

**SOUTHWARK DAY CENTRE
FOR ASYLUM SEEKERS**

Charity Number: 1143912

Company Number: 07519992

**ACCOUNTS FOR THE YEAR ENDED
31 MARCH 2022**

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LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2022

Charity number 1143912

Company number 07519992

Contact Address & c/o Copleston Office
Copleston Road
London
SE15 4AN

Trustees Alan Robertson - Chair
Caroline McGill - Treasurer (resigned September 2021)
Simon Taylor
Mary Boley (resigned February 2022)
Tod Heyda
Ajoke Ojie Sarah
Gay Barry
John Rhodes (resigned December 2021)
Sally Inman
Chun Lau - Treasurer (appointed February 2022)

Independent Examiner London Accountancy Practice
Sojourner Truth Centre
161 Sumner Road
London
SE15 6JL

Bankers Barclays Bank

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

Welcome from Chair and Director

Our services have never been more important. With the environment for refugees, asylum seekers and migrants growing ever more hostile, SDCAS stands alongside the communities we support to show solidarity and compassion.

Following a difficult few years with demand increasing, other organisations closing their doors and the challenges of the pandemic, we remain committed to offering a sanctuary for the people coming to SDCAS.

As we celebrate our 25th anniversary I reflect on the passion and dedication of the staff, volunteers and supporters that have made SDCAS the place that it is. I would like to thank you all – without you we simply could not do what we do. Our dream is that organisations like ours will not be needed in another 25 years but as long as the hostile environment exists, so will we.

Aian Robertson, Chair

In Southwark, we are much more established than when we started in 1996 as we greatly expanded our activities, personnel and volunteering opportunities, but it's only in recent years, with new funding, that we could provide a more structured and effective volunteering programme, triage system and remote advice service.

Notably, our workload has grown as the world becomes much more complicated place, but people do benefit from having a place to go, something to do, and opportunities to meet others particularly when rights and entitlements are limited within the law.

At SDCAS, there's always room for improvements and strategically we want to ensure more people with lived experience form an integral part of the organisation at every level. We are currently better positioned to explore this now within our projects. This is one area we wish to address moving forward but there are massive challenges to deal with at every stage such as the rise in new arrivals from countries experiencing war and political upheaval, the cost-of- living crisis increasing safeguarding issues, reduced public services, and our team's capacity to support people. The worst part for us is knowing that our services are still needed as people continue to seek sanctuary.

Pauline Nandoo, Director

Structure, governance and management

Governing document

The Southwark Day Centre for Asylum Seekers is an incorporated company limited by guarantee number 07519992. Registered under charity number 1143912 and governed by the memorandum and articles of association which were adopted on the 30th of August 2011.

The organization and decision-making structure

Members are appointed by the Board of Trustees (the directors of the charity). There is no

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

maximum number of Trustees and the minimum is three. The trustee board normally meets every two months. The board delegates areas of work to sub-committees who report regularly to the chair and to board meetings. The sub-committees are finance, human resources and health & safety. Each sub-group is chaired and formed by trustees.

The director

The Director is responsible for the day-to-day management of the Charity's affairs and for implementing policies agreed by the Board of Trustees.

Statement of trustee responsibilities and overall governance

The Trustees have overall responsibility for ensuring that the Charity has appropriate systems and controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the Charity and for their proper application as required by charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Risk management

The Trustees have reviewed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives of the charity

- 1) The relief of poverty, the promotion of health and the advancement of education of asylum seekers and refugees in the London Borough of Southwark.
- 2) To provide or assist in the provision of facilities in the interest of social welfare for recreation or other leisure time occupation of asylum seekers and refugees who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

Our work in 2021/2022

Over the last year, we have focused on the continued development of our remote advice service which started in 2020. We operate a triage system which has helped us improve the efficiency and capacity of our advice service, and we are continuing to improve this while also offering in-person appointments for those who need them.

Two of our centres are fully reopened, at Peckham Park Baptist Church and at the Copleston Centre. Our Thursday session at St Mary's Church in Kennington did not reopen, but we are looking at other venues in the north of the borough and hope to reopen soon.

Art classes at Barry House in Dulwich, a hostel for newly arrived asylum seekers, have restarted, as have sewing and knitting classes. Our gardening sessions are ongoing and continue to provide a therapeutic outlet for many of our clients.

