

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 2022**

## Contents

### **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

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## Chairman's Report

Like the rest of society, the last year saw the gradual emergence of the Harbour Project from the restrictions imposed upon it by the COVID pandemic. Gradually staff returned on-site to meet clients (who we refer to as Visitors) at pre-arranged appointments to help deal with individual issues. Social aspects of our work restarted in May along with face-to-face English classes.

The organisation's effectiveness was evaluated by an independent agency (led by RMD Consulting). This was funded by monies from the National Lottery as part of their overall grant to us. The result was very positive with the evaluation reporting high satisfaction levels amongst staff, volunteers and Visitors with the services that we offer. The final report suggested that alongside our other services the Trustees should consider enhanced ways of building employability skills, volunteering and education (our Steps2Work programme) as well as placing greater emphasis on dealing with mental health issues and doing more to promote awareness of cultural norms in British society. The Trustees unanimously agreed to embrace these recommendations and to update our strategic direction. Staff and volunteer responsibilities and activities have shifted to incorporate these demands.

As the year drew to a close we turned our attention to the fact that monies from two of our major funders, namely the National Lottery Community Fund and Swindon Borough Council were due to cease in the coming year. Hence, the Trustees and the Chief Executive started to explore the possibility of renewed funding from those organisations as well as exploring alternative funders and sources of income.

A further challenge for us was the Local Authority's agreement to increase the number of asylum seekers and refugees accommodated in the town. The number of properties made available for asylum seekers was increased. In August we welcomed refugees from Afghanistan who were placed in hotels. This commanded substantial press attention and the people concerned needed a wide range of support. Then in the autumn, two local hotels were designated as "initial accommodation" for male asylum seekers. Both these developments greatly increased demands for our services, particularly for English classes. Finally, the outbreak of war in Ukraine in February led to requests from host families for help with issues such as applying for Universal Credit and school places.

The Designated Reserves set out on Page 18 of this report are specifically put aside for investment in premises. The unsuitability of our current building becomes ever more apparent each day. At the time of writing this report the Charity has identified a new location and the Trustees are confident that the level of Designated Reserves is sufficient to cover both the cost of the move and increases in running costs. The Trustees will review the level of Reserves once the move is completed.

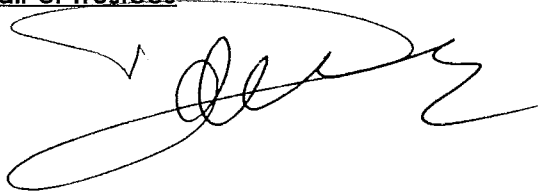
Last year saw the introduction of the Borders and Immigration Bill into Parliament. This has raised considerable concerns with us for the well-being of our Visitors. We have made our disquiet known to our local MPs.

Amongst other news, our CEO, Claire Garrett, was appointed a Deputy Lieutenant for Wiltshire. This acknowledges Claire's contribution to society and local community and it is a matter of great pride for the organisation that she leads.

The past year has presented the Harbour Project with substantial challenges but we are successfully emerging from the grim pandemic years, in a position of strength with dedicated staff, committed and enthusiastic volunteers and a fully engaged Board of Trustees. As has already been stated, we have seen a marked increase in the number of people needing our help and there is no reason to believe that this trend will not continue. But we have faced many challenges over the twenty years of our existence and there is no doubt that we will continue to respond to what fate throws at us.

David Rowlands

**Chair of Trustees**

A handwritten signature in black ink, appearing to be 'D. Rowlands', written over a horizontal line.

December 2022

## Trustees' Report

The Trustees present their report with the financial statements for the year ended 31<sup>st</sup> March 2022.

### 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

CAF Bank  
22 Kings Hill Avenue  
Kings Hill  
West Mailing  
ME19 4JQ

Trustees who served during the year:	David Rowlands	
	Kirsty Johnson	Resigned 28 <sup>th</sup> January 2022
	Hadiza Mahuta	
	Monica Potter	
	Heather Redington	Resigned 25 <sup>th</sup> October 2021
	Ian Robertson	
	Basel Esleem	

Faisal Nawaf Mayed

Neda Krishnan

Housam Al-Housami

Mari Williams

Appointed 10<sup>th</sup> February 22

Appointed 29<sup>th</sup> March 2022

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.

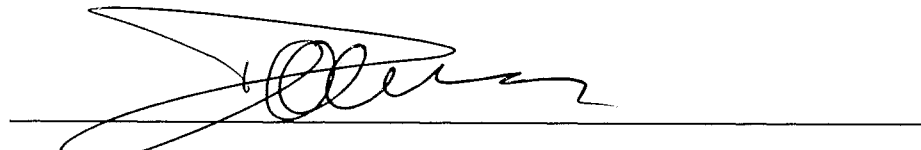
## Reserves Policy

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

02. 12. 2022

  
\_\_\_\_\_  
Date



## Independent Examiner's Report

I report on the accounts for the year ended 31<sup>st</sup> March 2022 set on pages 7 to 15 for The Harbour Project (registered charity number 1171368).

