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

Report and Financial Statements for the year ended 31 March 2019

(Registered Charity No 1150500)

(Company Number 08026861)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

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 2019. 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

Granfers Community Centre Operational Address:

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 Lorri Dawson Chair Vice Chair

Olwen Edwards Lisa Webster

Secretary Treasurer

Ann Morrison

Nallini Thevakarrunai **Briony Thomas** Deborah Wroe Selamawi Zere

Advisory Members of the Management Committee:

Suad Al Chalabi Lucy Minyo

Drop-in Co-ordinator Advice Worker

Bankers:

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

Appointed 3 September 2018

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 2019

CHAIR'S REPORT

Our work during the year was supported by two major funders. The Big Lottery is providing £92,164 spread over 3 years and Trust for London is providing £30,800 over 3 years. We have also benefited from our advisory partnership with CA Sutton which provides £2,000 per year for giving immigration advice to referred clients. Having assured funding has enabled us to review and improve our services and our governance. In particular, we have been able to provide advice to clients for 28 hours per week, four full working days. This has allowed for prompt and full attention to clients' issues and provided more time for research and updating by the advice worker.

It was exciting to receive our first-ever legacy of £12,000 from a loyal supporter. There has also been a good level of support this year from local organisations, churches and individuals, for all of which we are most grateful. The division of responsibilities between the Board of Trustees and the Drop-in Management Committee has provided for more detailed attention to policy development and practical application of improvements to processes.

Lisa Webster was appointed as a trustee and confirmed by election at the AGM. She retains her key role as Treasurer. In November Zoe Clifford joined the staff as Personal Assistant to the advice worker. Diana Taylor-Karrer, the Volunteer Coordinator, left during the year to take up a new post, and has not so far been replaced.

Further training and experience for the advice workers and some trustees have yielded benefits in terms of the quality of client records, the ease of accessing information held from several sessions and the ease of obtaining regular reports. Improvements continue to be made as the possibilities of the Lamplight database are explored.

The senior advice worker has continued her studies for upgrading to OISC Level 2 and is preparing for assessment. The trustees have applied for the organisation to accept Level 2 clients, provided that the advice worker's assessment is successful. The voluntary advice worker has made a strong contribution to the advice work throughout the year. Demand for this service continues to be strong, with increasing requests for support from EU nationals wishing to remain as residents in the UK.

There is strong demand also for the ESOL classes, particularly for students with very little English and a lack of study skills. Priority has been given to providing for these clients rather than for those with more advanced knowledge of English. The Conversation Group has become well established, offering a combination of free discussion and teacher guidance which suits those who wish to practise and improve their English in a social setting.

The creche and the Monday Toddler group are greatly appreciated by students with no childcare and also by the children, who enjoy the carefully planned play experiences and independent choices.

Through links with other organisations we have been able to provide additional opportunities for clients. Employment training provided by Skillsland was made available at the Drop-in site and 17 of our students received graduation certificates. Six Knit and Natter sessions, combining finger-knitting and conversation, were led by Savvy Theatre. A briefing session for EU nationals was led by New Europeans. A visit to the Houses of Parliament was arranged with the local MP, Paul Scully. It is hoped to continue to develop similar enrichment experiences for students and clients.

Anne Towner

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

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 2019 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, including Lisa Webster, who was first appointed in September 2018.

The board of trustees meets at least quarterly, in addition to the Annual General Meeting, any special meetings for a particular purpose 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, normally takes place over several months. The induction of Lisa Webster was briefer than usual as she had been working with RMNS management as Treasurer for several years.

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 revised and 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 at OISC Level 1 was provided for 30 to 40 clients per month on a range of topics, of which immigration was by far the most in demand. As RMNS is the sole qualified provider of free immigration advice in Sutton, this is an essential service. Clients were also given advice on housing, welfare, health, education and training, and when appropriate they were referred to other organisations which could provide specialist support. A few clients were provided with foodbank vouchers or small emergency grants for essential expenses.

