

HACKNEY MIGRANT CENTRE
(A company limited by guarantee)

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

FOR THE YEAR ENDED 31ST MARCH 2018

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 2018

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31st March 2018, 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 2015).

OUR PURPOSE AND ACTIVITIES

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

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

Volunteers

The organisation relies on volunteers for the delivery of the "Drop-in" sessions. An average of 30 volunteers assist at each of the 50 "Drop-in" sessions that we hold each year and volunteers work for an average of 6 hours at each of the 50 "Drop-in" sessions held.

About 10 volunteers help in our office every week, contributing in total about 100 hours of work each week, which, together with the "Drop-in" volunteers' hours, gives a total of approximately 14,000 volunteer hours per 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 to 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 2,089 visits to our weekly drop-in advice service over the year, by 898 individuals from over 85 different countries, an average of just over 2 visits per person.
2. Our drop-in provided 705 individual consultations on immigration, 691 on housing and benefits and 154 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 have continued our 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, designated 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.

HACKNEY MIGRANT CENTRE

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

5. We distributed over £7,600 in exceptional hardship payments from our funds to 63 destitute visitors and raised over £40,000 in individual grants for over 280 individual visitors from other grant giving organisations.

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 £366,718 (2017 - £280,627). The statement of financial activities showed a net surplus of £61,926, comprising £71,337 unrestricted funds, of which £27,500 was designated to staff salaries and a reduction of £9,411 on restricted funds for the year (2017 - a surplus of £36,404 comprising £12,908 unrestricted funds and £23,498 restricted funds) and reserves stand at £159,574, comprising £133,963 unrestricted and designated funds and £25,611 restricted funds (2017 - £97,648, comprising £62,626 unrestricted funds and £35,022 restricted funds).

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	£97,835
Tudor Trust	£36,500
Trust for London	£33,000
Metropolitan Migration Fund	£19,294

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 both generate income and protect the assets of the charity.

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 £81,000.

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 at 31 March 2018 were £133,963 (2017 - £62,626).

HACKNEY MIGRANT CENTRE

DIRECTORS' AND TRUSTEES' REPORT (Cont'd)

FOR THE YEAR ENDED 31ST MARCH 2018

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.
3. We shall 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 shall 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 the future.
5. We shall improve our monitoring and evaluation process 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 the charity's 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 the 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 (in the year under review and at present, a "job-share") is appointed by and is 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 joint centre managers, who report regularly to the trustees and work with the Chair to solve any difficulties.

HACKNEY MIGRANT CENTRE

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

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 procedures 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 joint centre managers;
- 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
Rosemary Sales	- Secretary (appointed as Director / Trustee on 21/09/2017 and as Secretary on 14/07/2018)
Wendy Pettifer	
Jose-Charles Makassa	
Hannah Ward	
Dorothy Lewis	- (Res'n as Director / Trustee and Secretary 14/07/18)

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 Ltd, Eagle House, 167 City Road, London EC1V 1AW

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

HACKNEY MIGRANT CENTRE

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

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).

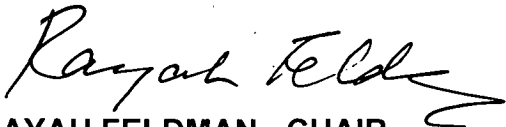
Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that 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 2018

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

I report on the accounts of the company for the year ended 31st March 2018.

Respective responsibilities and basis of report

As the charity's trustees of the Company (who are also the 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 for this year under Part 16 of the 2006 Act 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

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants of England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.



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

6TH DECEMBER 2018

HACKNEY MIGRANT CENTRE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2018

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Income						
Grants, donations and legacies	2	93,823	-	-	93,823	21,491
<i>Income from charitable activities:</i>						
Grants and donations	3	-	-	272,895	272,895	259,136
Total income		<u>93,823</u>	<u>-</u>	<u>272,895</u>	<u>366,718</u>	<u>280,627</u>
Expenditure						
Cost of raising funds		-	-	-	-	-
Expenditure on charitable activities		10,567	-	294,225	304,792	244,223
Total expenditure	4	<u>10,567</u>	<u>-</u>	<u>294,225</u>	<u>304,792</u>	<u>244,223</u>
Net income/(expenditure)		83,256	-	(21,330)	61,926	36,404
Gross transfers between funds		(39,419)	27,500	11,919	-	-
Net movement in funds		<u>43,837</u>	<u>27,500</u>	<u>(9,411)</u>	<u>61,926</u>	<u>36,404</u>
<i>Reconciliation of funds</i>						
Total funds brought forward		62,626	-	35,022	97,648	61,244
Total funds carried forward		<u>106,463</u>	<u>27,500</u>	<u>25,611</u>	<u>159,574</u>	<u>97,648</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 18 form part of these accounts

