

THE
HARBOUR
PROJECT

For Swindon Refugees and Asylum Seekers

Providing a safe space for refugees and asylum seekers in Swindon

Charitable Incorporated Organisation
Reg. charity no: 1171368

**FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2019**

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Chairman's Report

This has been a year of challenges and opportunities for what we like to call our Harbour Family made up of staff, volunteers, beneficiaries (whom we refer to as visitors) and trustees.

Our major funders continue to be the National Lottery Community Fund (we are in the second year of our grant), and Swindon Borough Council where we are again in the second year of our contract. We anticipate a decision from SBC on continuation funding for a further two years in the autumn of 2019. Additionally, we secured a grant from Lloyds Bank Foundation at the end of the period, which will cover a substantial element of our core costs over the next 3 to 6 years. It is worth highlighting that the apparent discrepancy in incoming resources between 2018 and 2019 is attributable to a one-off anonymous donation of £100,000 that we received in the prior year.

The Statement shows a sum of money set aside as Designated Reserves. The continuing growth of the organisation both in terms of the number of visitors using the service and the breadth of activities needed to support them has put stresses on our existing space utilisation. The Trustees have already resolved that the Designated Reserves should be used either to find new premises or to improve the existing location. As an organisation, we have a considerable attachment to our current premises and we have identified, along with our landlord, some options for development of St Lukes which could provide office, classroom, and private meeting space. We are in discussion with the Landlord and his architect to develop more detailed plans and funding scenarios.

We have been active in raising the profile of the organisation which was aided by being one of The Mayor of Swindon's nominated causes for his year of office as well as receiving a High Sheriff of Wiltshire Award. These, along with our own initiatives have attracted much welcome community support from faith groups, schools and business organisations. Our increased profile has allowed us to diversify our funding and build a broader base of donors and income sources.

The level of Unrestricted Funding remains more or less constant and we are increasingly in receipt of donations 'In Kind' which help enormously to provide things such as supplies and refreshments in the Drop-in.

The year was also one in which we invested in the organisation, and in particular, in our people. We appointed a part-time CEO and she has covered an enormous amount of ground; ensuring GDPR compliance; improving and updating our policies and procedures; fundraising; enhancing and embedding new data capture tools; networking and raising our profile in the wider community.

As part of our focus on our people, we undertook a benchmarking exercise to better align staff salaries with market rates. The Trustees also sought to provide greater job security to protect people from the vicissitudes in funding and also implemented an appraisal system to better inform salary reviews in the future. We have also invested

in training for our staff and volunteers, a key achievement being OISC Registration for a number of our staff to Level 1 (Asylum & Protection).

Additionally, the Trustees also agreed to the engagement of a professional bookkeeper to facilitate improved oversight of the Project's finances. We acknowledge that our volunteers are the life-blood of our organisation playing roles as diverse as Drop-in helpers, teachers, mini-bus drivers and even a football coach.

As we embark on a new year, the Board of Trustees agree with me that we are well positioned for the future with excellent professional staff and a large band of dedicated volunteers, robust finances and continuing demand for our help and support from our visitors.

David Rowlands
Chair of Trustees

September 2019

Trustees' Report

The Trustees present their report with the financial statements for the year ended 31st March 2019.

Charitable Objects

1. To provide relief for asylum seekers and refugees and their dependents who are in conditions of hardship of distress
2. To preserve and protect the physical and mental health of such people
3. To provide facilities for such people for education, recreation or other leisure time occupation with the object of improving their conditions of life and assisting their inclusion into the wider community – particularly, but not exclusively, by the provision of a drop-in centre.

Charity Information

Registered Charity Number: 1171368 (England and Wales)

Registered Office: The Harbour Project
St Luke's Hall
Broad Street
Swindon
Wiltshire, SN1 2DS

Bankers: Metro Bank Bank
One Southampton Row
London
WC1V 5HA

Trustees who served during the year: David Rowlands
Juliana Ali
Chris Carlton
Claire Garrett Resigned 5th June 2018
Kirsty Johnson
Hadiza Mahuta
Monica Potter
Heather Redington
Ian Robertson
Basel Esleem Appointed 1st April 2018

Independent Examiner: Robert Raynes 85 Priors Hill
Wroughton
Swindon
Wiltshire, SN4 ORL

Organisational Structure

The charity is a CIO and is governed by a board of trustees.

Reserves Policy

The trustees' policy is to hold reserves at an appropriate level to continue core activities for a minimum of six months and a maximum of 12, to allow time for seeking new grant funding for staff posts and redundancy costs arising in the event of funding not being renewed.

