund	22,672	22,672	22,513
MSN Fund	5,000	5,000	-
South Hackney Parochial Charity	2,000	2,000	-
Trust for London	33,000	33,000	25,000
Tudor Trust	43,000	43,000	45,500
West Hackney Parochial Charity	-	-	6,500
Sebastian Kangah Appeal	-	-	2,217
English writing classes	-	-	1,000
	<u>215,138</u>	<u>215,138</u>	<u>136,941</u>
<i>Grants for clients</i>			
Catholic Women's League	650	650	1,425
Heinz, Anna and Carol Kroch Foundation	25,985	25,985	9,635
Hackney Parochial Charities	3,108	3,108	4,770
Mary Strand Trust	2,100	2,100	700
Methodist Church Fund	1,600	1,600	1,270
Sheila Hind Trust	1,550	1,550	2,200
Society of Friends for Foreigners in Distress	750	750	575
South Hackney Parochial Charity	500	500	1,726
West Hackney Parochial Charity	950	950	495
Other donations and grants	638	638	105
	<u>37,831</u>	<u>37,831</u>	<u>22,901</u>
<i>Hardship fund</i>			
London Catalyst	2,000	2,000	2,000
Moth Club Fundraiser	-	-	500
Other donations and grants	1,195	1,195	200
	<u>3,195</u>	<u>3,195</u>	<u>2,700</u>
<i>Natural Resilience Project</i>			
Centre for Innovation	2,972	2,972	-
	<u>259,136</u>	<u>259,136</u>	<u>162,542</u>

Income from charitable activities in 2016 totalling £162,542 was attributed to restricted funds.

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2017

4. ANALYSIS OF EXPENDITURE

	Drop in centre	Grants for individuals	Hardship fund	Natural Resilience Project	2017	2016
	£	£	£	£	£	£
Staff costs	84,812	-	-	-	84,812	62,525
Food	3,307	-	-	-	3,307	2,910
Kitchen equipment	91	-	-	-	91	243
Interpreting and other direct costs	657	-	-	-	657	1,680
Volunteer & intern expenses	3,591	-	-	-	3,591	2,967
Legal advice	38,498	-	-	-	38,498	37,441
Legal advice - disbursements	2,782	-	-	-	2,782	6,604
Communications & computer costs	2,218	-	-	-	2,218	1,903
Grants for individuals	-	38,734	-	-	38,734	23,723
Hardship fund	-	-	5,833	-	5,833	6,284
Rent for Drop-in	6,000	-	-	-	6,000	6,285
Creative Writing Classes	-	-	-	-	-	398
Sebastian Kangah expenses	-	-	-	-	-	2,158
Other direct costs	1,407	-	-	2,529	3,936	2,895
Partnership project costs	42,148	-	-	-	42,148	-
General support costs (Note 5)	10,616	-	-	-	10,616	10,663
Governance costs (Note 5)	1,000	-	-	-	1,000	1,168
	<u>197,127</u>	<u>38,734</u>	<u>5,833</u>	<u>2,529</u>	<u>244,223</u>	<u>169,847</u>

Of the £244,223 expenditure in 2017 (2016 - £169,847), £8,583 was charged to unrestricted funds (2016 - £11,137) and £235,640 to restricted funds (2016 - £158,710).

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 four 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	2017	2016
	£	£	£	£
Finance and administration	1,016	-	1,016	1,534
Premises costs	3,755	-	3,755	3,483
Insurance	585	-	585	535
Subscriptions & membership	199	-	199	597
Office equipment	679	-	679	294
Fundraising - direct costs	90	-	90	648
Depreciation	1,695	-	1,695	1,728
Payroll costs	698	-	698	179
Other expenses	1,899	-	1,899	1,833
Independent examiner's fee	-	1,000	1,000	1,000
	<u>10,616</u>	<u>1,000</u>	<u>11,616</u>	<u>11,831</u>

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2017

6. NET INCOME / (EXPENDITURE) FOR THE YEAR

Net movement in funds is stated after charging:

	2017 £	2016 £
Operating lease – rent	10,037	9,768
Depreciation	1,695	1,728

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

STAFF COSTS	2017 £	2016 £
Salaries	73,806	50,976
Social security	3,528	3,002
Pension	6,478	4,021
Staff cover	1,000	-
	<u>84,812</u>	<u>57,999</u>

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

None of the Trustees received any remuneration during the year (2016 – £nil) and no expenses were reimbursed (2016 – £nil).