Evaluation forms were completed by the majority of clients and indicated a 95% rate of satisfaction with the advice given and with the increased confidence that resulted from better understanding of their situation.

English classes were provided for over 70 students on five levels. Lessons were given by qualified ESOL teachers and supported by 2-3 volunteer assistants per class. Teachers assessed progress regularly and recommended students for progression to a higher class if appropriate. Students were asked to complete evaluation forms at the academic year end and they expressed great satisfaction with their learning experience and the opportunities it gave them to mix with others of very different backgrounds. The creche provided essential childcare for up to 15 students at a time and developmental experiences for their children.

Management Committee

In addition to the core funding grant from Big Lottery, there was a grant of £4,900 over the 3 years for the development of good governance. Work was begun on this by engaging a consultant who carried out a consultation of clients and volunteers. All the trustees participated in an online Organisational Strength Review to provide an indication of the direction that any development might take. Work on analysing the results is ongoing. So far, the principal decision has been to separate the meetings of trustees from those of the management committee. This has been carried out since September and is providing greater clarity of responsibilities and more time for discussion before decisions are made.

The chief policy developments have been the upgrading of data handling to comply with GDPR requirements and the rewriting of the business plan and associated targets. Following the two-yearly inspection, our certification for the Advice Quality Standard was renewed.

Having had a recommendation by our file reviewer that some administrative support would improve the capacity of the advice work, and being offered the opportunity of occupying a larger office in the same building, we obtained a grant from the LBS Community Fund to cover the first year of extra costs, moved into the office and recruited an administrator who has proved to be very able and is giving considerable support to the advice worker.

Plans for the future

The work begun on the review and development of governance will certainly continue. A data project has been mapped out which will link client addresses to local authority data to establish which are the areas of greatest need and to guide our outreach efforts to ensure that they are effectively targeted.

EU citizens resident in Sutton need information on the procedures of the EU Settlement Scheme and those who have particular needs require personal support to complete the process successfully. RMNS has entered a partnership with Citizens Advice Sutton to provide this support and has obtained a grant of £12,000 to meet the costs.

Some attention will need to be given to securing further funding as the Trust for London grant will come to an end and the end of the Big Lottery grant will be approaching. Improved evaluation and data collection for assessing need and reporting will help to support future applications.

A service of individual support for vulnerable clients is planned. Five volunteers have been given training by Diana Birkett, formerly head of Sutton Counselling.

An extra English class for a small number of very weak beginners has been helpful and will be continued if the demand next year is similar.

FINANCIAL REVIEW

The financial statements have been presented in a format to comply with both company and charity law. Net income in the year to 31 March 2019 amounted to £24,892 (2018: £3,064).

Incoming resources

The company received a number of restricted grants totalling £46,933 (2018: £30,127).

Reserves

The company has had a policy of maintaining 6 months expenditure as a designated fund. The successful bid for core funding from the Big Lottery in 2018 resulted in a significant increase in planned expenditure for subsequent financial periods, which is fully funded from future restricted income. It was initially neither possible nor necessary to increase the designated fund sufficiently to cover 6 months planned expenditure (expected to be approximately £22,500) in one year but the trustees aimed to build sufficient reserves to achieve that level of comfort by the end of the Big Lottery project. With the unexpected legacy income and an additional surplus, reserves at the year end amounted to £48,040. The trustees have therefore been able to increase designated reserves to the target £22,500. The remainder of £19,182 (£25,540 less the £6,358 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:

hne Towner

- · 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 22 November 2019 and signed on their behalf by:

Anne Towner

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 2019, which are set out on pages 9 to 15.