Our pandemic food bank service has been wound down although we continue to provide smaller

food parcels to some of our clients, particularly those in hotels where food is poor. We have seen an increase in the number of hotels in the borough that provide initial accommodation for newly arrived asylum seekers in 2021. The work we do with these clients is newer for us – for example, they need more food parcels; those who have come in small boats over the Channel have nothing and need help with clothes. We have also seen increased problems with homelessness over the past year and we continue to develop our services in response to this.

Our clients come from a wide range of countries – we logged visitors from 50 countries over the last year. Afghanistan was top of our list as we worked with evacuees from Kabul throughout 2022, providing support with basic needs and advice.

Activities and projects

- Sessions at PPRBC have continued to attract families and under 5's.
- The gardening project has been extremely successful
- St Mary Newington on Thursdays closed during lockdown and has not reopened.
- We continue to work with ARSP to have full time volunteers from Poland and Germany who provide an excellent addition to the team.
- Two members of staff are working on a homelessness project as part of a larger funded Refugee Action Project. Aspects of the project include putting together a toolkit for staff and volunteers working with clients with housing issues and developing the confidence of experts by experience to help design and coordinate services.
- Researchers who volunteer at SDCAS are focusing on gathering case studies, and client feedback contributions.

Volunteers

Over 80 local people volunteer at SDCAS. Their dedication and hard work mean our service continues to develop and grow. They do everything from sourcing donations to collecting and distributing food, clothing, and home items. They are our reception team, English teachers, kitchen staff, advisors, fundraisers, content writers, website designers and more.

Staff development

Both paid staff and volunteers attend regular training sessions relating to a range of issues such as immigration legislation, first aid, mental health awareness, safeguarding and basic food hygiene.

Funders

We continue to be grateful to the London Borough of Southwark which has again provided a substantial grant towards the core costs. This grant has continued to strengthen our applications to other key funding bodies. We are also immensely grateful for the support we continue to receive from other individual donors, as well as the generosity of all the just over 20 charitable trusts and organizations (listed in Notes 2, 3 and 12 to the accounts) that have helped to fund our work. We have continued to engage with the church and faith groups across the Borough of Southwark and developed some very fruitful and trusting relationships.

Future Developments

We are committed to:

- Strengthening our core advice services
- Developing the mental health support we offer
- Challenging the hostile environment

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

- Ensuring the premises we use are suitable, safe and accessible
- Ensuring we have a well supported and resourced team
- Ensuring the people we work with are represented at all levels of the organisation

Financial review

The results of the year's operation are set out in the attached financial statements. The net surplus in funds for the year amounted to £111,263 and for the year ended 31 March 2021 (£153,312). The retained reserves at 31 March 2022 amounted to £439,031 and for the year ended 31 March 2021 £327,768).

Reserves Policy

Our reserve policy calculates target reserves based on potential unplanned expenditure, cashflow requirements and unfunded planned spending. As at 31 March 2022, our target reserves calculation

Reserves Category	£
Contingency for 10% of all expenditure	34,014
Contingency for financial difficulty:	-
Redundancy	27,756
Other	10,000
Contingency for 6 months' temporary senior staff member in case of illness	20,939
6 months min. <u>essential operating costs</u> in case of fundraising shortfall or delay	129,695
Planned spending commitments	0
Cash flow trough	56,062
Target Total Funds	278,466
Year end restricted funds balance	-41,108
Target "free" reserve cash	237,358

As at the year end, the Charity's unrestricted reserves were £291,987. This is above our target which is helpful at a time of extreme uncertainty and represents a success in increase our reserves as in previous years we were well below our target amount.

Summary

SDCAS has risen to the challenge of meeting higher client needs while finding new ways to work during the challenging times. Our staff and volunteers have worked tirelessly and flexibly to keep our services open. We are grateful for the donations from individuals and organizations which have helped us stay open and without which we would not be able to provide our vital support services. The trustees' annual report was approved

On 30/12/2022

and signed on behalf of the board of trustees by:



Alan Robertson, Chair of Trustees

INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the organization for the year ended 31 March 2022, which are set out on pages 9 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

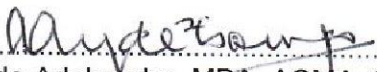
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Ade Adebambo, MBA, ACMA, CGMA, ACG
London Accountancy Practice
Sojourner Truth Centre
161 Sumner Road
London SE15 6JL

