

REFUGEE & MIGRANT NETWORK SUTTON
(a Registered Charity & Company Limited by Guarantee)

Report and Financial Statements for the year ended 31 March 2024

(Registered Charity No 1150500)

(Company Number 08026861)

REFUGEE AND MIGRANT NETWORK SUTTON (A Company Limited by Guarantee No 08026861)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their report and financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2019.

Legal and Administrative Details

Charity Name Refugee and Migrant Network Sutton (also known as RMNS)

Charity Registration Number: 1150500

Company Registration Number: 08026861

Registered Office and
Operational Address: Granfers Community Centre
73-79 Oakhill Road
Sutton, SM1 3AA

Trustees/Directors of the Charity and Company:

The trustees, who are directors of the company for the purposes of the Companies Act 2006, are its trustees for the purposes of charity law and are referred to throughout this report as the trustees. The trustees who held office during the year, and since the year end, were as follows:

Lorri Dawson	Chair
Ann Morrison	Vice Chair
Olwen Edwards	Secretary
Lisa Webster	Treasurer
John Branford	Volunteer Co-ordinator
Namrata Chowdhary	
Sultan Mahmoodi	Appointed 28 April 2023
Briony Thomas	
Anne Towner	Resigned 17 July 2023
Deborah Wroe	

Members of the Drop-in Management Committee:

John Branford
Olwen Edwards
Ann Morrison
Deborah Wroe
Cathy Baker
Andrea Eckhardt-Smith

Advice Worker Lucy Minyo

Bankers: HSBC, 54 Woodcote Road, Wallington, Surrey, SM6 0NJ

Website: www.rmns.org.uk

Facebook: facebook.com/rmnsutton

Independent Examiner: Sarah Holman FCA, 16 Crichton Road, Carshalton, Surrey, SM5 3LS

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

CHAIR'S REPORT

I am happy to report that in 2023/24 RMNS continued with its core activities: serving people who come for immigration advice (clients) and those who come for English classes (students). We have supported these activities with creative and work skills courses, a crèche for students' children and one to one help where needed.

We could not do any of this without the support of funders. I am extremely grateful for the support given by Trust for London, Lloyds Bank Foundation, National Lottery Community Fund and City Bridge Foundation. Together with other smaller funders, they have provided the financial security to enable us to help refugees and migrants in the Sutton area. I am also grateful to trustees, members and supporters for their on-going faithful commitment to RMNS.

We have a small staff team: Lucy Minyo (Advice Worker) and Zoe Clifford (Administrative Assistant) plus Diliana Diankova and Beata Mazurek (crèche workers). In September we welcomed Julia Hámori to the new post of Outreach Manager. My thanks to our staff team for all the work they have done in the past year.

Thanks also to our amazing volunteer team led by John Branford (volunteer coordinator). Volunteers come week after week with lessons prepared but with great flexibility to respond to immediate issues. A training lunch held twice a year is well-attended. Every class is led by a qualified ESOL English teacher and experienced teaching assistants. We are delighted that one long-term teaching assistant volunteer is about to train for an ESOL qualification and RMNS will part-fund his course so that he can go on to lead a class.

I am pleased that we have recently been able to take up a housing problem with our two local MPs and the Council. This has resulted in RMNS working closely with Sutton Council to improve the situation.

A highlight of the year was in December when the contribution of the organisation to Sutton was recognised when RMNS was awarded "Voluntary and Community Sector Organisation of the Year".

Lorri Dawson

REFUGEE AND MIGRANT NETWORK SUTTON (A Company Limited by Guarantee No 08026861)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Refugee and Migrant Network Sutton (RMNS, or 'the charity'), formerly an unincorporated charity established in 1991, was registered as a charitable company on 11 April 2012. It continues to be both a registered charity and a charitable company limited by guarantee, working with the same objectives and offering the same range of services as it did before its alteration in status. It has no share capital and the liability of each member in the event of winding up is limited to £1.

Recruitment and appointment of trustees

Overall management and control of the charity during the year to 31 March 2024 was the responsibility of the trustees, who are also the directors, and who were all elected at the Annual General Meeting. Former Chair of Trustees, Anne Towner, stood down as trustee during the financial year but remains a volunteer. Our board was joined in the year by Sultan Mahmoodi, who brings with him lived experience of having to leave his home in difficult circumstances to settle in the UK from Afghanistan.

