

REGISTERED COMPANY NUMBER: 06308078 (England and Wales)
REGISTERED CHARITY NUMBER: 1120609

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021
FOR
INTEGRATION SUPPORT SERVICES

Brindley Millen Ltd
167 Turners Hill
Cheshunt
Hertfordshire
EN8 9BH

INTEGRATION SUPPORT SERVICES

CONTENTS OF THE FINANCIAL STATEMENTS **for the Year Ended 31 March 2021**

	Page
Chair's Report	1
Report of the Trustees	2 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 12
Detailed Statement of Financial Activities	13

INTEGRATION SUPPORT SERVICES

CHAIR'S REPORT

for the Year Ended 31 March 2021

I would like to begin by wishing everyone the best of health. The period of April 2020 to March 2021 has been incredibly challenging and has shown, poignantly, the importance of compassion and collaboration.

Like other charities and organisations across the globe, Integration Support Services has been deeply affected by the COVID-19 pandemic. We saw a great shift in the needs of our service users and adapted our delivery methods accordingly, for instance, moving to online ESOL classes, IAG sessions and conversation groups. In addition, we delivered a greater number of food parcels than in previous years, responding to the community's pressing needs.

We are incredibly grateful for the continued support of our funders, including the National Lottery Community Fund, BBC Children in Need, Essex Community Foundation and Harlow Council. Our funders help to facilitate the vital work that ISS undertakes. We are also privileged to work with several partner organisations across Essex and Hertfordshire, all of whom help us to make a lasting impact on people's lives.

I would also like to thank our talented team of staff and volunteers for their bravery and determination. Due to their strength, ISS is able to help families and individuals spanning diverse communities.

As a charity, we will do our best to navigate these difficult times.

Sumana Begum, Chair

INTEGRATION SUPPORT SERVICES

REPORT OF THE TRUSTEES **for the Year Ended 31 March 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Aims, Objects and Activities

The objects and activities of the charitable company are for the benefit of the public in Essex and Hertfordshire, and specifically in West Essex and East Herts area.

Constitutional Aims

- To advance education and relieve financial hardship amongst those seeking asylum and those granted refugee status, other migrants and their families, principally those in Essex and Hertfordshire particularly by the provision of legal and other advice.
- To preserve and protect the physical and mental health of those seeking asylum and those granted refugee status, other migrants and their families, principally those residents in Essex and Hertfordshire.
- To advance the education of the public in general about the issues relating to refugees, those seeking asylum and migrants, to promote community cohesion, social inclusion and a better understanding between communities.
- The provision of facilities for recreation or other leisure time occupation for the benefit of the community in Essex and Hertfordshire to improve the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances.

Mission Statement

Supporting the successful integration of migrants, refugees, BME community members and groups in Essex and Hertfordshire.

FINANCIAL REVIEW

Treasurer's Report (2020/21)

We are delighted to report another successful year. Looking back, it's been a year of embracing changes: we have welcomed some new members of staff, volunteers and trustees and we have said goodbye to some long-standing members of Integration Support Service (ISS).

This year, we were deeply affected by the pandemic. The pandemic meant that demand for our services grew and we had to adapt as an organisation. I am extremely proud of the fantastic efforts made by our team of staff and volunteers to realign the services to meet the challenges of the pandemic.

I want to thank our partners and funders, some of whom are: The National Lottery Community Fund, BBC Children in Need, Essex Community Foundation and Harlow Council, who have all worked closely with us during this difficult period. Their support has been invaluable.

Finally, I would like to thank all our staff, volunteers and trustees. Thank you for everything; we couldn't have done it without you.

Addie Adewole
Treasurer

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Integration Support Services is governed by a board of Trustees who have the power to appoint, and remove, any member as and when necessary. All Trustees give their time and expertise freely receiving no remuneration for their work as a Trustee.

