

Charity Number 1103093

**Southampton and Winchester Visitors Group**

**Executive Committee Report and Financial Statements  
For the year ended 31 August 2018**

<b>Address</b>	Southampton and Winchester Visitors Group PO Box 1615, Southampton SO17 3WF Email: <a href="mailto:info@swvg-refugees.org.uk">info@swvg-refugees.org.uk</a> Web: <a href="http://www.swvg-refugees.org.uk">www.swvg-refugees.org.uk</a>
<b>Patrons</b>	Miriam Margolyes, OBE John Pilkington Dr. Shirley Firth
<b>Executive Committee</b>	Chair: Anne Leeming Vice Chair: Angela Sealey Treasurer: Andrew White Co-ordinator: Chris Stephens Members: Claudia Glyn Elizabeth Prescott-Decie Stash Kozlowski (from 4th December 2017) Lesley Sheldon-Browning (to 4th December 2017) Sue Turner
<b>Secretary</b>	Jessica Hasan
<b>Administrator</b>	Xanthe Hackett
<b>Bankers</b>	HSBC Bank Plc, 58 High Street, Winchester SO23 9BZ Hampshire Trust Bank Plc
<b>Independent Examiner</b>	Peter Casson FCA

## **Southampton and Winchester Visitors Group**

The Executive Committee presents its report and the financial statements for the year ended 31st August 2018.

### **Governance and management**

The Executive Committee comprises a minimum of 5 and a maximum of 9 members elected at each Annual General Meeting. In addition the Committee may co-opt up to 2 additional members.

Members of the Committee who held office during the year are listed on page 2.

The Committee meets monthly and is supported by a number of sub-committees each of which includes at least one member of the Committee. The committee also meets annually to discuss longer term issues and develop an action plan.

### **Aims and objectives**

The main objects of the Group as set out in its constitution are:

For the relief of need, hardship and distress in the United Kingdom amongst refugees, asylum seekers and other immigrants by providing such charitable assistance as the Executive Committee think fit, including providing such persons with advice, assistance, representation, counselling, in matters such as money, debts, welfare, benefits, housing, health, asylum, immigration, education, training and employment.

### **Focus of our work**

The Group is a volunteer led charity whose members work with asylum seekers and refugees mainly living in Southampton. The core of our work is to provide one-to-one support for individual clients who are assigned a trained visitor who meets with them regularly to provide friendship and practical help.

Our ASSIST scheme provides some temporary financial support to those clients pursuing their asylum claim, who are destitute but are not entitled to receive benefits or undertake paid work.

Our Legal Justice fund allows us to use the services of a very experienced immigration solicitor who provides advice to the Group on individual client cases and provides training for our members.

### **Review of the year**

#### **About our clients**

Forty clients (with sixteen children) have been visited regularly and thirty eight others have stayed in occasional contact. Our clients came from thirty countries, the main countries of origin being Iran, Iraq and Zimbabwe.

Twenty one clients (with seven children) have received financial support from the ASSIST scheme for part or all of the year.

Seven clients have been granted leave to remain in the UK.

#### **About our volunteers and staff**

The Group has approximately 75 volunteers. 41 of our volunteers who are trained visitors visited one or more clients for all or part of the year. A further 16 volunteers are available for English teaching

The Group employs 2 part-time staff providing essential support services.

#### **The ASSIST scheme and accommodation for clients**

The hostel which was set up in June 2017 has operated successfully since it opened and its 6 rooms have generally been fully occupied. The average cost of providing a room in the hostel is about £90 per week. The scheme also provides a subsistence allowance which was increased from £35 to £40 per week in August 2018. The cost this year for accommodation and subsistence was £51,332.

Accommodation and the allowance are initially allocated to individual clients for a maximum period of 8 weeks with a review taking place every 4 or 8 weeks thereafter.

The scheme also provides assistance for a short period to clients who obtain leave to remain but are not given the right to claim benefits or access other services (no recourse to public funds) and to those experiencing long delays in receiving benefits or finding work.

### **Other client support**

The group organises various social activities for clients particularly those with children and also provides funds for clients' hobbies and fitness activities. It also helps clients with travel costs, education materials and exam fees and purchases clothing, toys for children, bicycles and a wide range of other items. In 2017 a group of volunteers started to offer one to one English language teaching to those who find class based learning difficult. The project is now being funded by a grant from the Santander Foundation. There are currently 16 tutors.

### **Legal Justice Fund**

Clients with asylum claims continue to find solicitors with access to legal aid avoiding the need for the fund to meet most legal fees. The fund has continued to meet the cost of training for members, to pay for specialist reports and translators and client travel costs to court hearings, to meet solicitors and to submit claims.

The fund is also used to assist clients who have been granted limited leave to remain and who are then required to pay renewal fees to the Home Office and a health levy. The total cost of these charges is currently £1,311 per person including children.

### **Campaigning**

We invited the Minister of State for Immigration to meet SWVG and other refugee support organisations in Southampton in June. During the meeting a dozen asylum seekers talked to her about their experiences of seeking asylum in the UK.

We are lobbying local politicians to improve the provision of English language classes and supporting the "Lift the Ban" campaign on the right to work, which would greatly help people's well-being and integration while they are seeking asylum.

We also campaign against the cost of having to deliver "fresh claims" in person to Liverpool.

### **Finance**

Receipts for the year were £111,476, an increase of £37,525 compared to last year. Payments totalled £92,516, an increase of £8,532. The net surplus of £18,960 compares to a deficit of £9,943 for 2017.

