



Supporting and empowering young people

**Hillingdon
Refugee
Support
Organisation**

Key House, 106 High Street
West Drayton, Middlesex
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Website: www.hrs.org.uk

HILLINGDON REFUGEE SUPPORT ORGANISATION

FINANCIAL STATEMENTS AND TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2021

Charity Registration Number:	1125656
Company Registration Number:	06550294

**HILLINGDON REFUGEE SUPPORT ORGANISATION
LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 March 2021**

The Hillingdon Refugee Support Organisation (HRSO) is a charitable company limited by guarantee. It was incorporated on 31st March 2008 and registered as a charity on 27th October 2008. The organisation continues to trade as Hillingdon Refugee Support Group (HRSO).

GOVERNING DOCUMENT

The Memorandum of Association establishes the objects and the power of the organisation and it is governed under the rules set out in the Articles of Association.

TRUSTEES

Rev Daniel Otieno Ndale (Chairman)
Joan Hutchby
Mr Chukwuma Fidel Nkwodinmah
Mildred Atubo
Gina Louise Connolly
Abigale Tessema

SECRETARY

Ms Freda Ritchie

REGISTERED OFFICE

Key House, 106 High Street, Yiewsley, West Drayton, Middlesex, UB7 7BQ

CHARITY REGISTRATION NUMBER

1125656

COMPANY REGISTRATION NUMBER

06550294

INDEPENDENT EXAMINER

Colin Hamilton ACCA, Director, Ward Williams Limited Chartered Accountants, Bay Lodge, 36 Harefield Road, Uxbridge, Middlesex, UB8 1PH.

BOOKKEEPER

Moses Sarquah

BANKERS

Lloyds TSB Bank, West Drayton Branch, Lloyds TSB Bank plc, PO. Box 1000, BX1 1LT

CURRENT FUNDERS

FUNDING SOURCE		FUNDING DURATION
Hillingdon Community Trust	1 Year	May 2019 – April 2020

**HILLINGDON REFUGEE SUPPORT ORGANISATION
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Barrow Cadbury Trust / National Lottery Community Fund (COVID Support Fund)	6 months	October 2020 - April 2021
City Bridge Trust (London Community Response Fund)	3 months	Jul 2020 – Oct 2020: Must have been completed by 31st December 2020
The London Community Foundation – COVID 19 DCMS	6 months	November 2020 – March 2021
The Henry Smith Charity- Community Match Challenge	1 year	November 2020 – December 2021

HILLINGDON REFUGEE SUPPORT ORGANISATION INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF HRSO FOR THE YEAR ENDED 31 MARCH 2021

The Trustees, who are also Directors of the Charity for the purposes of the Companies Act, submit their annual report and the financial statements of Hillingdon Refugee Support Organisation (the Company) for the year ended 31 March 2021. The Trustees confirm that the annual report and financial statements of the Company comply with current statutory requirements, the requirements of the Company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution and organisational structure

The organisation is a charitable company limited by guarantee. The Company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the Company being wound up members are required to contribute an amount not exceeding £1.

The Trustees are legally responsible for all aspects of the governance and management of the organisation, its finances, its employees, its services and its legal obligations to the Charities Commission.

The Board meets six weekly to consider all matters of strategic management, financial probity, policy and direction. Smaller sub-groups or working parties may be formed and meet between these full meetings.

Responsibility for day-to-day general management and expenditure within planned budgets is delegated to the Project Director.

RECRUITMENT AND APPOINTMENT OF TRUSTEES.

The following shall be eligible to be Trustees of the Charity

1. Up to ten persons elected by the members of the Charity at the Annual General Meeting,
2. Up to four persons may be co-opted by the management committee, but a co-opted Trustee holds office only until the next AGM.

Every Trustee must sign a declaration of willingness to act as a charity trustee of the Charity before he or she is eligible to vote at any meeting of the Trustees.

One third (or the number nearest one third) of the elected Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. All retiring Trustees may put themselves up for re-election.

RISK MITIGATION

The principal risk to the organisation is the cessation of significant funding. The status of funding is reported to the Trustees, along with any plans for renewing and maintaining funding. The Trustees aim to maintain adequate budgets and reserves to meet the necessary costs of losing funding, including statutory redundancy provision. Annual risk assessment is conducted by the Project Director and reported to the Trustees.