Date 31-12-2022

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

Southwark Day Centre for Asylum Seekers Statement of Financial Activities for the year ended 31 March 2022

		Unrestricted Fund £	Restricted Fund £	2022 Total £	2021 Total £
Incoming Resources					
Donations and Gifts	2	105,044	10,000	115,044	87,887
Income from Charitable Activities	3	1,377	276,797	278,174	301,411
Investment Income	4	8	-	8	148
Total Incoming Resources		106,428	286,797	393,225	389,446
Charitable activities	5	662	281,300	281,962	236,134
Total Resources Expended		662	281,300	281,962	236,134
Net Incoming Resources		105,767	5,496	111,263	153,312
Balances brought forward		175,220	152,548	327,768	174,456
Fund balances carried forward		280,987	158,044	439,031	327,768

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

Southwark Day Centre for Asylum Seekers Balance Sheet As at 31 March 2022

			2022		2021
		£	£	£	£
Fixed Assets					
Tangible Fixed Assets			-		-
Current Assets					
Debtors- Accrued income/prep	8	6,978		5,761	
Cash at Bank and in Hand		434,822		327,967	
			441,800		333,728
Current Liabilities					
Creditors and Accruals - PAYE	9	1,669		5,960	
Accountancy Fees		1,100		-	
			2,769		5,960
			439,031		327,768
Funds Represented by:					
Unrestricted Fund			280,987		175,220
Restricted Fund			158,044		152,548
			439,031		327,768

For the year ended 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities

- The members have not required the company to obtain an audit of its financial statements 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 financial statements.

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

These financial statements were approved by the board of trustees and were authorized for issue. They are signed on behalf of the board by:

Signed

Alan Robertson
Alan Robertson (Chair)
Trustee

Date30/12/2022.....

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

1.1 Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

1.2 Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income;

- income from donations or grants is recognized when there is evidence of entitlement to the gift, receipt is probable, and its amount can be measured reliably.
- legacy income is recognized when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless it is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognized in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognized with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

1.3 Resources expended

Expenditure is recognized on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

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All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

1.4 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subject to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

1.5 Going concern

There are no material uncertainties about the charity's ability to continue.

2 Donations and Gifts

Southwark Day Centre for Asylum Seekers

Detailed Income

for the year ended 31 March 2022

Incoming Resources	Notes	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Total £
Donations and Gifts	2				
Donations		53,564	-	53,564	28,036
Friends Scheme		11,215	-	11,215	13,936
Fundraising Income		38,227	-	38,227	45,915
HMRC - Gift Aid		2,037	-	2,037	-
St George The Martyr		-	10,000	10,000	-
		105,044	10,000	115,044	87,887

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

Southwark Day Centre for Asylum Seekers

Detailed Income

for the year ended 31 March 2022

Incoming Resources	Notes	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Total £
Donations and Gifts	2				
Donations		53,564	-	53,564	28,036
Friends Scheme		11,215	-	11,215	13,936
Fundraising Income		38,227	-	38,227	45,915
HMRC - Gift Aid		2,037	-	2,037	-
St George The Martyr		-	10,000	10,000	-
		105,044	10,000	115,044	87,887

Income from Charitable Act 3

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Total £
Awards for All	-	10,000	10,000	-
Big Lottery	-	69,511	69,511	69,511
C & M Fleming	-	6,000	6,000	6,000
City Bridge Trust	-	24,760	24,760	-
National Zakat Foundation	-	-	-	150
City of London	-	-	-	13,040
Adrian Swire Charitable Trust	-	-	-	11,500
Cosaraf Charitable	-	2,135	2,135	-
Fund for Human Need	-	1,100	1,100	840
London Community Foundation (LCF)	-	10,000	10,000	9,000
London Community Foundation-C19	-	-	-	64,460
Madcovid Grants	100	-	100	-
Mercers Trustee	-	25,000	25,000	-
Refugee Action	-	26,345	26,345	27,571
Southwark Council	-	58,556	58,556	45,321
United St Saviour's Trust	-	36,250	36,250	12,500
Wakefield & Tetley	-	2,000	2,000	-
Southwark Law Centre	-	-	-	11,518
Migration Exchange	-	-	-	30,000
Neil Coyle	1,277	-	1,277	-
Nest Pensions	-	140	140	-
The Hillcote Trust	-	5,000	5,000	-
	1,377	276,797	278,174	301,411

