

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  
31<sup>ST</sup> MARCH 2020**

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## Chairman's Report

The Harbour Project continued to flourish during the year but as it closed we were faced, as was the entire country, with the spread of the coronavirus pandemic. Staff and trustees began to turn their attention to how the organisation would continue to operate in these very changed circumstances taking into account the needs and safety of beneficiaries, volunteers and staff whilst maintaining the approval of funders.

We have three major funders; the National Community Lottery Fund whose grant expires in 2022; our local authority, Swindon Borough Council, who agreed to an extension to our contract for a further two years in the autumn of last year; the Lloyds Bank Foundation which will contribute to core costs over the next three years. In addition, thanks to the indefatigable efforts of our CEO we have received grants from a number of smaller funders to finance specific initiatives.

The statement shows that our expenditure has fallen below that in the previous year and this is particularly pleasing given that we have experienced an increase in demand for our services. To illustrate; the number of new arrivals in the town rose by 15% and included families with small children which present with particular needs; attendances at the Drop In centre increased by 16%; requests for help and advice rose by 14%. We attribute this success to a number of factors leading to greater efficiencies; staff training leading to improved expertise especially through the consistent use of "Airtable" our reporting tool; clearer processes; the increase in volunteer numbers and better management of the volunteer cohort, better scrutiny of our finances with the support of a professional bookkeeper.

We continue to set aside money in our Designated Reserves, and indeed have increased those reserves by an additional £50,000 from unrestricted funds. As we have reported before, the expansion of our services, in most cases in response to the demands of our beneficiaries, has meant the premises have become increasingly less able to meet our needs. At the end of last year and at the beginning of this we engaged extensively with our Landlord, St Luke's Church and we agreed a mutually acceptable way forward for improving the premises which would add much needed space for classes, offices and private spaces. By the time that the virus struck, planning permission was being progressed. Because of this greater degree of certainty, the trustees agreed to the addition to the Designated Reserves to allow for the possible costs of fixtures and fittings and IT equipment. At this point the country went into lockdown and plans are temporarily on hold pending the resumption of Local Authority services.

We continue to benefit from our profile in the community with support from schools, faith groups, and the business community. At the time of writing, we are being assessed on whether we might qualify for the award of the Queen's Award for Voluntary Service.

We continue to invest in our people. Our new processes for staff appraisal and salary review enabled us to increase salaries in line with the market. The trustees

agreed to extend the contract of our CEO for a further year in recognition of the contribution she makes to taking the organisation forward. We also reviewed and increased the hours of some staff members and we engaged a part time person to administer our helping people into employment scheme.

We continue to be hugely proud of our volunteers who now number in the region of 80. The distinguishing feature of our volunteer body is the sheer diversity of skills that they are able to offer from giving advice and guidance to teaching in classes.

Given current circumstances, the future remains somewhat uncertain for the whole organisation. The two main challenges facing us are enhancing our premises with plans currently on hold and establishing the way forward for the organisation when the current funding arrangements change in two year's time. However, I remain convinced that given the quality and dedication of our staff and volunteers that the board of trustees will rise to these challenges and ensure that we continue to provide the help that they need.

David Rowlands  
**Chair of Trustees**

October 2020

## Trustees' Report

The Trustees present their report with the financial statements for the year ended 31<sup>st</sup> March 2020.

### Charitable Objects

1. To provide relief for asylum seekers and refugees and their dependents who are in conditions of hardship or 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  
One Southampton Row  
London, WC1V 5HA

Trustees who served during the year:

David Rowlands  
Juliana Ali  
Chris Carlton  
Kirsty Johnson  
Hadiza Mahuta  
Monica Potter  
Heather Redington  
Ian Robertson  
Basel Esleem  
Holly Grey  
Faisal Nawaf Mayed

Resigned 4<sup>th</sup> October 2019  
Resigned 14<sup>th</sup> January 2020

Appointed 31<sup>st</sup> May 2019  
Appointed 31<sup>st</sup> May 2019

Independent Examiner:

Robert Raynes

85 Priors Hill  
Wroughton  
Swindon  
Wiltshire, SN4 0RL

## Organisational Structure

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

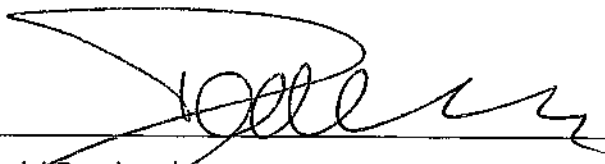
## Reserves Policy

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

24/10/2020  
\_\_\_\_\_  
Date



## Independent Examiner's Report

I report on the accounts for the year ended 31<sup>st</sup> March 2020 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.