The board are a multi-disciplinary group bringing a variety of skills to the charity. The board has appointed a Chief Executive Officer who has executive responsibility for the strategic development and management of the organisation, the preparation and implementation of the strategic plan as developed, and for the growth and expansion of the organisation, under the supervision of and with the support of, the Board of Directors.

Reporting to the Chair and the Board of Directors, the Chief Executive Officer has overall responsibility for service delivery, advocacy, policy development and research programmes.

The governing document of ISS is the Memorandum of Association as revised and agreed with the charity commission on 14th November 2010. The charity is also a company limited by guarantee.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06308078 (England and Wales)

INTEGRATION SUPPORT SERVICES

REPORT OF THE TRUSTEES **for the Year Ended 31 March 2021**

Registered Charity number

1120609

Registered office

Office 37, Latton Bush Centre
Southern Way
Harlow
Essex
CM18 7BL

Trustees

Doreen Sangster (resigned 23.7.20)
Alla Kurhanska (resigned 15.7.21)
Timothy Tabaaro Tumwesigire (resigned 16.6.20)
Valentina Ellice (resigned 15.6.21)
Sarvamangala Jayashetty (resigned 10.2.21)
Pooja Jain (appointed 2.10.20) (resigned 12.2.21)
Sayali Nikhil Shah (appointed 2.10.20) (resigned 12.2.21)
Adeola Ikeoluwa Adewole (appointed 20.5.21)
Sumana Begum (appointed 21.1.21)
Jabeen Haque (appointed 11.11.21)

Company Secretary

Sangita Mittra

Independent Examiner

Brindley Millen Ltd
167 Turners Hill
Cheshunt
Hertfordshire
EN8 9BH

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Mar 31, 2022

Approved by order of the board of trustees on and signed on its behalf by:



Sumana Begum (Mar 31, 2022 15:36 GMT+1)

Sumana Begum - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
INTEGRATION SUPPORT SERVICES**

Independent examiner's report to the trustees of Integration Support Services ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors 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 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

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. 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.


[mwbrindley \(Mar 31, 2022 15:47 GMT+1\)](#)

Maurice Brindley BSc FCA
Brindley Millen Ltd
167 Turners Hill
Cheshunt
Hertfordshire
EN8 9BH

Date: **Mar 31, 2022**
Date:

INTEGRATION SUPPORT SERVICES**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31 March 2021**

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	778	2	780	1,245
Charitable activities	3				
Integration Support Services		24,687	161,231	185,918	196,527
Total		<u>25,465</u>	<u>161,233</u>	<u>186,698</u>	<u>197,772</u>
EXPENDITURE ON					
Charitable activities	4				
Integration Support Services		20,721	147,256	167,977	156,054
NET INCOME		<u>4,744</u>	<u>13,977</u>	<u>18,721</u>	<u>41,718</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		73,886	49,060	122,946	81,228
TOTAL FUNDS CARRIED FORWARD		<u><u>78,630</u></u>	<u><u>63,037</u></u>	<u><u>141,667</u></u>	<u><u>122,946</u></u>

BALANCE SHEET

31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
CURRENT ASSETS					
Cash at bank and in hand		84,205	63,037	147,242	124,962
CREDITORS					
Amounts falling due within one year	10	(5,575)	-	(5,575)	(2,016)
NET CURRENT ASSETS		<u>78,630</u>	<u>63,037</u>	<u>141,667</u>	<u>122,946</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		78,630	63,037	141,667	122,946
NET ASSETS		<u><u>78,630</u></u>	<u><u>63,037</u></u>	<u><u>141,667</u></u>	<u><u>122,946</u></u>
FUNDS	11				
Unrestricted funds				78,630	73,886
Restricted funds				<u>63,037</u>	<u>49,060</u>
TOTAL FUNDS				<u><u>141,667</u></u>	<u><u>122,946</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on **Mar 31, 2022** and were signed on its behalf by:


Adeola Adewole (Mar 31, 2022 15:39 GMT+1)
Adeola Ikeoluwa Adewole - Trustee

INTEGRATION SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 March 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements and assessment of going concern

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

The financial statements are presented in sterling (£).