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;
- The accounts do not accord with those records; or
- 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 22 November 2019 by:

Sarah Holman ACA 16 Crichton Road Carshalton

Surrey

SM5 3LS

Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2019

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
INCOME		£	£	£	£
Donations		4,629		4,629	5,033
Gift Aid tax recovered		233	-	233	243
Legacies		12,108	-	12,108	5000-0
Charitable activities	2	3,380	46,933	50,313	32,642
TOTAL		20,350	46,933	67,283	37,918
EXPENDITURE					
Costs of fundraising		-	-		
Charitable activities	3	-	42,391	42,391	34,854
		-	42,391	42,391	34,854
Net income/(expenditure)		20,350	4,542	24,892	3,064
Transfers between funds			A POR record	there we	
Net Movement in Funds		20,350	4,542	24,892	3,064
Total Funds brought forward		21,332	1,816	23,148	20,084
Net Movement in Funds		20,350	4,542	24,892	3,064
TOTAL FUNDS CARRIED FORWARD		41,682	6,358	48,040	23,148

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 2019

	Note	2019	2018
		£	£
Current Assets			
Debtors	4	4,619	2,693
Cash at bank and in hand		57,040	35,722
Total Current Assets		61,659	38,415
Creditors			
Amounts falling due within one year	5	(13,619)	(15,267)
Net Assets		48,040	23,148
The Funds of the Charity:			
Unrestricted Funds	9	41,682	21,332
Restricted Funds	9	6,358	1,816
Total Charity Funds		48,040	23,148

For the financial year ended 31 March 2019, 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 22 November 2019 and signed on their behalf by:

Anne Towner

Anne Towner

Chair

Notes to the financial statements for the year ending 31 March 2019

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.

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 9.

Income Recognition

Income is recognised and included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to it, the trustees are virtually certain they will receive it and the monetary value can be measured with sufficient reliability. Where income has related expenditure (as with fundraising), the income 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.

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	Restricted	Total Funds	Total Funds
	Funds	Funds	2019	2018
	£	£	£	£
Grants		46,933	46,933	30,127
Membership subscriptions	470	-	470	340
Registration fees	2,890	-	2,890	2,130
Income from events	20	-	20	45
	3,380	46,933	50,313	32,642

3. Analysis of expenditure on charitable activities - year on year

	Unrestricted funds 2019	Restricted funds 2019	Total funds 2019	Unrestricted funds 2018	Restricted funds 2018	Total funds 2018
	£	£	£	£	£	£
Advice work						
Staff costs						
Salaries	-	23,653	23,653	-	16,858	16,858
Training & supervision	-	1,495	1,495	-	1,374	1,374
Expenses		41	41	-	36	36
Premises costs						
Granfers rent	-	2,465	2,465		1,700	1,700
Granfers cleaning		129	129		72	72
Overheads						
IT & telephone	_	2,849	2,849	_	5,769	5,769
Office expenses		1,337	1,337		312	312
Insurance		899	899	MARKET WARRING	731	731
Accreditation		1,085	1,085	_	_	
Subscriptions		239	239	-	234	234
Casconplicito	_	34,192	34,192	_	27,086	27,086
Drop-in costs		01,102	01,102		21,000	21,000
Staff costs						
Salaries		2,631	2,631	State British State of	2,425	2,425
Training		157	157		119	119
Expenses		230	230		338	338
Premises costs		250	230		550	000
Trinity rent		3,523	3,523		3,200	3,200
	-	3,525	3,525		3,200	3,200
Other expenses		87	87		564	564
Teaching resources Crèche resources	a lealingeran of the	303	303		282	282
	-				135	135
Refreshments	•	24 12	24			
Publicity			12	<u> </u>	190	190
		6,967	6,967		7,253	7,253
Other charitable expenditure						
Client grants	-	90	90	-	100	100
ESOL toddler group	-	10	10		34	34
Governance costs		637	637	man in a state of	381	381
Building capabilities	-	495	495	and the second second	Land Small of The	
		1,232	1,232		515	515
		42,391	42,391	Maria -	34,854	34,854

No fee was charged for the Independent Examination of the accounts (2018: £nil).