Risk

The Trustees give high priority to identifying and implementing effective arrangements to manage risk. A Risk Register has been established and approved by the Board of Trustees. It is kept under continual review by the Trustees and any changes of risk are reviewed at each Trustees meeting. Financial risks associated with reducing income streams are mitigated by an Income Generation Strategy that allows for diversification of funding and activities. Systems or procedures have been put in place to diminish risk, and these are periodically reviewed to ensure their timeliness and appropriateness.

This report was approved by the trustees and signed on their behalf by:

David Rowlands

Date

Independent Examiner's Report

I report on the accounts for the year ended 31st March 2019 set on pages 7 to 15 for The Harbour Project (registered charity number 1171368).

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act")

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) if the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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:

Date:

Name: Robert Raynes

Address: Bridleway Cottage, 85 Prior's Hill, Wroughton, Swindon, Wiltshire SN4 0RL

Statement of Financial Activities for the year ended 31st March 2019

	£ Unrestricted Funds	£ Restricted Funds	£ Total	£ 2018
Income from				
Activities in furtherance of charitable objects				
Grants & fundraising receivable	8,450	133,166	141,616	163,002
Donations & legacies	42,098	25,000	67,098	168,331
Room hire	270		270	860
Reimbursed expenses				75
Other income	33		33	5
Investment income	217		217	11
Total incoming resources	51,068	158,166	209,234	332,284
Resources expended	-51,041	-165,748	-216,789	-169,129
Net movement of resources	27	-7,582	-7,555	163,155

The notes on pages 10 to 15 form part of these accounts.

Balance Sheet as at 31st March 2019

	£ 2019	£	£ 2018	£
Tangible fixed assets		972		1,296
Current assets				
Cash & cash equivalents	272,640		290,928	
Debtors & prepayments	2,520		2,990	
	275,160		293,918	
Less: Current liabilities due within one year				
Creditors & accruals	-23,830		-35,357	
Net current assets		251,330		258,561
Net assets		252,302		259,857
Represented by:				
Restricted funds		5,116		5,009
Designated funds		100,000		100,000
Unrestricted funds		147,186		154,848
		252,302		259,857

The notes on pages 10 to 15 form part of these accounts.

Approved by the trustees and signed on their behalf by:

David Rowlands

Date

Notes to the financial statements for the year ended 31st March 2019

Accounting Policies

Basis of accounting

The financial statements have been prepared in accordance with applicable standards and the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2015) and the Charities Act 2011. The financial statements have been prepared on the accruals basis for the charity continuing as a going concern.

Incoming resources

Incoming resources are reported gross and are included in the statement of financial activities when the charity is entitled to the income and amount can be qualified with reasonable accuracy.

Grants receivable

Grants received prior to the financial year of their intended use are shown as deferred income and will be reported as income in the financial year of their use. All other grants are recognised when receivable.

Restricted funds

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor, when funds are raised for particular restricted purposes, or when restricted in their use by the Trustees

Designated funds

Funds set aside (from Unrestricted Funds) by the Trustees explicitly for new premises or improvement of existing premises. At any time, and subject to agreement by the Trustees, Designated Reserves can be re-allocated to Unrestricted Funds.

Unrestricted funds

Are donations and other income received or generated to further any of the charity's purposes, spent or applied at the discretion of the trustees, and are available for use as general funds at the discretion of the Trustees.

Governance and administration costs

Governance and administration costs of the charity relate to the costs of running the charity and includes any costs that cannot be specifically identified to direct charitable activities.

Depreciation of tangible assets

Tangible assets for use by the charity are stated at cost less depreciation. Depreciation is charged at rates calculated to write off the cost over their expected useful lives on the following basis:

Office and other fixed equipment, at or greater than a purchase price of £500, depreciated at 25 % on a straight line basis.

Incoming resources

	£	£	£	£
	Unrestricted	Restricted	2019	2018
Grants & Fundraising				
National Lottery Community Fund		59,930	59,930	60,450
Swindon Borough Council		33,000	33,000	33,000
Lloyds Foundation		18,152	18,152	24,202
Lush Foundation				1,000
People's Health Trust		4,354	4,354	5,702
Santander		3,850	3,850	
Zurich Community Trust		3,000	3,000	625
Wiltshire Community Foundation		5,000	5,000	275
Royal London		3,739	3,739	
Allen Lane Foundation				2,230
Hilden Charitable Fund				5,000
Fundraising	6,950		6,950	10,656
National Zakat Foundation		410	410	589
Anonymous	1,500	652	2,152	18,823
British Red Cross		660	660	450
Yorkshire Building Society		354	354	
Swan Mountain		65	65	
	8,450	133,166	141,616	163,002
Donations & Legacies				
Gifts & Donations	34,733	25,000	59,733	158,316
Gift Aid donations	7,365		7,365	10,015
	42,098	25,000	67,098	168,331
Room hire	270		270	860
Reimbursed expenses				75
Other income	33		33	5
Interest receivable	217		217	11
	520		520	951
Total incoming resources	51,068	158,166	209,234	332,284