HILLINGDON REFUGEE SUPPORT ORGANISATION

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 March 2021

The Trustees continue to review their risk assessment systems. These systems are designed to provide reasonable, but not absolute, assurance against material mis-statement or loss. These systems include:

- Procedures for authorisation of all transactions.
- Compliance with all appropriate legislation, including health and safety and employment.
- Regular review of financial matters, including performance against budget.
- Annual budget planning and review.
- Cover for insurance where necessary.

OBJECTIVES AND ACTIVITIES

INTRODUCTION

The Hillingdon Refugee Support Organisation (thereafter HRSO) is a registered voluntary organisation and a limited company that was established in 1996 with charitable objects of welcome and the provision of care and practical on-going support to young unaccompanied asylum seekers and refugees specifically those aged 16-21 years in Hillingdon.

It also provides educational and recreational activities to enhance their quality of life and integration into the local community and strives to raise awareness in the wider community to ensure a positive presentation of asylum seekers and refugees.

HRSO was started in December 1996, following a Crisis at Christmas in response to the needs of local young refugees (16 - 18-year-olds in the main) living in bed and breakfast accommodation in West Drayton. The host church was St Martin's West Drayton; the Vicar who founded the organisation was Rev Theo Samuels. Our area of operation is London Borough of Hillingdon, Northwest London, which experiences a disproportionately large volume of young asylum seekers due to the proximity of Heathrow Airport.

AIMS

To bring hope, dignity and empowerment to young unaccompanied vulnerable asylum seekers and refugees between the ages of 16 and 21.

To work with individuals regardless of their background, providing a welcome reception and both care and practical support in order to enhance their quality of life.

To work in close association with all communities and other voluntary and statutory organisations in order to protect and promote the rights of all asylum seekers and refugees.

OBJECTS

The objects of the Charity are:

To advance education and relieve financial hardship amongst those seeking asylum and those granted refugee status, primarily young people aged 16 - 21 residing in the London Borough of Hillingdon, in particular by the provision of:

- a) food, clothing, basic living equipment, advice and support services; and

HILLINGDON REFUGEE SUPPORT ORGANISATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2021

- b) facilities for recreation or other leisure time occupation with the object of improving their conditions where they have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances:

With a view to advancing them in life and to assist them to adapt within a new community.

HOW THE CHARITY HAS BEEN IMPACTED BY COVID-19

Due to the virus outbreak and the government's subsequent decision to stop all social gatherings, the main office building was closed in March 2020, and we had to stop all face-to-face tuition, support, and appointments and reduce service provision to our already vulnerable clients. This support is a lifeline for these young people who have already lost everything and losing this service too has been very traumatic for many.

Adapting activities – difficulties achieving some agreed outcomes during the outbreak. None the less, the charity has had to adapt its way of working and is continuing provision through COVID-19, responding very quickly to the new restrictions and continuing referrals of new clients.

Largely through the support of volunteers, it continues to support some of the most vulnerable by using online facilities and is struggling to deliver with the limited and much stretched resources available.

Delay in response from funders for continuation funding with many new funding streams being closed.

IMPACT OF COVID – 19 ON THE YOUNG PEOPLE WE WORK WITH.

COVID-19 placed already at-risk group at even further risk: "Crisis is exacerbating crises".

- Feeling far more vulnerable and isolated due to limited support networks.
- Amplified further existing mental-health problems, increasing future need for emotional support.
- Social and psychosocial impact. School closures, negatively impacting learning, and consequently, future aspirations and employability.
- Higher risk for sexual exploitation or grooming.
- Difficulty accessing COVID-19 guidance increased risk of acquiring presenting wider public-health risk of spread.

WHAT HAS HAD TO CHANGE

The Charity has had to adapt its way of working and is continuing provision of education through COVID-19, responding very quickly to the new restrictions and continuing referrals of new students. Largely through the support of volunteers, and Partnership work, it continues to support some of the most vulnerable young people by using online facilities.

It is offering different types of support to ensure everyone can access it:

- over email: to forward useful material
- by phone: befriending, emotional support, advice and guidance, discuss volunteering and job opportunities
- Via zoom online classes: ESOL, Maths and Life skills

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STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 March 2021

THE FUTURE:

The Charity provides quality face-to-face rehabilitative services to trauma victims and survivors (all recipients have misplaced or lost their families, and many have gone through multiple traumas from violence and abuse).