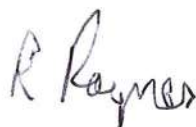
### Independent Examiner's Statement

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: 27/10/2020

Name: Robert Raynes

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

## Statement of Financial Activities for the year ended 31<sup>st</sup> March 2020

	£ Unrestricted Funds	£ Restricted Funds	£ Total	£ 2019
<b>Income from</b>				
Activities in furtherance of charitable objects				
Grants & fundraising receivable	19,129	133,856	152,985	141,616
Donations & legacies	27,888	28,026	55,914	67,098
Room hire				270
Other income	306		306	33
Investment income	379		379	217
<b>Total incoming resources</b>	<b>47,702</b>	<b>161,882</b>	<b>209,584</b>	<b>209,234</b>
<b>Resources expended</b>	<b>-46,358</b>	<b>-159,858</b>	<b>-206,216</b>	<b>-216,789</b>
<b>Net movement of resources</b>	<b>1,344</b>	<b>2,024</b>	<b>3,368</b>	<b>-7,555</b>

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



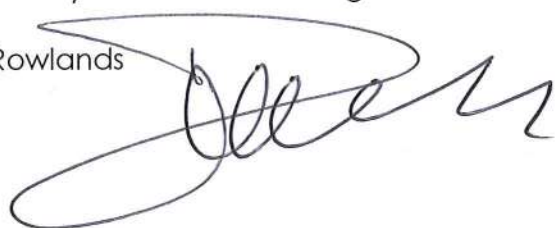
## Balance Sheet as at 31<sup>st</sup> March 2020

	£ 2020	£	£ 2019	£
Tangible fixed assets		729		972
Current assets				
Cash & cash equivalents	273,366		272,640	
Debtors & prepayments	2,419		2,520	
	<b>275,785</b>		<b>275,160</b>	
Less: Current liabilities due within one year				
Creditors & accruals	-20,844		-23,830	
Net current assets		254,941		251,330
Net assets		<b>255,670</b>		<b>252,302</b>
Represented by:				
Restricted funds		0		5,116
Designated funds		150,000		100,000
Unrestricted funds		105,670		147,186
		<b>255,670</b>		<b>252,302</b>

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

24/10/2020

## Notes to the financial statements for the year ended 31<sup>st</sup> March 2020

### **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	2020	2019
<b>Grants &amp; Fundraising</b>				
National Lottery Community Fund		59,460	59,460	59,930
Swindon Borough Council		33,000	33,000	33,000
Lloyds Foundation		32,251	32,251	18,152
People's Health Trust		622	622	4,354
Santander				3,850
Zurich Community Trust				3,000
Wiltshire Community Foundation				5,000
Royal London		1,261	1,261	3,739
Fundraising	18,829		18,829	6,950
National Zakat Foundation		400	400	410
Anonymous	300	3,410	3,710	2,152
British Red Cross				660
Yorkshire Building Society		1,496	1,496	354
Swan Mountain		1,956	1,956	65
	<b>19,129</b>	<b>133,856</b>	<b>152,985</b>	<b>141,616</b>
<b>Donations &amp; Legacies</b>				
Gifts & Donations	20,149	26,826	46,975	59,733
Gift Aid Donations	3,545	1,200	4,745	7,365
Gift Aid Received	4,194		4,194	
	<b>27,888</b>	<b>28,026</b>	<b>55,914</b>	<b>67,098</b>
Room hire				270
Other income	306		306	33
Interest received	379		379	217
	<b>685</b>		<b>685</b>	<b>520</b>
<b>Total incoming resources</b>	<b>47,702</b>	<b>161,882</b>	<b>209,584</b>	<b>209,234</b>