The board of trustees meets at least quarterly, in addition to the Annual General Meeting, any special meetings for a particular purpose and any meetings of working groups.

Induction and training of new trustees

RMNS recruits trustees to meet the assessed needs of the charity and the particular contribution they can make. Prospective trustees serve as a volunteer for a period before appointment. The induction process, therefore, normally takes place over several months.

Risk management

The trustees are conscious of their duty to identify the risks which could have an impact on the organisation. A policy for risk management is in place and the register is regularly revised and updated.

OBJECTIVES AND ACTIVITIES

The main objectives of RMNS, as set out in its Articles of Association, are to provide support for the relief of poverty to refugees, asylum seekers and migrants resident or working in the London Borough of Sutton by providing them with free and confidential advice, assistance, representation, counselling, translating and interpreting services in matters such as immigration, money, debt, welfare benefits, housing, health, education, training and employment.

A further objective is to provide opportunities for clients to improve their English in order to improve their quality of life, their ability to integrate into the community and their access to employment.

Summary of the main activities undertaken for public benefit

The trustees, mindful of their responsibility to ensure that all the activities undertaken by the charity are for the public benefit, declare that, in discharging this responsibility, they have paid due regard to the guidance issued by the Charity Commission on public benefit.

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ACHIEVEMENT AND PERFORMANCE

In the period 1 April 2023 to 31 March 2024 there were 92 new clients registered with Advice Worker, Lucy Minyo, and there were 410 attendances. This period included sick leave mentioned in the last statutory accounts. The Admin Assistant, Zoe Clifford, has continued to play an essential role in supporting Lucy, being a friendly and welcoming voice when people phone and also recording client information on the Lamplight database. Lucy is now supported by a volunteer, Vera Kim, who is considering training to OISC Level 1. She can help clients with issues where qualified help is not essential. An example of Lucy's help is the situation where a single parent with a disabled child came to RMNS because she had lost her Indefinite Leave to Remain (ILR) document when she became homeless. Lucy was able to gather evidence, including from the police, to put to the Home Office. The client now has her ILR in the form of a Biometric Residency Permit.

Clients are asked to complete a survey form after every attendance. Of the 100 completed forms, 90% of clients reported that they were happy or very happy with the advice they were given on their immigration status. On other issues, 88% were happy or very happy with the advice given. Regarding access, 97% found RMNS easy to access. Questions about understanding the advice, confidence and reduced anxiety were also extremely positive. 100% of clients would recommend RMNS to a friend.

We have continued to provide English classes at 6 levels in Sutton town centre. There are 75 students on class registers and an average attendance of 67 each week. Classes are supported by 30 volunteers including teachers and assistants, managers and refreshment team. Currently there are 7 children in the crèche with two staff (sessional) and 1 volunteer.

Student survey forms are collected once a year, the most recent ones in March. The survey shows that 100% of students were happy or very happy with their classes. Also, 100% agreed or strongly agreed that they were making progress with their English. 96% were feeling more confidence with their English. RMNS continues to welcome students with almost no English. There are two Foundation classes so that students get maximum help. One is designed for students with no English and no experience of Latin/Roman alphabet.

This year our nine One2One volunteers have supported twelve clients including people from Afghanistan, Kyrgyzstan, Egypt, Iran, Sri Lanka, Ukraine and Jamaica. Major issues have been housing, mental health, assistance in integration and support in finding employment. Volunteers have supported clients in some very difficult situations. They have needed to draw on deep experience from previous work as, for example GPs, civil servants and housing officers. We have held two One2One training/support team sessions and One2One members have also participated in wider training on Safeguarding and on Domestic Abuse facilitated by RMNS.

Management and Governance

Trustees' meetings were held four times in the period. We have nine trustees and are in the process of welcoming a tenth to our team. The AGM was held on 18 October 2023. A One2One volunteer, Lyndon Edwards, spoke movingly of the needs of people coming to the organisation for individual help. There were about 50 members, supporters and local organisations present. The Management Committee, which is primarily concerned with running the Wednesday classes, meets once a term. Membership includes some trustees, teachers and volunteer representatives.