As a result of the lockdown experience, the charity is accelerating its digital transformation plans. The charity is seeking to achieve its aims in a completely different digital way with interactive sessions using technology to continue to reach these young people.

Whilst considering taking a different approach, we still find face-to-face support invaluable.

Noting the value of trust, relationships, and support, we are looking to blend both digital and physical operations, rather than shifting fully to remote working once it is safe to do so.

This will be a completely new way specifically around supporting vulnerable young people virtually and with social distancing measures becoming the new normal.

We were very fortunate and grateful to have received emergency COVID Funding from different organisations that enabled us to continue delivering our services in support of the above. All the different funders are listed in the report.

DETAILS OF SIGNIFICANT ACTIVITIES

We had to adapt the way we work and are continuing provision through COVID-19, responding very quickly to the new restrictions and continuing referrals of new clients. We continued to support some of the most vulnerable we already work with via remote sessions to provide; Lessons in ESOL and Maths, via zoom twice on every weekday.

Telephone befriending. Utilising volunteers to provide support to the most vulnerable. Providing welfare checks through telephone to ensure young people still receiving allocated support and to combat isolation and loneliness during this difficult time. Some young people who have been here longer volunteered with us to support new arrivals.

By regular weekly telephone calls, we could check on many of our most vulnerable young people to ensure they were coping well. We found it important for them to know that we are still here for them, that we will continue to provide support in whatever way possible.

Life-skills and wellbeing workshops weekly via zoom. These sessions were a lifeline and well attended during lockdown. For some, this was the only contact with the outside world. This gave the opportunity to voice their opinions, role play and discuss different topics. Many did not understand about COVID-19, social distancing, washing hands, etc. This involvement empowered them and helped to relieve some of the anxiety they had about COVID-19. They were also able to discuss and talk openly about mental health issues they are facing and shared tips on how to cope and support each other. There was also the opportunity for other community groups and organisations to deliver sessions remotely via zoom.

All offerings are purposefully engineered to empower the young people by providing them with a sense of self-worth and clear life purpose. Positive feedback has made us confident we are having a tangible positive effect on the lives of the young people.

All the activities have helped the young people grow towards their full potential and the different opportunities have enabled them to step forward into leadership, learning essential skills and gaining experience that transfers to their lives.

HILLINGDON REFUGEE SUPPORT ORGANISATION

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 March 2021

CHARITY'S GRANT MAKING POLICY

The Charity has the following powers, which may be exercised only in promoting the Objects:

- To raise funds (but not by means of taxable trading)
- To make grants to further the objects of the Charity

CONTRIBUTION OF VOLUNTEERS

Volunteers are a great asset and are essential and integral to every aspect of HRSO's activities. HRSO relies entirely on funding and donations and the workforce is made up of volunteers apart from one full time and three part time staff members. We provide training and support to all our volunteers.

Volunteers aid in taking our project forward by building stronger links with the local community and help to encourage cooperative relationships between the young people, who might not otherwise interact whilst undertaking a wide range of activities and helping to promote inclusive communities.

FACTORS RELEVANT TO ACHIEVEMENT OF HRSO'S OBJECTIVES

How our beneficiaries' lives have changed for the better as a result of the project.

The Impact of the project on young people

- Empowered to reach their full potential, feeling valued as contributors of society.
- Reduced sense of isolation and alienation.
- Increased sense of confidence, value, esteem and self-worth, encouraging community participation.
- Greater access to social and leisure opportunities and public services, therefore achieving an enhanced degree of community integration.
- Developed supportive networks, new skills and friendships in the community. By helping to develop their skills and build capacity; Build confidence, social skills, esteem, and positive identity; offering learning opportunities and skills training; providing a positive portrayal of refugees and asylum seekers.
- Enhanced knowledge and understanding of diverse cultures resident in Britain.

Impact of the project on the community

- Increased knowledge and understanding of issues facing refugees. Stronger communities with more active citizens working together to tackle community issues.
- Providing volunteering opportunities to build stronger links with the local community; helping to encourage cooperative relationships between the young people, whilst undertaking a wide range of activities and helping to promote inclusive communities.
- Local organisations have paid opportunities to deliver courses, sessions etc.