HACKNEY MIGRANT CENTRE

BALANCE SHEET AS AT 31st MARCH 2018

	Notes	2018 £	£	2017 £	£
Fixed assets					
Tangible assets	8		1,819		3,490
Current assets					
Debtors	9	514		27,883	
Cash at bank and in hand		237,746		126,985	
		<u>238,260</u>		<u>154,868</u>	
Liabilities					
Creditors falling due within one year	10	<u>80,505</u>		<u>60,710</u>	
Net current assets			157,755		94,158
Net assets			<u>159,574</u>		<u>97,648</u>
Total funds of the charity:					
Restricted funds	11		25,611		35,022
Unrestricted funds					
General	11	106,463		62,626	
Designated - staff	11	<u>27,500</u>	133,963	<u>-</u>	62,626
Total charity funds			<u>159,574</u>		<u>97,648</u>

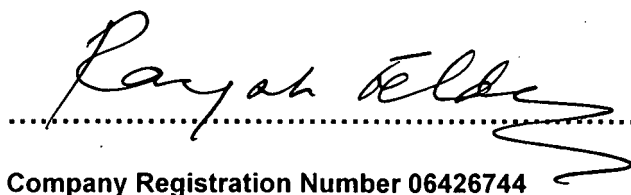
In preparing these financial statements:

For the financial year ended 31st March 2018 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 2018 and were signed on its behalf by:


 RAYAH FELDMAN – CHAIR
 Company Registration Number 06426744

The notes on pages 10 to 18 form part of these accounts

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2018

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 2015).

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 included 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. Depreciation 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.

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:

- (a) Cost of raising funds comprises costs of seeking donations, legacies and grants and their associated support costs.
- (b) 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.

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

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.

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.

HACKNEY MIGRANT CENTRE
NOTES TO THE ACCOUNTS (Cont/d)
FOR THE YEAR ENDED 31ST MARCH 2018

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 2018 £	Total 2017 £
Sundry Donations	30,171	30,171	11,769
Redburn limited	27,500	27,500	1,775
London Community Foundation - Reel Fund	10,000	10,000	-
Speaker's Office	8,363	8,363	-
Green Leaning	7,000	7,000	-
London Legal Walk	4,698	4,698	-
Summer supperclub	1,430	1,430	-
Ernest Solidarity	1,400	1,400	-
Dentons	1,000	1,000	-
Ruth Whitehead - charity concert	-	-	4,000
Turning Earth - ceramic sales	2,261	2,261	2,947
Roxy Co	-	-	1,000
	<u>93,823</u>	<u>93,823</u>	<u>21,491</u>

The grants, donations and legacies income in 2017 totalling £21,491 was all attributed unrestricted funds.

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

3. INCOME FROM CHARITABLE ACTIVITIES

	Restricted Funds £	Total 2018 £	Total 2017 £
<i>Drop-in centre</i>			
Big Lottery Fund	97,835	97,835	79,477
Hackney Parochial Charities	7,500	7,500	15,067
The Hilden Charitable Fund	-	-	5,000
London Community Foundation - Dispossessed Fund	-	-	9,922
Metropolitan Migration Fund	19,294	19,294	22,672
MSN Fund	-	-	5,000
South Hackney Parochial Charity	-	-	2,000
Trust for London	33,000	33,000	33,000
Tudor Trust	36,500	36,500	43,000
West Hackney Parochial Charity	6,500	6,500	-
Heinz, Anna & Carol Kroch Foundation	4,634	4,634	-
	<u>205,263</u>	<u>205,263</u>	<u>215,138</u>
<i>Grants for clients</i>			
Catholic Women's League	325	325	650
Heinz, Anna & Carol Kroch Foundation	37,075	37,075	25,985
Hackney Parochial Charities	3,447	3,447	3,108
Mary Strand Trust	3,495	3,495	2,100
Methodist Church Fund for Human Need	1,000	1,000	1,600
Sheila Hind Trust	850	850	1,550
Society of Friends for Foreigners in Distress	600	600	750
South Hackney Parochial Charity	1,137	1,137	500
Hornsey Parochial Charities	600	600	-
West Hackney Parochial Charity	-	-	950
Other donations and grants	134	134	638
	<u>48,663</u>	<u>48,663</u>	<u>37,831</u>
<i>Hardship fund</i>			
London Catalyst	-	-	2,000
Virgin Money Giving	4,597	4,597	-
Kehillah North London	1,405	1,405	-
M A Neuberger	1,000	1,000	-
Stoke Newington Relief in Need	1,000	1,000	-
CAF	800	800	-
Ivor Dembina	502	502	-
Other donations and grants	956	956	1,195
	<u>10,260</u>	<u>10,260</u>	<u>3,195</u>
<i>Natural Resilience Project</i>			
Centre for Innovation	8,709	8,709	2,972
	<u>272,895</u>	<u>272,895</u>	<u>259,136</u>