Critical accounting judgements and key sources of estimation uncertainty

No significant judgements have been made during the course of preparing these financial statements. There are no sources of estimation uncertainty.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The company, being a charity, is not liable for income tax or corporation tax. Value Added Tax is not recoverable and is included in the relevant charges for expenses.

Debtors

Trade and other debtors are recognised at the settlement amount, Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand includes cash and current bank accounts.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will 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 are recognised at their settlement amount.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Donated goods and services

Donated goods and services are included in the Statement of Financial Activities as both income and expenditure, items are included at market value.

Company status

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the potential liability in respect of the guarantee is limited to £10 per member of the charity.

Financial instruments

INTEGRATION SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2021

1. ACCOUNTING POLICIES - continued

Company status

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially settled 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.

2. DONATIONS AND LEGACIES

	31.3.21	31.3.20
	£	£
Gifts	780	1,245

3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.21	31.3.20
		£	£
Grants	Integration Support Services	171,231	181,834
Sales & Other Income	Integration Support Services	14,687	14,693
		<u>185,918</u>	<u>196,527</u>

Grants received, included in the above, are as follows:

	31.3.21	31.3.20
	£	£
BBC Children in Need	32,557	21,360
National Lottery Community Fund	76,674	76,674
Essex Community Foundation (Chiron Fund)	-	10,000
Essex Community Foundation (Key Fund)	15,000	-
Essex County Council - Youth Volunteering grant	-	1,300
Harlow District Council	10,000	10,000
Ministry of Housing, Communities & Local Government	37,000	62,500
	<u>171,231</u>	<u>181,834</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 5)	Totals
	£	£	£
Integration Support Services	<u>163,091</u>	<u>4,886</u>	<u>167,977</u>

5. SUPPORT COSTS

	Governance costs
	£
Integration Support Services	<u>4,886</u>

INTEGRATION SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2021

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.21	31.3.20
	£	£
Independent examination fee	1,956	1,956

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

	31.3.21	31.3.20
	£	£
Trustees' expenses	2,110	360

Trustees expenses represent room hire, refreshments and travel costs incurred by trustees for meetings.

8. STAFF COSTS

	31.3.21	31.3.20
	£	£
Wages and salaries	91,958	94,939
Social security costs	3,258	4,310
Other pension costs	6,253	2,646
	101,469	101,895

The average monthly number of employees during the year was as follows:

	31.3.21	31.3.20
Full-time equivalent	4	4

No employees received emoluments in excess of £60,000.

The key management personnel of the charity, comprise the trustees and the CEO. The total remuneration of the key management of the charity were £10,946 (2020: £28,813)

9. 2019/20 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,245	-	1,245
Charitable activities			
Integration Support Services	24,693	171,834	196,527
Total	25,938	171,834	197,772
EXPENDITURE ON			
Charitable activities			
Integration Support Services	12,030	144,024	156,054
NET INCOME	13,908	27,810	41,718

INTEGRATION SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued **for the Year Ended 31 March 2021**

9. 2019/20 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	59,978	21,250	81,228
TOTAL FUNDS CARRIED FORWARD	<u>73,886</u>	<u>49,060</u>	<u>122,946</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade creditors	3,619	60
Accrued expenses	<u>1,956</u>	<u>1,956</u>
	<u>5,575</u>	<u>2,016</u>

11. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	73,886	4,744	78,630
Restricted funds			
National Lottery Community Fund	42,911	20,126	63,037
Ministry of Housing, Communities and Local Government	4,849	(4,849)	-
Youth Volunteering	<u>1,300</u>	<u>(1,300)</u>	<u>-</u>
	<u>49,060</u>	<u>13,977</u>	<u>63,037</u>
TOTAL FUNDS	<u>122,946</u>	<u>18,721</u>	<u>141,667</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	25,465	(20,721)	4,744
Restricted funds			
BBC Children in Need	32,557	(32,557)	-
National Lottery Community Fund	76,675	(56,549)	20,126
Ministry of Housing, Communities and Local Government	37,001	(41,850)	(4,849)
Youth Volunteering	-	(1,300)	(1,300)
Essex Community Foundation (Key Fund)	<u>15,000</u>	<u>(15,000)</u>	<u>-</u>
	<u>161,233</u>	<u>(147,256)</u>	<u>13,977</u>
TOTAL FUNDS	<u>186,698</u>	<u>(167,977)</u>	<u>18,721</u>

INTEGRATION SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2021

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	59,978	13,908	73,886
Restricted funds			
National Lottery Community Fund	-	42,911	42,911
Ministry of Housing, Communities and Local Government	21,250	(16,401)	4,849
Youth Volunteering	-	1,300	1,300
	<u>21,250</u>	<u>27,810</u>	<u>49,060</u>
TOTAL FUNDS	<u>81,228</u>	<u>41,718</u>	<u>122,946</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	25,938	(12,030)	13,908
Restricted funds			
BBC Children in Need	21,360	(21,360)	-
National Lottery Community Fund	76,674	(33,763)	42,911
Essex Community Foundation (Chiron Fund)	10,000	(10,000)	-
Ministry of Housing, Communities and Local Government	62,500	(78,901)	(16,401)
Youth Volunteering	1,300	-	1,300
	<u>171,834</u>	<u>(144,024)</u>	<u>27,810</u>
TOTAL FUNDS	<u>197,772</u>	<u>(156,054)</u>	<u>41,718</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	59,978	18,652	78,630
Restricted funds			
National Lottery Community Fund	-	63,037	63,037
Ministry of Housing, Communities and Local Government	21,250	(21,250)	-
	<u>21,250</u>	<u>41,787</u>	<u>63,037</u>
TOTAL FUNDS	<u>81,228</u>	<u>60,439</u>	<u>141,667</u>

INTEGRATION SUPPORT SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2021

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	51,403	(32,751)	18,652
Restricted funds			
BBC Children in Need	53,917	(53,917)	-
National Lottery Community Fund	153,349	(90,312)	63,037
Essex Community Foundation (Chiron Fund)	10,000	(10,000)	-
Ministry of Housing, Communities and Local Government	99,501	(120,751)	(21,250)
Youth Volunteering	1,300	(1,300)	-
Essex Community Foundation (Key Fund)	15,000	(15,000)	-
	<u>333,067</u>	<u>(291,280)</u>	<u>41,787</u>
TOTAL FUNDS	<u>384,470</u>	<u>(324,031)</u>	<u>60,439</u>

National Lottery Community Fund: to support vulnerable families in Harlow to have better knowledge and understanding to access services, Improve Employment Opportunities through Volunteering, Increase language skills through ESOL Classes, Raise awareness on Hate Crime and increase participation in social and other activities.

Essex Community Foundation (Youth Action Fund): towards the development of a Young mentors project, providing volunteering and other social interaction activities for vulnerable young people in Harlow such as Asylum Seekers, Migrants and other isolated Ethnic groups, was spent in the year.

Ministry of Housing, Communities and Local Government fund: awarded to support English provision through formal and informal learning in Harlow with aims to reduce barriers to integration and improve life opportunities for migrants, refugees and other ethnic groups in our area.

BBC Children in Need - This project provides a family support club for children and families from the migrant and refugee community in Harlow. Through weekly activity sessions, it seeks to improve physical health, reduce isolation and improve self-confidence.

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

13. DONATED GOODS AND SERVICES

The Tree House Children Centre has offered ISS free access to their premises and other play and learn equipment's, coffee area, meeting rooms and garden area. The estimated value of this in kind contribution if we had to rent privately will be around £10,000/ year.