EMPLOYMENT OF DISABLED PERSONS

The Charity will take reasonable steps to ensure that the working environment does not prevent disabled people from taking up or retaining posts for which they are suitably experienced and/or qualified.

Wherever possible staff with disabilities will be consulted over changes to the working environment and employment practices to ensure that, so far as is reasonably possible, their

HILLINGDON REFUGEE SUPPORT ORGANISATION

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 March 2021

needs are recognised and met. Where appropriate advice about such changes will be sought from their representatives, voluntary and statutory agencies.

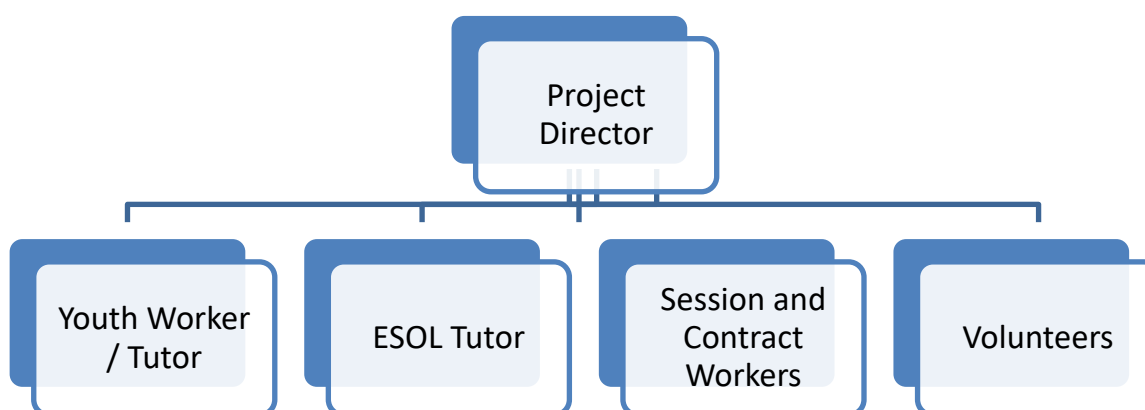
The employment of people with disabilities forms an integral part of the Charity's equal opportunities policy and, so far as is reasonably possible, aids, equipment, or adaptations to premises and equipment will be made available; where necessary jobs may be restructured to enable staff with disabilities to work with the maximum convenience and efficiency.

THE CHARITY'S ORGANISATIONAL STRUCTURE AND ANY WIDER NETWORK WITH WHICH THE CHARITY WORKS.

Staff Structure

HRSO employs 3 staff members to undertake the day-to-day management and work of the Charity. The Project Director, who acts on behalf of the Trustees, leads the staff team.

The drawing below illustrates the staff structure for the accounting period 2020 / 2021.



The Board of Trustees/ Management Committee

The Trustees are legally responsible for all aspects of the governance and management of the organisation, its finances, its employees, its services and its legal obligations to the Charities Commission. This responsibility cannot be delegated to any other person or body.

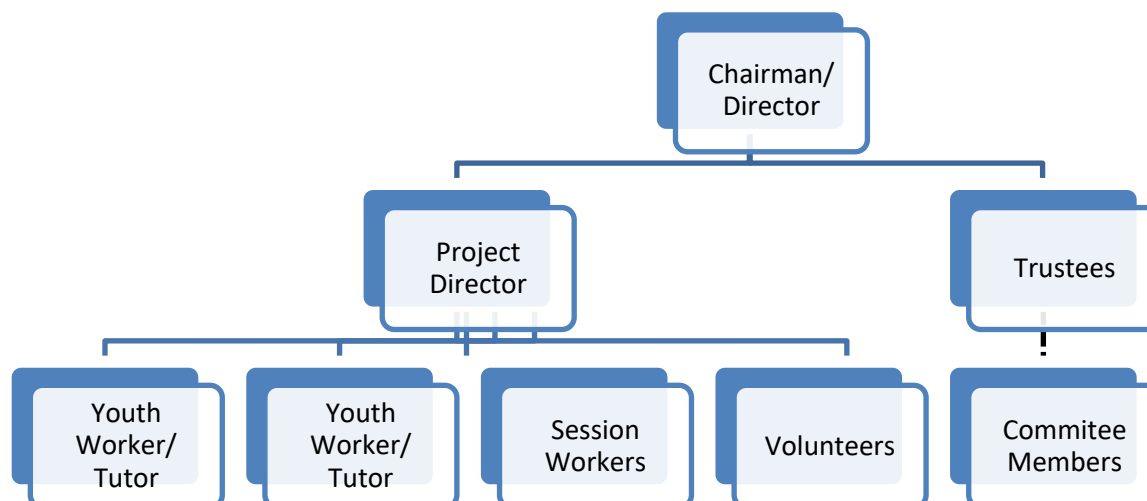
The Board meets six weekly to consider all matters of strategic management, financial probity, policy and direction. Smaller sub-groups or working parties may be formed and meet between these full meetings.