Resources expended

	£	£	£	£
	Unrestricted	Restricted	2019	2018
Direct Charitable expenses				
Staff Salary costs	35,685	84,316	120,001	89,766
Catering & Cleaning costs	935	2,930	3,865	2,429
Beneficiaries' Expenses	2,741	10,138	12,879	8,409
Drop-in Expenses	20	18	38	3,976
Communications	12	4,187	4,199	4,151
IT costs	42	4,974	5,016	1,682
Equipment & Resources		355	355	245
Insurance		496	496	488
Printing costs		765	765	392
Postage & Delivery	461	28	489	184
Publicity & Marketing	2,638		2,638	840
Fundraising Expenses	2,012		2,012	1,846
Stationery	117	1,479	1,596	688
Dues & Subscriptions	382	28	410	311
Tuition & Classes	579	12,391	12,970	
Rent	600	14,087	14,687	14,288
Visitor Activities		7,269	7,269	6,369
Travel & Meetings	76	2,864	2,940	2,212
Training (staff & volunteers)	419	508	927	367
Staff & Volunteer travel expenses	90	721	811	527
Volunteer costs	10	550	560	424
Payroll costs	273	821	1,094	806
Accountancy/consultancy fees	2,586	10,571	13,157	18,221
Staff Recruitment fees	345		345	
Depreciation	324		324	432
Office Expenses	604	847	1,451	900
Visitor Training		5,405	5,405	9,176
Bank Fees	90		90	
Total	51,041	165,748	216,789	169,129

Analysis of restricted funds

Donor	Unused grants b/f	Income received	Resources expended	General Reserves transfer	Unused grants c/f
National Lottery Community Fund		59,930	68,157	-8,227	
Swindon Borough Council		33,000	42,847	-9,847	
Lloyds Foundation	1,305	18,152	18,152		1,305
People's Health Trust	2,920	4,354	4,335		2,939
Zurich Community Trust		3,000	2,987	13	
Santander		3,850	3,762		88
Wiltshire Community Foundation	601	5,000	5,000		601
Royal London		3,739	3,739		
National Zakat Foundation	183	410	410		183
British Red Cross		660		660	
Yorkshire Building Society		354	354		
Swan Mountain		65	65		
Anonymous		25,652	15,940	9,712	
Total	5,009	158,166	165,748	-7,689	5,116

Net movement of resources

The net movement of funds for this financial year is stated after charging:

Depreciation £324

Taxation

The Harbour Project, as a registered charity, obtains exemption from taxation under section 505 and section 256 Taxation of Chargeable Gains Act 1992.

Tangible fixed assets

	£
Equipment	
Cost	
As at 1 st April 2018	9,324
Addition in year	
Disposals in year	
As at 31st March 2019	9,324
Depreciation	
As at 1 st April 2018	8,028
Charge for year	324
On disposals	
As at 31st March 2019	8,352
Net book value	
As at 31st March 2019	972
As at 31 st March 2018	1,296

Debtors

	£ 2019	£ 2018
Accounts Receivable	20	180
Income tax refund due on Gift Aid payments	2,500	2,810
	2,520	2,990

Creditors

	£ 2019	£ 2018
Grant aid received in advance*	12,850	27,310
Unrestricted donations received in advance	1,729	
Other creditors	9,251	8,047
	23,830	35,357

* The following organisations have already advanced us funds in respect of 2018-19.

	£ 2019	£ 2018
National Lottery Community Fund	6,158	6,158
Zurich Community Trust		3,000
Royal London	1,261	
Lloyds Foundation		18,152
Yorkshire Building Society	1,496	
Swan Mountain	3,935	
	12,850	27,310

Reserves

	£ 2019	£ 2018
Restricted reserves as at 1 st April 2018	5,009	5,163
Transferred (to) / from unrestricted reserves	7,689	7,566
Net income / (expenditure) for year	-7,582	-7,720
Restricted reserves as restated at 31st March 2019	5,116	5,009
Designated reserves as at 1 st April 2018	100,000	
Transferred from / (to) unrestricted		100,000
Net income / (expenditure) for year		
Designated reserves as at 31st March 2019	100,000	100,000
Unrestricted reserves as at 1 st April 2018	154,848	91,539
Transferred from / (to) restricted reserves	-7,689	-7,566
Net income / (expenditure) for year	27	170,875
Transferred to designated funds		-100,000
Unrestricted reserves as restated at 31st March 2019	147,186	154,848
Total reserves as at 31st March 2019	252,302	259,857