Investment Income 4

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Total £
Bank Interest - Barclays Main	8	-	8	148
	8	-	8	148

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

5 Charitable Activities

5	Unrestricted Fund	Restricted Fund	Total 2022	Total 2021
	£	£	£	£
Wages and salaries	-	180,556	180,556	135,362
Employers NIC	-	9,347	9,347	6,474
Employers pensions	-	4,918	4,918	4,055
Rent	-	16,340	16,340	13,840
Payroll expenses	-	951	951	-
Covid Steward/Cleaning	-	1,716	1,716	2,520
Equipments	-	2,107	2,107	7,922
Insurance	-	2,111	2,111	1,790
Accountancy fees	-	1,100	1,100	-
Telephone & Internet	-	4,821	4,821	2,353
Other office costs	-	936	936	5,459
Travel Expenses	-	1,940	1,940	1,528
Food / Catering services	-	8,583	8,583	14,767
Hardship Allowance	-	11,968	11,968	26,433
Supervision	-	2,695	2,695	-
Repairs	-	-	-	2,370
Childcare/ Creche	-	1,962	1,962	352
IT services	-	4,564	4,564	-
Events & Activities	-	1,734	1,734	-
Training	-	426	426	420
Professional fees	-	2,154	2,154	5,226
Counselling/ Interpretation services	-	13,688	13,688	-
Gardening Project	-	4,620	4,620	2,626
Bank charges	-	457	457	-
Fundraising	662	306	967	960
Sundry Expenses	-	1,301	1,301	1,677
Total Expenditure	662	281,300	281,962	236,134

6 Employees remuneration

The total staff costs and employee benefits for the reporting period are analyzed as follows:

	Total 2022	Total 2021
	£	£
Wages and salaries	180,556	135,362
Social security costs	9,347	6,474
Employer contribution to pension costs	4,918	4,055
	194,821	145,891

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

The average head count of employees during the year was 9 (2021: 7). The average number of full-time equivalent employees during the year is analyzed as follows:

	2022	2021
	Total	Total
Director	1	1
Project Workers	7	5
Administrator	1	1
	9	7

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

Key Management Personnel

During the year total remuneration of £66,864 (2021: £61,623) was paid to key management personnel.

7 Trustees' Remuneration and Expenses

None of the trustees received any emoluments during the year other than expenses.

8 Debtors

	2022	2021
	£	£
Accrued income	4,120	4,120
Prepayments	2,858	1,641
	6,978	5,761

9 Creditors

	2022	2021
	£	£
Accruals-PAYE/Pensions	1,669	510
Accountancy Fees	1,100	5,450
	2,769	5,960

10 Pensions and other post-retirement benefits

Defined contribution plans

The amount recognized in income or expenditure as an expense in relation to defined contribution plan was £Nil (2021: £Nil).

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

11 Analysis of charitable funds

	As at 31 March 21 £	Income £	Expenditure £	As at 31 March 22 £
Unrestricted Funds				
General Funds	175,220	106,428	662	280,987
Total	175,220	106,428	662	280,987
Restricted Funds				
	As at 31 March 21 £	Income £	Expenditure £	As at 31 March 22 £
Awards for All	-	10,000	6,210	3,790
Big Lottery	26,142	69,511	71,351	24,302
C & M Fleming	11,563	6,000	2,080	15,483
City Bridge Trust	-	-	-	-
Henry Smith	1,112	-	1,112	-
City of London	315	24,760	15,590	9,485
Garfield Weston Foundation	12,257	-	833	11,424
Cosaraf Charitable	-	2,135	2,135	-
Fund for Human Need	-	1,100	1,100	-
London Community Foundation (LCF)	12,370	10,000	-	22,370
London Community Foundation-C19	12,783	-	12,783	-
Mercers Trustee	12,865	25,000	23,988	13,877
Refugee Action	14,445	26,345	26,468	14,322
Southwark Council	2,414	58,556	47,403	13,567
United St Saviour's Trust	13,806	36,250	35,419	14,637
Wakefield & Tetley	4,016	2,000	-	6,016
Southwark Law Centre	648	-	632	16
Migration Exchange	27,812	-	27,812	0
Nest Pensions	-	140	140	0
St George The Martyr	-	10,000	6,245	3,755
The Hillcote Trust	-	5,000	-	5,000
Total	152,548	286,797	281,300	158,044