We continue to work with Trinity Church in running the International Coffee Club (ICC) which provides a place on Monday mornings in term time for people to come for conversation. It is open to anyone and attracts people with moderately good English such as people from Hong Kong or former students.

Plans for the future and recent developments

The new post of Outreach Manager was filled in mid-September by Julia Hámori. One aspect of her work was to complete a research project to help Trustees decide where an additional hub or centre should be located. We have been impressed by the methodical and professional way Julia has set about this work. Her report was

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discussed at the Trustees' Meeting on 26 April 2024. The data suggests there is some justification for opening another centre in central Sutton (where the current centre is based) but this is unlikely to attract groups we are not already reaching. Alternatively, we could locate in an area of deprivation and run pilot classes to assess need. Trustees agreed that we should seek a location in an area of deprivation. We have every confidence that this additional centre will be operational by the autumn term. Julia is also engaging with the community to identify under-served groups and additional needs. She is working with Sutton Mental Health Foundation with a view to offering a regular wellbeing course to students.

We are very conscious that students in the top classes are looking for something in addition to English classes. Some are looking for work and others want volunteer opportunities. Many attend the creative courses, go to the International Coffee Club and welcome extra sessions such as work-skills. They have reasonably good functional English. We are working with various providers (Sutton College, in particular) to provide tailored careers, work skills and employment courses.

FINANCIAL REVIEW

The financial statements have been presented in a format to comply with both company and charity law. Net income in the year to 31 March 2024 amounted to £44,718 (2023: net expenditure £3,900).

Incoming resources

The charity received a number of restricted grants totalling £85,749 (2023: £28,870). The charity also received an unrestricted grant from the Lloyds Bank Foundation of £25,000 (2023: £27,250).

Reserves

The charity has a policy of maintaining 6 months' expenditure as a designated fund, which it has succeeded in rebuilding during the year.

Designated reserves at the balance sheet date were £50,000 (2023: £20,838). Total reserves of £66,527 (2023: £21,809) at 31 March 2024 include £12,638 (2023: £971) to be spent on restricted projects and there were free reserves of £3,889 (2023: £nil).

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STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Refugee and Migrant Network Sutton for the purpose of company law) are responsible for preparing the Trustees' 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 the year. 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
- make judgements and estimates that are reasonable and prudent
- 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 accurate accounting records which 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

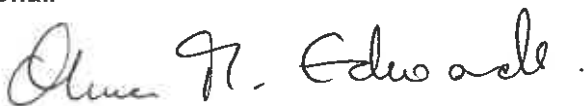
So far as the Trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware, and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant financial information and to establish that the independent examiner is aware of that information.

Approved by the Trustees on 5 July 2024 and signed on their behalf by:



Lorri Dawson
Chair



Olwen Edwards
Secretary

REFUGEE AND MIGRANT NETWORK SUTTON (A Company Limited by Guarantee No 08026861)

Independent Examiner's Report to the Trustees of Refugee and Migrant Network Sutton

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024, which are set out on pages 9 to 15.

Responsibilities and basis of report

As the trustees, who are also directors of the company 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 charity are not required to be audited 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 charity 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 on 5 July 2024 by:



**Sarah Holman FCA
16 Crichton Road
Carshalton
Surrey
SM5 3LS**

REFUGEE AND MIGRANT NETWORK SUTTON
(A Company Limited by Guarantee No 08026861)

Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2024

	Note	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
INCOME					
Donations		6,988	-	6,988	4,308
Income from events		43	-	43	-
Charitable activities	2	27,070	85,749	112,819	57,681
TOTAL		34,101	85,749	119,850	61,989
EXPENDITURE					
Costs of fundraising		-	-	-	115
Charitable activities	3	1,050	74,082	75,132	65,774
TOTAL		1,050	74,082	75,132	65,889
Net income/(expenditure)		33,051	11,667	44,718	(3,900)
Transfers between funds		-	-	-	-
Net Movement in Funds		33,051	11,667	44,718	(3,900)
Total Funds brought forward		20,838	971	21,809	25,709
Net Movement in Funds		33,051	11,667	44,718	(3,900)
TOTAL FUNDS CARRIED FORWARD		53,889	12,638	66,527	21,809