### Responsibilities and basis of report

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

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

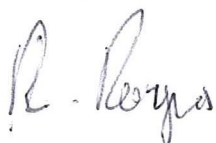
### Independent Examiner's Statement

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

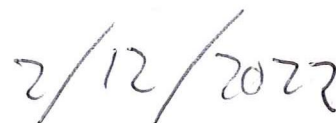
- The accounting records were not kept in accordance with section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:



Name: Robert Raynes

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



## Statement of Financial Activities for the year ended 31st March 2022

	£ Unrestricted Funds	£ Restricted Funds	£ Total	£ 2021
<b>Income from</b>				
Activities in furtherance of charitable objects				
Grants & fundraising receivable	3,733	279,655	283,388	238,650
Donations & legacies	51,413		51,413	31,010
Other income	8		8	2,091
Investment income	62		62	111
<b>Total incoming resources</b>	<b>55,216</b>	<b>279,655</b>	<b>334,871</b>	<b>271,862</b>
<b>Resources expended</b>	<b>-21,673</b>	<b>-275,388</b>	<b>-297,061</b>	<b>-262,122</b>
<b>Net movement of resources</b>	<b>33,543</b>	<b>4,267</b>	<b>37,810</b>	<b>9,740</b>

The notes on pages 11 to 17 form part of these accounts.

## Balance Sheet as at 31st March 2022

	£ 2022	£	£ 2021	£
Tangible fixed assets		2,583		3,094
Current assets				
Cash & cash equivalents	390,884		340,966	
Debtors & prepayments	1,826		4,122	
	<b>392,710</b>		<b>345,088</b>	
Less: Current liabilities due within one year				
Creditors & accruals	-92,073		-82,772	
Net current assets		300,637		262,316
Net assets		<b>303,220</b>		<b>265,410</b>
Represented by:				
Restricted funds		0		0
Designated funds		150,000		150,000
Unrestricted funds		153,220		115,410
		<b>303,220</b>		<b>265,410</b>

The notes on pages 11 to 17 form part of these accounts.

Approved by the trustees and signed on their behalf by:

David Rowlands



Date

02. 12. 2022

## Notes to the financial statements for the year ended 31st March 2022

### 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	2022	2021
<b>Grants &amp; Fundraising</b>				
National Lottery Community Fund		64,976	64,976	73,356
Swindon Borough Council		48,939	48,939	33,000
Lloyds Bank Foundation		34,215	34,215	40,853
Swindon Borough Council/DEFRA		2,411	2,411	10,100
Barrow Cadbury Trust				20,000
Wiltshire Community Foundation		8,978	8,978	8,854
Swan Mountain				1,979
Wiltshire Council		4,676	4,676	1,967
National Benevolent Charity				2,200
National Probation Services		4,338	4,338	5,661
Blagrove Trust		32,415	32,415	8,003
ESFA		10,019	10,019	3,422
Sports England		3,094	3,094	1,094
Postcode Community Trust		1,621	1,621	360
Oakfield Response Fund				2,100
Tesco Bags of Help		1,122	1,122	
The Fore		7,338	7,338	
Integrated Care Alliance		15,000	15,000	
VAS/Community Outbreak Fund		7,129	7,129	
Casarotto		60	60	
Ashley Family Foundation		4,134	4,134	
Hilden Charitable Trust		4,685	4,685	
Jack Lane Charitable Trust		120	120	
Anonymous/other grants		24,385	24,385	25,701
Fundraising	3,733		3,733	
	<b>3,733</b>	<b>279,655</b>	<b>283,388</b>	<b>238,650</b>
<b>Donations &amp; Legacies</b>				
Gifts & Donations	43,401		43,401	20,673
Gift Aid Donations	4,940		4,940	4,470
Gift Aid Received	3,072		3,072	5,867
	<b>51,413</b>	<b>0</b>	<b>51,413</b>	<b>31,010</b>
Other income	8		8	2,091
Interest received	62		62	111
	<b>70</b>	<b>0</b>	<b>70</b>	<b>2,202</b>
<b>Total incoming resources</b>	<b>55,216</b>	<b>279,655</b>	<b>334,871</b>	<b>271,862</b>