The key management personnel of the charity comprise the Centre Managers. The total employee benefits of the key management personnel of the charity were £38,605 (2016 - £39,487).

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

Direct charitable work	4	2
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8. TANGIBLE FIXED ASSETS

NET BOOK VALUES

	2017 £	2016 £
Fixtures, fittings and equipment	296	394
Computer and office equipment	3,194	4,791
	<u>3,490</u>	<u>5,185</u>

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
	<u>7,881</u>	<u>-</u>	<u>-</u>	<u>7,881</u>
<u>Depreciation</u>	Opening Balances £	Charge For Year £	Disposals £	Closing Balances £
Fixtures, fittings and equipment	1,099	98	-	1,197
Computer and office equipment	1,597	1,597	-	3,194
	<u>2,696</u>	<u>1,695</u>	<u>-</u>	<u>4,391</u>

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2017

9. DEBTORS

	2017 £	2016 £
Grants receivable	27,883	10,000
	<u>27,883</u>	<u>10,000</u>

10. CREDITORS: amounts falling due within one year

	2017 £	2016 £
Social security and other taxes	827	1,756
Creditors & accrued expenses	14,986	19,891
Pension due	-	573
Deferred income (see note 13)	44,897	51,515
	<u>60,710</u>	<u>73,735</u>

11. MOVEMENT IN FUNDS

	Opening Balance £	Incoming Resources £	Resources Expended £	Closing Balances £
Restricted funds:				
Big Lottery Fund	-	79,477	74,647	4,830
Centre for Innovation	187	5,000	1,366	3,821
Clothworkers Foundation	4,910	-	1,597	3,313
East End Community Foundation - Hackney Giving	186	-	-	186
Hackney Community Law Centre	27	-	-	27
The Hackney Parochial Charities	235	15,067	8,234	7,068
The Hilden Trust	-	5,000	1,366	3,634
London Community Foundation - Dispossessed Fund	371	9,922	5,423	4,870
Metropolitan Migration Fund	18	22,672	21,309	1,381
South Hackney Parochial Charities	-	2,000	1,093	907
Trust for London	934	33,000	33,626	308
Tudor Trust	187	43,000	40,786	2,401
West Hackney Parochial Charities	243	-	-	243
Creative Writing Classes (MSN Fund)	602	-	-	602
Sebastian Kangah Appeal	59	-	-	59
<i>Grants for clients</i>				
Heinz, Anna and Carol Kroch Foundation	-	25,985	25,985	-
Hackney Parochial Charities	-	3,108	3,108	-
Methodist Church Fund	-	1,600	1,600	-
South Hackney Parochial Charity	-	500	500	-
Society of Friends for Foreigners in Distress	-	750	750	-
Sheila Hind Trust	-	1,550	1,550	-
Mary Strand Trust	-	2,100	2,100	-
Catholic Women's League	-	650	650	-
West Hackney Parochial Charity	-	950	950	-
Other Donations and Grants	-	638	638	-
Natural Resilience Project	-	2,972	2,529	443
<i>Hardship fund</i>	3,567	3,195	5,833	929
Total restricted funds	<u>11,526</u>	<u>259,136</u>	<u>235,640</u>	<u>35,022</u>
Unrestricted Funds:				
General funds	49,718	21,491	8,583	62,626
Total Funds	<u>61,244</u>	<u>280,627</u>	<u>244,223</u>	<u>97,648</u>

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2017

11. MOVEMENT IN FUNDS (Continued)

Purposes of Restricted Funds:

Big Lottery Fund – funding for our "Moving out of Hardship project, which is carried out in partnership with Coram Children's Legal Centre and Haringey Migrant Support Centre.

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 2015/16. 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.

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 named clients.

Hardship Fund – Grants and donations received for hardship payments and emergencies paid to clients at the discretion of the charity.

12. ANALYSIS OF FUND BALANCES BETWEEN NET ASSETS

	Unrestricted £	Restricted £	Total £
Tangible fixed assets	296	3,194	3,490
Net current assets	62,330	31,828	94,158
	<u>62,626</u>	<u>35,022</u>	<u>97,648</u>

13. DEFERRED INCOME

	2017 £	2016 £
Balance as at 1st April	51,515	40,750
Amount released to income in the year	(51,515)	(40,750)
Amount deferred in the year	44,897	51,515
Balance as at 31st March	<u>44,897</u>	<u>51,515</u>

Deferred income represents grant income of £21,500 from Tudor Trust, £7,500 from The Hackney Parochial Charities and £15,897 from Big Lottery Fund towards wage costs of 2017/18.