Income from charitable activities in 2017 totalling £259,136 was all attributed to restricted funds.

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

4. ANALYSIS OF EXPENDITURE

	Drop in centre	Big Lottery Fund	Grants for individuals	Hardship fund	Natural Resilience Project	2018	2017
	£		£	£	£	£	£
Staff costs	106,744	-	-	-	-	106,744	84,812
Food	3,007	-	-	-	-	3,007	3,307
Kitchen equipment	-	-	-	-	-	-	91
Interpreting and other direct costs	739	-	-	-	-	739	657
Volunteer & intern expenses	4,091	-	-	-	-	4,091	3,591
Legal advice	43,498	-	-	-	-	43,498	38,498
Legal advice - disbursements	3,073	-	-	-	-	3,073	2,782
Consultancy	200	-	-	-	-	200	-
Communications & computer costs	-	-	-	-	-	-	2,218
Grants for individuals	770	-	39,886	-	-	40,656	38,734
Hardship fund	80	-	-	7,677	-	7,757	5,833
Rent for Drop-in	6,000	-	-	-	-	6,000	6,000
Natural Resilience Project	-	-	-	-	8,951	8,951	-
Other direct costs	5,195	-	-	-	-	5,195	3,936
Partnership project costs	-	53,558	-	-	-	53,558	42,148
General support costs (Note 5)	19,080	-	-	-	-	19,080	10,616
Governance costs (Note 5)	2,243	-	-	-	-	2,243	1,000
	<u>194,720</u>	<u>53,558</u>	<u>39,886</u>	<u>7,677</u>	<u>8,951</u>	<u>304,792</u>	<u>244,223</u>

Of the £304,792 expenditure in 2018 (2017 - £244,223), £10,567 was charged to unrestricted funds (2017 - £8,583) and £294,225 to restricted funds (2017 - £235,640).

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 activities 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	2018	2017
	£	£	£	£
Finance and administration	1,175	-	1,175	1,016
Premises costs	6,040	-	6,040	3,755
Insurance	911	-	911	585
Subscriptions & membership	310	-	310	199
Office equipment	4,609	-	4,609	679
Fundraising - direct costs	170	-	170	90
Depreciation	1,671	-	1,671	1,695
Payroll costs	671	-	671	698
Other expenses	3,523	1,243	4,766	1,899
Independent examiner's fee	-	1,000	1,000	1,000
	<u>19,080</u>	<u>2,243</u>	<u>21,323</u>	<u>11,616</u>

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

6. NET INCOME / (EXPENDITURE) FOR THE YEAR

Net movement in funds is stated after charging:

	2018 £	2017 £
Operating lease – rent	6,040	3,755
Depreciation	1,671	1,695
Independent examiner's fee	<u>1,000</u>	<u>1,000</u>

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

STAFF COSTS	2018 £	2017 £
Salaries	84,656	73,806
Social security	7,174	3,528
Pension	7,039	6,478
Staff cover	7,875	1,000
	<u>106,744</u>	<u>84,812</u>

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

None of the Trustees received any remuneration during the year (2017 – £nil) and no expenses were reimbursed (2017 – £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 £43,572 (2017 - £38,605).