## Resources expended

	£	£	£	£
	Unrestricted	Restricted	2020	2019
<b>Direct Charitable expenses</b>				
Staff Salary costs	20,377	110,791	131,168	120,001
Catering & Cleaning costs	2,789	1,566	4,355	3,865
Beneficiaries' Expenses		8,736	8,736	12,879
Drop-in Expenses				38
Communications & IT costs	1,442	6,587	8,029	9,215
Equipment & Resources				355
Repairs & Maintenance	1,619		1,619	
Insurance		496	496	496
Printing Postage and Stationery	355	3,491	3,846	2,850
Publicity & Marketing	709		709	2,638
Fundraising Expenses	2,363		2,363	2,012
Dues & Subscriptions	640	184	824	410
Tuition & Classes	3,290	6,411	9,701	12,970
Rent	3,615	10,500	14,115	14,687
Visitor Activities	5,706	5,698	11,404	7,269
Travel & Meetings	814	814	1,628	3,751
Training (staff & volunteers)	957	355	1,312	927
Volunteer costs				560
Payroll costs	25	275	300	1,094
Accountancy/consultancy fees	420		420	13,157
Bookkeeping Fees	390	3,895	4,285	
Staff Recruitment fees				345
Depreciation	243		243	324
Office Expenses				1,451
Visitor Training				5,405
Bank Fees	290		290	90
Miscellaneous Expenses	314	59	373	
<b>Total</b>	<b>46,358</b>	<b>159,858</b>	<b>206,216</b>	<b>216,789</b>

### Analysis of restricted funds

Donor	Unused grants b/f	Income received	Resources expended	General Reserves transfer	Unused grants c/f
National Lottery Community Fund		59,460	58,098	1,362	
Swindon Borough Council		33,000	37,582	-4,582	
Lloyds Foundation	1,305	32,251	33,556		
People's Health Trust	2,939	622	3,561		
Santander	88		88		
Wiltshire Community Foundation	601		601		
Royal London		1,261	1,261		
National Zakat Foundation	183	400	583		
Yorkshire Building Society		1,496	1,496		
Swan Mountain		1,956	1,956		
Anonymous		31,436	21,076	10,360	
<b>Total</b>	<b>5,116</b>	<b>161,882</b>	<b>159,858</b>	<b>7,140</b>	

### Net movement of resources

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

Depreciation £243

### 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 <sup>st</sup> April 2019	9,324
Addition in year	
Disposals in year	
<b>As at 31<sup>st</sup> March 2020</b>	<b>9,324</b>
Depreciation	
As at 1 <sup>st</sup> April 2019	8,352
Charge for year	243
On disposals	
<b>As at 31<sup>st</sup> March 2020</b>	<b>8,595</b>
Net book value	
<b>As at 31<sup>st</sup> March 2020</b>	<b>729</b>
As at 31 <sup>st</sup> March 2019	972



## Debtors

	£ 2020	£ 2019
Accounts Receivable	1,233	20
Income tax refund due on Gift Aid payments	1,186	2,500
	<b>2,419</b>	<b>2,520</b>

## Creditors

	£ 2020	£ 2019
Grant aid received in advance*	8,800	12,850
Unrestricted donations received in advance	2,554	1,729
Other creditors	9,490	9,251
	<b>20,844</b>	<b>23,830</b>

\* The following organisations have already advanced us funds in respect of 2019-20.

	£ 2020	£ 2019
National Lottery Community Fund	6,158	6,158
Royal London		1,261
Yorkshire Building Society		1,496
Swan Mountain		3,935
Wiltshire Council	2,642	
	<b>8,800</b>	<b>12,850</b>

## Reserves

	£ 2020	£ 2019
Restricted reserves as at 1 <sup>st</sup> April 2019	5,116	5,009
Transferred (to) / from unrestricted reserves	-7,140	7,689
Net income / (expenditure) for year	2,024	-7,582
<b>Restricted reserves as restated at 31<sup>st</sup> March 2020</b>	<b>0</b>	<b>5,116</b>
Designated reserves as at 1 <sup>st</sup> April 2019	100,000	100,000
Transferred from / (to) unrestricted	50,000	
Net income / (expenditure) for year	0	0
<b>Designated reserves as at 31<sup>st</sup> March 2020</b>	<b>150,000</b>	<b>100,000</b>
Unrestricted reserves as at 1 <sup>st</sup> April 2019	147,186	154,848
Transferred from / (to) restricted reserves	7,140	-7,689
Net income / (expenditure) for year	1,344	27
Transferred to designated funds	-50,000	
<b>Unrestricted reserves at 31<sup>st</sup> March 2020</b>	<b>105,670</b>	<b>147,186</b>
<b>Total reserves as at 31<sup>st</sup> March 2020</b>	<b>260,786</b>	<b>252,302</b>