4. Debtors

	2019	2018
	£	£
Other debtors	3,923	1,615
Prepayments	696	1,078
		ALIES OF BOILE
Total	4,619	2,693

5. Creditors - Amounts falling due within one year

	2019 £	2018 £	
Creditors and accrued expenses	1,933	1,385	
Deferred income	11,686	13,882	
Total	13,619	15,267	

6. Analysis of deferred income

	2019 £	2018 £
Core Funding (Big Lottery Reaching Communities)	6,666	9,132
Advice work (Trust for London)		2,500
Advice work (Yapp Trust)	2,250	2,250
Advice work expansion (SCF6)	2,770	
Total	11,686	13,882

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 (2018: nil) but only for purchases made on behalf of RMNS.

8. Staff Costs

out oosto	2019 £	2018 £
Wages and salaries	25,847	19,116
Pension contributions	437	167
	26,284	19,283

The average number of employees during the year was 4 (2018:3). No employee earned £60,000 per annum or more in this or the previous year.

9. Analysis of Funds

	Opening Balance at 1 April 2018	Income	Expenditure	Transfers	Closing Balance at 31 March 2019
	£	£	£	£	£
Unrestricted Funds					
General Funds	5,332	20,350	-	(6,500)	19,182
Designated funds	16,000	-	_	6,500	22,500
50,60 S = 7. 889,FP	21,332	20,350	-		41,682
Restricted Funds					
Core Funding (Big Lottery Reaching Communities)	-	28,058	(23,973)		4,085
Advice work (Trust for London)		10,225	(10,128)		97
Advice work expansion (SCF*6)		3,650	(3,189)	1 1 mm -	461
Advice work referrals (Sutton CAB / Big Lottery Reaching Communities)	-	2,000	(2,000)	-	-
Advice work (Yapp Trust)	-	3,000	(3,000)		
Advice worker training to OISC2 (SCF*2)	1,290	_	-		1,290
Grants for Destitute Refugees (LCRN)	428	-	(90)	_	338
ESOL toddler group (London Borough of Sutton Neighbourhood Grant)	98	-	(11)	-	87
	1,816	46,933	(42,391)	-	6,358
	23,148	67,283	(42,391)	-	48,040

^{*}London Borough of Sutton Community Fund (SCF) have provided RMNS with a number of different grants for the specific purposes detailed above.

9. (continued) Analysis of Funds - comparatives

	Opening Balance at 1 April 2017	Income	Expenditure	Transfers	Closing Balance at 31 March 2018
	£	£	£	£	£
Unrestricted Funds					
General Funds	1,041	7,791	_	(3,500)	5,332
Designated funds	12,500	_	-	3,500	16,000
	13,541	7,791	=		21,332
Restricted Funds					
Core Funding (Big Lottery Reaching Communities)	•	6,628	(6,628)		
Advice work (Trust for London)	-	7,500	(7,500)		-
Advice work (London Community		6,529	(6,529)	-	_
Foundation - Comic Relief)					
Advice work referrals (Sutton CAB / Big Lottery Reaching Communities)	-	2,000	(2,000)	-	
Advice work (Yapp Trust)		2,750	(2,750)	_	-
Advice worker training to OISC2 (SCF*2)	1,290	_	<u> </u>	-	1,290
Volunteer advice worker training to OISC1 (SCF*3)	413	-	(413)	-	-
AQS accreditation & database implementation (SCF*4)		1,215	(1,215)	-	
Database support (SCF*5)		948	(948)	-	-
Database purchase (Goldsmith's Company)	3,000	-	(3,000)		
Drop-in funding (Evening Standard Dispossessed Fund)	759	2,374	(3,133)		
Crèche funding (London Catalyst)	421	183	(604)	-	-
Grants for Destitute Refugees (LCRN)	528	-	(100)	-	428
ESOL toddler group (London Borough of Sutton Neighbourhood Grant)	132	-	(34)	-	98
	6,543	30,127	(34,854)		1,816
	20,084	37,918	(34,854)	-	23,148

^{*}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 2019 £	Total Funds 2018 £
Current assets	43,615	18,044	61,659	38,415
Creditors: amounts falling due within one year	(1,933)	(11,686)	(13,619)	(15,267)
	41,682	6,358	48,040	23,148