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

Direct charitable work	5	4
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HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

8. TANGIBLE FIXED ASSETS

NET BOOK VALUES

	2018 £	2017 £
Fixtures, fittings and equipment	222	296
Computer and office equipment	1,597	3,194
	<u>1,819</u>	<u>3,490</u>

MOVEMENTS IN YEAR

Cost

	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>

Depreciation

	Opening Balances £	Charge For Year £	Disposals £	Closing Balances £
Fixtures, fittings and equipment	1,197	74	-	1,271
Computer and office equipment	3,194	1,597	-	4,791
	<u>4,391</u>	<u>1,671</u>	<u>-</u>	<u>6,062</u>

9. DEBTORS

	2018 £	2017 £
Grants receivable	514	27,883
	<u>514</u>	<u>27,883</u>

10. CREDITORS: amounts falling due within one year

	2018 £	2017 £
Social security and other taxes	1,164	827
Creditors & accrued expenses	13,952	14,986
Pension due	-	-
Deferred income (see note 13)	65,389	44,897
	<u>80,505</u>	<u>60,710</u>

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

11. MOVEMENT IN FUNDS

	Opening Balance	Incoming Resources	Resources Expended	Transfer between funds	Closing Balances
	£	£	£	£	£
Restricted funds:					
Big Lottery Fund	4,830	97,835	98,929	-	3,736
Centre for Innovation	3,821	-	3,821	-	-
Clothworkers Foundation	3,313	-	1,597	-	1,716
East End Community Foundation - Hackney Giving	186	-	186	-	-
Hackney Community Law Centre	27	-	-	-	27
The Hackney Parochial Charities	7,068	7,500	6,958	-	7,610
The Hilden Trust	3,634	-	3,634	-	-
London Community Foundation - Dispossessed Fund	4,870	-	4,830	-	40
Metropolitan Migration Fund	1,381	19,294	26,517	5,842	-
South Hackney Parochial Charities	907	-	907	-	-
Trust for London	308	33,000	33,535	227	-
Tudor Trust	2,401	36,500	44,751	5,850	-
West Hackney Parochial Charities	243	6,500	6,743	-	-
Heinz, Anna & Carol Kroch	-	4,634	4,532	-	102
Creative Writing Classes (MSN Fund)	602	-	-	(602)	-
Sebastian Kangah Appeal	59	-	-	-	59
<i>Grants for clients</i>					
Heinz, Anna and Carol Kroch Foundation	-	37,075	30,815	-	6,260
Mary Strand Trust	-	3,495	2,845	-	650
Hackney Parochial Charities	-	3,447	2,531	-	916
South Hackney Parochial Charity	-	1,137	1,137	-	-
Methodist Church Fund for Human Need	-	1,000	920	-	80
Sheila Hind Trust	-	850	850	-	-
Society of Friends for Foreigners in Distress	-	600	500	-	100
Hornsey Parochial Charities	-	600	600	-	-
Catholic Women's League	-	325	325	-	-
Other Donations and Grants	-	134	134	-	-
Natural Resilience Project	443	8,709	8,951	-	201
<i>Hardship fund</i>	929	10,260	7,677	602	4,114
Total restricted funds	35,022	272,895	294,225	11,919	25,611
Unrestricted Funds:					
General funds	62,626	93,823	- 10,567	(39,419)	106,463
Designated funds - staff	-	-	-	27,500	27,500
Total Funds	97,648	366,718	304,792	-	159,574

HACKNEY MIGRANT CENTRE

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2018

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 purchasing office equipment, computer and mobile handsets of which £6,388 was capitalised in 2015/16. The balance remaining represents the cost not depreciated: this will be reduced 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 Coordinator.

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 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 funds £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	103	-	1,716	1,819
Net current assets	106,360	27,500	23,895	157,755
	<u>106,463</u>	<u>27,500</u>	<u>25,611</u>	<u>159,574</u>

13. DEFERRED INCOME

	2018 £	2017 £
Balance as at 1st April	44,897	51,515
Amount released to income in the year	(44,897)	(51,515)
Amount deferred in the year	65,389	44,897
Balance as at 31st March	<u>65,389</u>	<u>44,897</u>

Deferred income represents grant income of £15,000 from Tudor Trust, £5,000 from London Catalyst, £5,000 from Centre for Innovation, £17,000 from Trust for London and £23,389 from Big Lottery Fund towards wage costs of 2018/19.

14. RELATED PARTY TRANSACTIONS

There were no related party transactions for the period ended 31st March 2018.