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

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Balance Sheet as at 31 March 2024

	Note	2024	2023
		£	£
Current Assets			
Debtors	4	2,798	1,528
Cash at bank and in hand		73,229	41,779
Total Current Assets		<u>76,027</u>	<u>43,307</u>
Creditors			
Amounts falling due within one year	5	<u>(9,500)</u>	<u>(21,498)</u>
Net Assets		<u>66,527</u>	<u>21,809</u>
The Funds of the Charity:			
Unrestricted Funds	9	53,889	20,838
Restricted Funds	9	<u>12,638</u>	<u>971</u>
Total Charity Funds		<u>66,527</u>	<u>21,809</u>

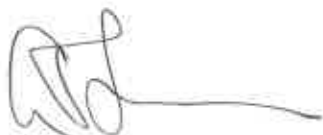
For the financial year ended 31 March 2024, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Approved by the trustees on 5 July 2024 and signed on their behalf by:



Lorri Dawson
Chair

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Notes to the financial statements for the year ending 31 March 2024

1. Accounting Policies

Basis of Preparation

The Accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011 and the Companies Act 2006.

Funds Structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific purpose.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them. More details are given in note 9.

Income Recognition

Income is recognised and included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to it, the trustees are virtually certain they will receive it and the monetary value can be measured with sufficient reliability. Where income has related expenditure (as with fundraising), the income and related expenditure are reported gross in the SOFA. Bank interest is recognised when it is credited to the account.

Deferred Income

Grant income is recognised over the life of the project to which it relates. Where grants have been received in advance of the start of the project, they have been deferred to the future period to which they relate.

Expenditure and Liabilities

Expenditure is accounted for on an accruals basis. Liabilities are recognised as soon as there is a legal or constructive obligation to pay.

Governance Costs

Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the asset cost or expense to which it relates.

Going Concern

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

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2. Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Grants	25,000	85,749	110,749	56,120
Membership subscriptions	550	-	550	490
Registration fees	1,520	-	1,520	1,071
	27,070	85,749	112,819	57,681

3. Analysis of expenditure on charitable activities – year on year

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Advice work						
Salaries	773	40,703	41,476	18,875	23,588	42,463
Training	-	2,772	2,772	668	765	1,433
Premises costs	-	3,596	3,596	3,108	490	3,598
Translation services	-	1,029	1,029	1,518	-	1,518
Office costs	-	3,111	3,111	3,098	245	3,343
	773	51,211	51,984	27,267	25,088	52,355
Wednesdays @ Trinity						
Salaries	200	3,159	3,359	293	2,727	3,020
Training	-	105	105	-	-	-
Premises costs	-	4,978	4,978	3,873	900	4,773
Resources & refreshments	-	871	871	350	35	385
	200	9,113	9,313	4,516	3,662	8,178
Outreach project						
Salaries	77	8,202	8,279	-	-	-
Office costs	-	781	781	-	-	-
	77	8,983	9,060	-	-	-
Other charitable expenditure						
Client grants	-	100	100	-	150	150
One2One	-	53	53	-	98	98
Creative courses	-	2,345	2,345	1,225	297	1,522
Governance costs ¹	-	2,277	2,277	3,121	350	3,471
	-	4,775	4,775	4,346	895	5,241
	1,050	74,082	75,132	36,129	29,645	65,774

¹ No fee was charged for the Independent Examination of the accounts (2023: £nil). 2023 figures have been re-formatted with insurance and accreditation costs moved down into governance. A further reformatting is being considered, showing full cost recovery of those governance costs to the different activities.

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4. Debtors

	2024 £	2023 £
Other debtors	1,332	873
Prepayments	1,466	655
Total	2,798	1,528

5. Creditors – Amounts falling due within one year

	2024 £	2023 £
Accrued expenses	1,170	365
Pension creditor	348	-
Deferred income	7,982	21,133
Total	9,500	21,498

6. Analysis of deferred income

	2024 £	2023 £
City Bridge	-	7,848
Trust for London	2,750	8,000
Hilden Trust	3,325	3,325
SCF7 - One2One	437	490
SCF8 - volunteer advice worker training	1,470	1,470
Total	7,982	21,133

Income has been deferred where cash received relates to specific time-bound projects spanning, or beginning after, the year end.