They are responsible for making decisions about the overall direction and purpose of the organisation;

- Ensuring that everything HRSO does supports its vision, purpose and aims.
- Ensure that money and property are properly used and managed to meet the aims and objectives of HRSO.
- Ensure that HRSO does everything within the law and abides by its governing document.
- Ensure that staff and volunteers best carry out the organisation's services.

**HILLINGDON REFUGEE SUPPORT ORGANISATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2021**

Organisation Chart



PUBLIC BENEFIT STATEMENT

In setting our objectives and planning our activities the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing education, the furtherance of health and relief of poverty, distress and sickness.

It is the Charity's mission to advance education and relieve financial hardship amongst those seeking asylum and those granted refugee status, primarily young people aged 16 - 21 residing in the London Borough of Hillingdon, in particular by the provision of food, clothing, basic living equipment, advice and support services; and facilities for recreation or other leisure time occupation with the object of improving their conditions where they have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances.

The Trustees are aware of and have received copies of the commission's guidance regarding public benefit and have taken into account, where relevant in their planning and decision making. There have been no changes in the objectives since the last annual report.

RESERVES POLICY

The Trustees have adopted a policy regarding reserves, which should ensure that the free unrestricted reserves will:

- Be maintained at a level which ensures that Hillingdon Refugee Support Organisation's core activity could continue during a period of unforeseen difficulty.
- A proportion of unrestricted reserves be maintained in a readily realisable form.

HILLINGDON REFUGEE SUPPORT ORGANISATION

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 March 2021

- Meet current liabilities in respect of rent and other leasing agreements for two months in the event of withdrawal of significant funding.
- Provide for legal costs in the event of the organisation being subject to legal action, in particular arising from employment matters.

The Reserves Policy will be reviewed annually by the Trustees.

Free reserves as at 31 March 2021 are £35,094 (£5,771 as at 31 March 2020).

INVESTMENT POLICY AND OBJECTIVES

The Trustees take a cautious approach to investments as free unrestricted reserves are limited and there are no funds with which to take advantage of longer term investment opportunities. To this end reserves are deposited in a higher interest account with Lloyds TSB. The Trustees believe this to be risk free and appropriate.

FUNDS IN DEFICIT

There are no funds in deficit.

SHARE CAPITAL

The Charity neither holds nor issues any share capital.

PLANS FOR FUTURE PERIODS

Our plans for the future are to continue being committed to providing and responding to the needs of young vulnerable asylum seekers and refugees specifically those aged 16-21 in the London Borough of Hillingdon together with our partners. To continue to offer a broad range of educational activities carefully designed to ensure unaccompanied asylum seekers and refugees (UASC) and care leavers (CL) gain confidence, develop skills and friendships in a non-judgmental and non-threatening environment. To provide structured Workshops and sessions held weekly at different locations in Hillingdon

TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors of HRSO 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 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;


**HILLINGDON REFUGEE SUPPORT ORGANISATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2021**

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate 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.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Charity's Trustees

Signed.......... Date.....16-08-2021.....

Rev Harrison Daniel Otieno Ndale
Chairman

Company Registration Number: 06550294
Charity Registration Number: 1125656

Independent Examiner's Report to the Trustees of Hillingdon Refugee Support Organisation

**HILLINGDON REFUGEE SUPPORT ORGANISATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2021**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 13 to 22.

Responsibilities and basis of report

As the charity 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 company'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 that in any material respect:

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.