## Resources expended

	£	£	£	£
	Unrestricted	Restricted	2022	2021
<b>Direct Charitable expenses</b>				
Staff Salary costs	3,448	190,375	193,823	154,589
Rent	66	17,795	17,861	15,750
Staff and volunteer travel costs	159	358	517	440
Printing, postage and stationery	786	3,618	4,404	1,454
IT and telephone	1,598	12,164	13,762	7,115
Repairs & Maintenance	744	65	809	1,800
Bank charges	1,858	20	1,878	1,401
Accounting and professional fees	470	4,700	5,170	420
Other professional fees				14,100
Insurance	562		562	567
Beneficiary costs	925	5,182	6,107	2,837
Dues & Subscriptions	649	977	1,626	536
Tuition & Classes	483	3,766	4,249	2,658
Visitor Activities	5,724	21,569	27,293	11,757
Covid Expenses - Visitor IT Costs				16,357
Payroll costs		250	250	300
Bookkeeping fees		4,721	4,721	3,606
Training	297	952	1,249	1,446
Cleaning and catering	296	2,451	2,747	1,880
Covid Expenses - Food parcels				19,432
Publicity and advertising	724		724	730
Miscellaneous	737	1,615	2,352	1,916
Fundraising expenses	1,286	120	1,406	0
Direct visitor costs		4,690	4,690	0
Depreciation	861		861	1,031
<b>Total</b>	<b>21,673</b>	<b>275,388</b>	<b>297,061</b>	<b>262,122</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		64,976	64,976		
Swindon Borough Council		48,939	52,514	-3,575	
Lloyds Bank Foundation		34,215	34,215		
Swindon Borough Council/DEFRA		2,411	2,411		
Wiltshire Community Foundation		8,978	8,978		
Wiltshire Council		4,676	4,676		
National Probation Services		4,338	4,282	56	
Blagrove Trust		32,415	32,415		
ESFA		10,019	9,373	646	
Sports England		3,094	3,094		
Postcode Community Trust		1,621	1,621		
The Fore		7,338	7,338		
VAS/Community Fund Outbreak		7,129	7,129		
Integrated Care Alliance		15,000	15,000		
Tesco Bags of Help		1,122	1,122		
Casarotto		60	60		
Ashley Family Foundation		4,134	4,134		
Hilden Charitable Trust		4,685	4,685		
Jack Lane Charitable Trust		120	120		
Anonymous/other grants		24,385	17,245	7,140	
<b>Total</b>		<b>279,655</b>	<b>275,388</b>	<b>4,267</b>	

### Net movement of resources

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

Depreciation	£861
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### 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 2021	12,720
Addition in year	350
Disposals in year	
<b>As at 31<sup>st</sup> March 2022</b>	<b>13,070</b>
Depreciation	
As at 1 <sup>st</sup> April 2021	9,626
Charge for year	861
On disposals	
<b>As at 31<sup>st</sup> March 2022</b>	<b>10,487</b>
Net book value	
As at 31 <sup>st</sup> March 2021	3,094
<b>As at 31<sup>st</sup> March 2022</b>	<b>2,583</b>

## Debtors

	£ 2022	£ 2021
Accounts Receivable	416	160
Other Debtors		1,127
Income tax refund due on Gift Aid payments	1,410	2,835
	<b>1,826</b>	<b>4,122</b>

## Creditors

	£ 2022	£ 2021
Grant aid received in advance*	45,709	42,048
Anonymous/other grants received in advance	34,845	20,127
Other creditors	11,519	19,597
Unrestricted donations received in advance		1,000
	<b>92,073</b>	<b>82,772</b>

\* The following organisations have already advanced us funds in respect of 2021-22.

	£ 2022	£ 2021
National Lottery Community Fund	4,246	6,158
National Benevolent Charity	2,600	2,600
Wiltshire Council		2,675
Blagrove Trust	4,165	11,997
Swindon Borough Council/DEFRA	489	2,900
National Probation Services		4,338
Magic Little Grants		500
Tesco Bags of Help		1,166
ESFA		418
Sports England		3,094
Postcode Community Trust	3,331	4,952
Kingshill Trust	18,000	
The Fore	2,471	
Wiltshire Community Foundation	6,022	
Hilden Charitable Trust	1,315	
Jack Lane Charitable Trust	1,880	
Casarotto	1,190	1,250
	<b>45,709</b>	<b>42,048</b>

## Reserves

	£ 2022	£ 2021
Restricted reserves as at 1 <sup>st</sup> April 2021	0	0
Transferred (to) / from unrestricted reserves	-4,267	2,850
Net income / (expenditure) for year	4,267	-2,850
<b>Restricted reserves as restated at 31<sup>st</sup> March 2022</b>	<b>0</b>	<b>0</b>
Designated reserves as at 1 <sup>st</sup> April 2021	150,000	150,000
Transferred from / (to) unrestricted	0	0
Net income / (expenditure) for year	0	0
<b>Designated reserves as at 31<sup>st</sup> March 2022</b>	<b>150,000</b>	<b>150,000</b>
Unrestricted reserves as at 1 <sup>st</sup> April 2021	115,410	105,670
Transferred from / (to) restricted reserves	4,267	-2,850
Net income / (expenditure) for year	33,543	12,590
Transferred to designated funds		
<b>Unrestricted reserves at 31<sup>st</sup> March 2022</b>	<b>153,220</b>	<b>115,410</b>
<b>Total reserves as at 31<sup>st</sup> March 2022</b>	<b>303,220</b>	<b>265,410</b>