7. Trustee Remuneration and Expenses

No trustee received any remuneration during this or the previous year. Trustees have not been reimbursed for travel or subsistence expenses (2023: nil) but only for purchases made on behalf of RMNS.

There was one transaction with a related party during in the year for £250, declared in advance and approved by the other trustees (2023: £230).

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8. Staff Costs

	2024 £	2023 £
Wages and salaries	51,665	44,246
Pension contributions	1,449	1,237
	<u>53,114</u>	<u>45,483</u>

The average number of employees during the year was 5 (2023:4). No employee earned £60,000 per annum or more in this or the previous year.

9. Analysis of Funds

	Opening Balance at 1 April 2023 £	Income £	Expenditure £	Transfers £	Closing Balance at 31 March 2024 £
Unrestricted Funds					
General Funds	-	34,101	(1,050)	(29,162)	3,889
Designated funds	20,838	-	-	29,162	50,000
	<u>20,838</u>	<u>34,101</u>	<u>(1,050)</u>	<u>-</u>	<u>53,889</u>
Restricted Funds					
Lottery 20210952	-	36,556	(26,988)	-	9,568
City Bridge	-	31,390	(28,526)	-	2,864
Advice work (Trust for London)	-	10,750	(10,750)	-	-
Hilden Trust	-	7,000	(7,000)	-	-
One2One (SCF*7)	-	53	(53)	-	-
Volunteer advice worker training (SCF*8)	-	-	-	-	-
Advice worker training to OISC2 (SCF*2)	665	-	(665)	-	-
Grants for Destitute Refugees (LCRN)	258	-	(100)	-	158
ESOL toddler group (London Borough of Sutton Neighbourhood Grant)	48	-	-	-	48
	<u>971</u>	<u>85,749</u>	<u>(74,082)</u>	<u>-</u>	<u>12,638</u>
	<u>21,809</u>	<u>119,850</u>	<u>(75,132)</u>	<u>-</u>	<u>66,527</u>

*London Borough of Sutton Community Fund (SCF) have provided RMNS with a number of different grants for the specific purposes detailed above.

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9. (continued) Analysis of Funds - comparatives

	Opening Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Closing Balance at 31 March 2023 £
Unrestricted Funds					
General Funds	-	33,119	(36,244)	3,125	-
Designated funds	23,963	-	-	(3,125)	20,838
	<u>23,963</u>	<u>33,119</u>	<u>(36,244)</u>	<u>-</u>	<u>20,838</u>
Restricted Funds					
Advice work (Trust for London)	-	10,000	(10,000)	-	-
Advice work referrals (Sutton CAB / Big Lottery Reaching Communities)	-	319	(319)	-	-
Advice worker training to OISC2 (SCF*2)	1,290	-	(625)	-	665
Grants for Destitute Refugees (LCRN)	408	-	(150)	-	258
ESOL toddler group (London Borough of Sutton Neighbourhood Grant)	48	-	-	-	48
Awards for All	-	6,759	(6,759)	-	-
One2One (SCF*7)	-	98	(98)	-	-
Drop-in costs (SCF*9)	-	3,552	(3,552)	-	-
Hilden Trust	-	3,675	(3,675)	-	-
Ukraine Response (Community Action Sutton)	-	4,467	(4,467)	-	-
	<u>1,746</u>	<u>28,870</u>	<u>(29,645)</u>	<u>-</u>	<u>971</u>
	<u>25,709</u>	<u>61,989</u>	<u>(65,889)</u>	<u>-</u>	<u>21,809</u>

*London Borough of Sutton Community Fund (SCF) have provided RMNS with a number of different grants for the specific purposes detailed above.

10. Net Assets by Fund

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Current assets	55,407	20,620	76,027	43,307
Creditors: amounts falling due within one year	(1,518)	(7,982)	(9,500)	(21,498)
	<u>53,889</u>	<u>12,638</u>	<u>66,527</u>	<u>21,809</u>