Signed: 

Colin Hamilton ACCA

Ward Williams Limited
Bay Lodge
36 Harefield Road
Uxbridge
Middlesex
UB8 1PH

Date 22nd July 2021

HILLINGDON REFUGEE SUPPORT ORGANISATION
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 March 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
	Note				
INCOMING RESOURCES					
<i>Incoming resources from generated funds:</i>					
Investment income	2	7	-	7	6
Incoming resources from charitable activities	3	0	101,467	101,467	58,000
Other incoming resources		18,622	-	18,622	3
TOTAL INCOMING RESOURCES		18,629	101,467	120,096	58,009
RESOURCES EXPENDED					
Charitable activities	4	-	82,292	82,292	84,243
Governance costs	4/5	-	4,314	4,314	3,299
TOTAL RESOURCES EXPENDED		-	86,606	86,606	87,542
NET INCOME/(EXPENDITURE) BEFORE TRANSFERS		18,629	14,861	33,490	(29,533)
Transfers between funds		10,694	(10,694)	-	-
NET INCOME/(EXPENDITURE) FOR THE YEAR		29,323	4,167	33,490	(29,533)
NET MOVEMENT IN FUNDS FOR THE YEAR		29,323	4,167	33,490	(29,533)
<i>Total funds at 1 April 2020</i>	12	5,771	27,259	33,030	62,563
TOTAL FUNDS AT 31 March 2021	12	35,094	31,426	66,520	33,030

HILLINGDON REFUGEE SUPPORT ORGANISATION
BALANCE SHEET AS AT 31 MARCH 2021

		31 March 2021		31 March 2020	
	Note	£	£	£	£
Currents assets					
Debtors and prepayments	10	250		250	
Cash at bank and in hand		66,270		33,980	
		<u>66,520</u>		<u>34,230</u>	
Creditors : amounts falling due within one year					
	11	-		1,200	
Net current assets			66,520		33,030
Total assets less current liabilities			<u>66,520</u>		<u>33,030</u>
Funds					
Restricted funds	12		31,426		27,259
Unrestricted funds:	12		35,094		5,771
			<u>66,520</u>		<u>33,030</u>

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

**HILLINGDON REFUGEE SUPPORT ORGANISATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

The financial statements were approved and signed on behalf of the charity's trustees:

Signed  Date 16-08-2021

Rev. Harrison Daniel Otieno Ndale
Chairman

Company Registration Number: 06550294
Charity Registration Number: 1125656

HILLINGDON REFUGEE SUPPORT ORGANISATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

1.1 General information and basis of preparation

Hillingdon Refugee Support Organisation is a company limited by guarantee incorporated in England / Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.2 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 company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.3 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income tax recoverable in relation to donations received under Gift Aid or deeds of

**HILLINGDON REFUGEE SUPPORT ORGANISATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES

Covenant is recognised at the time of the donation.

1.4 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources. To comply with funder's requirements there has been a reclassification of some cost centres so as to bring about transparency. Overheads and other salaries are allocated between the expense headings on the basis of head count.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and are allocated on the basis of staff cost.

Governance costs are those incurred in connection with enabling the Charity to comply with external regulation, constitutional and statutory requirements and in providing support to the Trustees in the discharge of their statutory duties.

1.5 Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

1.6 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computers and Office Equipment	-	25%	straight line
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1.7 Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the SOFA as incurred.

1.8 VAT

The charity is not registered for VAT and its expenses are therefore inflated by VAT which cannot be recovered.

HILLINGDON REFUGEE SUPPORT ORGANISATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Interest Receivable	7	-	7	6
	<u>7</u>	<u>-</u>	<u>7</u>	<u>6</u>

3. RESOURCES FROM INCOMING ACTIVITIES

	Unrestricted funds	Restricted funds	2021	2020
	£	£	£	£
Grants Receivable	-	101,467	101,467	58,000
Other Income	18,622	-	18,622	3
Total Funds	<u>18,622</u>	<u>101,467</u>	<u>120,089</u>	<u>58,003</u>

4. RESOURCES EXPENDED

	Staff Costs	Direct Costs	Governance Costs	Support Costs	2021	2020
	£	£	£	£	£	£
Charitable Expenditure						
Charitable Activities	47,823	23,353		11,116	82,292	84,243
Other Expenditure						
Governance	-	-	4,314	-	4,314	3,299
Total Funds	<u>47,823</u>	<u>23,353</u>	<u>4,314</u>	<u>11,116</u>	<u>86,606</u>	<u>87,542</u>

HILLINGDON REFUGEE SUPPORT ORGANISATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

5. GOVERNANCE COSTS

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Independent Examiner's Fees	-	300	300	300
Accountancy	-	1,590	1,590	1,200
Insurance	-	491	491	491
Company House Fees	-	13	13	13
Consultancy Fees	-	1,920	1,920	1,295
	<hr/> - <hr/>	<hr/> 4,314 <hr/>	<hr/> 4,314 <hr/>	<hr/> 3,299 <hr/>

6. OTHER DIRECT COSTS

	Unrestricted funds £	Restricted funds £	2021 £	2020 £
Volunteers' Expenses	-	238	238	365
Staff Travel	-	-	-	656
Advertising and Publicity	-	184	184	-
Room Hire/Equipment/Refreshment	-	-	-	538
Sundry Expenses	-	-	-	77
Computer and Equipment Expenses	-	371	371	-
Training	-	349	349	-
Project Activities	-	18,304	18,304	5,420
Bursary/Education Supplies	-	232	232	975
Arrival Packs	-	-	-	123
Sessional Workers	-	3,675	3,675	4,326
	<hr/> - <hr/>	<hr/> 23,353 <hr/>	<hr/> 23,353 <hr/>	<hr/> 12,480 <hr/>

HILLINGDON REFUGEE SUPPORT ORGANISATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

7. SUPPORT COSTS

	Unrestricted funds	Restricted funds	2021	2020
			£	£
Payroll Costs	-	266	266	248
Office Rent	-	8,470	8,470	8,470
Telephones and Internet	-	1,686	1,686	1,457
Printing/Postage/Stationery	-	-	-	368
Affiliations and Subscriptions	-	694	694	100
	-	11,116	11,116	10,643

8. SUMMARY OF NET INCOME/(EXPENDITURE)

	2021	2020
	£	£
Depreciation of tangible fixed assets:		
- owned by the charity	-	-
Independent Examiner's Fee	300	300

9. STAFF COSTS

Staff costs were as follows	Unrestricted funds	Restricted funds	2021	2020
	£	£	£	£
Wages and Salaries	-	47,823	47,823	61,120
	-	47,823	47,823	61,120

The average number of full-time equivalent employees during the year was as follows:

HILLINGDON REFUGEE SUPPORT ORGANISATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

	2021	2020
	No.	No.
General Administration	3	3
	<u>3</u>	<u>3</u>

No employee received remuneration amounting to more than £60,000 in either year.

During the year, no Trustees who are considered to be the key management personnel of the charity received any remuneration (2020 - £NIL).

During the year, no Trustees received any benefits in kind (2020 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2020 - £NIL).

10. DEBTORS AND PREPAYMENTS

	2021	2020
	£	£
Prepayments	250	250
	<u>250</u>	<u>250</u>

11. CREDITORS

Amounts falling due within one year

	2021	2020
	£	£
Accruals	-	1,200
	<u>-</u>	<u>1,200</u>

**HILLINGDON REFUGEE SUPPORT ORGANISATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

12. STATEMENT OF FUNDS

	Brought Forward	Incoming Resources	Resources Expended	Transfers In/(Out)	Carried Forward
	£	£	£	£	£
General Funds					
General Funds	5,771	18,629	-	10,694	35,094
Total Unrestricted Funds	5,771	18,629	-	10,694	35,094
RESTRICTED FUNDS					
	Brought Forward	Incoming Resources	Resources Expended	Transfers In/(Out)	Carried Forward
Reaching Communities	15,923	-	(5,229)	(10,694)	-
Hillingdon Community Trust	11,336	29,617	(20,953)	-	20,000
The Barrow Cadbury Trust: -					
COVID-19 Support Fund		14,000	(14,000)		-
Henry Smith Charity		37,800	(26,374)		11,426
The London Community Foundation:					
COVID- 19 Funding/Wave 3		9,200	(9,200)		-
City of London Corporation	-	10,850	(10,850)	-	-
TOTAL RESTRICTED FUNDS	27,259	101,467	(86,606)	(10,694)	31,426
TOTAL FUNDS	33,030	120,096	(86,606)	-	66,520