**Receipts** included grants from charitable trusts of £77,700 compared to £37,200 in 2017. We are very grateful for further grants from The Bromley Trust and The Tolkien Trust and for a number of new grants. Details of grants received are set out on page 8 of this report.

Income received from individual donors increased by £4,134. Income from local organisations reduced by £6,664 and from fund-raising events reduced by £332. We are grateful for the support we have received from local churches, other organisations and many individuals.

**Payments** included those related to clients of £69,191, an increase of £13,449, reversing most of the reduction that occurred in 2017.

### **Reserves Policy**

The Executive Committee has reviewed its reserves policy and decided that the value of reserves should be between £40,000 and £50,000, based on the commitment for the hostel lease, 3 month's expenditure for subsistence payments to clients, (based on the average of the last two years) and 6 months for other expenditure. Reserves at the year end exceeded the level set by the trustees due the receipt of several grants in the last quarter of the year to be spent in 2018/19.

This report was approved by the Executive Committee on 15<sup>th</sup> October 2018 and signed on its behalf by:

Anne Leeming (Chair)

# **Southampton and Winchester Visitors Group**

## **Independent Examiner's report to the Executive Committee**

I report to the Committee on my examination of the accounts of Southampton and Winchester Visitors Group (the Group) for the year ended 31 August 2018.

### **Responsibilities and basis of report**

As the Executive Committee of the Group 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 Group'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) of 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Group as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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.

**Peter Casson FCA**  
13 Skylark Road  
Trumpington  
Cambridge  
CB2 9AQ

**21 October 2018**

**Southampton and Winchester Visitors Group  
Accounts for the year ended 31<sup>st</sup> August 2018**

**Receipts and payments**

	Unrestricted £	2017/18 Restricted £	Total £	2016/17 Total £
<b>RECEIPTS</b>				
Donations from organisations	5,318	0	5,318	11,982
Donations from individuals including gift aid	19,818	1,000	20,818	16,684
Grants from grant making trusts	47,200	30,500	77,700	37,200
Proceeds of fund-raising events	7,464	0	7,464	7,796
Interest	176	0	176	289
<b>Total receipts</b>	<b>79,976</b>	<b>31,500</b>	<b>111,476</b>	<b>73,951</b>
<b>PAYMENTS</b>				
Visitors' travel and other expenses	3,884	0	3,884	4,833
Payments to or for clients				
Professional fees	0	2,217	2,217	2,661
For accommodation and subsistence	0	51,332	51,332	42,327
Travel	1,714	2,238	3,952	3,543
English teaching	0	2,126	2,126	0
Other	3,108	339	3,447	3,776
Social activities	0	6,117	6,117	3,435
Total payments to or for clients	4,822	64,369	69,191	55,742
Administration				
Salaries	12,898	0	12,898	12,686
Expenses relating to fund-raising activities	1,386	0	1,386	1,072
Training	991	0	991	1,709
Printing, stationery, postage, etc	546	0	546	1,075
Other	3,620	0	3,620	3,537
Professional fees	0	0	0	3,240
Total administration expenses	19,441	0	19,441	23,319
<b>Total payments</b>	<b>28,147</b>	<b>64,369</b>	<b>92,516</b>	<b>83,984</b>
<b>Net excess of receipts over payments for the year</b>	51,829	(32,869)	18,960	(9,943)
Transfers between Restricted & Unrestricted Funds	(46,580)	46,580		
<b>Balance brought forward</b>	30,773	9,781	40,554	50,497
<b>Balance carried forward</b>	<b>36,022</b>	<b>23,492</b>	<b>59,514</b>	<b>40,554</b>

**Southampton and Winchester Visitors Group  
Accounts for the year ended 31<sup>st</sup> August 2018**

**Statement of assets and liabilities at 31 August 2018**

	01.09.17 £	Received £	Paid £	31.08.18 £
<b>CASH FUNDS</b>				
Unrestricted Funds	30,773	79,976	28,147	36,022
Transfers to Restricted Funds		(46,580)		
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Restricted Funds				
For ASSIST scheme	0	27,000	51,332	19,333
Transfer from Unrestricted Funds		43,665		
For social activities	3,578	0	6,117	0
Transfer from Unrestricted Funds		2,539		
For Legal Justice Fund	6,203	1,000	4,794	2,409
For English teaching	0	3,500	2,126	1,750
Transfer from Unrestricted Funds		376		
Total Restricted Funds	<u>9,781</u>	<u>78,080</u>	<u>64,369</u>	<u>23,492</u>
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Total Funds	<u>40,554</u>	<u>111,476</u>	<u>92,516</u>	<u>59,514</u>
Represented by:			31.08.18 £	31.08.17 £
HSBC Treasurer's account			5,864	6,904
Virgin Money Deposit			33,250	33,250
Hampshire Trust Bank			20,000	0
Float for expenses			400	400
			<u>59,514</u>	<u>40,554</u>
<b>DEBTORS</b>				
Tax on Gift Aid donations			1,198	1,344
Other debtors			790	795
			<u>1,988</u>	<u>2,139</u>
<b>CREDITORS</b>				
For expenses			<u>641</u>	<u>558</u>

Signed for and on behalf of the Executive Committee

Anne Leeming  
(Chair)

15<sup>th</sup> October 2018

**Southampton and Winchester Visitors Group  
Accounts for the year ended 31<sup>st</sup> August 2018**

**NOTES:**

**GRANTS**

	Unrestricted	Restricted	2018	2017
	£	£	£	£
Grants received from grant making trusts were:				
The Bromley Trust	22,500		22,500	15,000
The Tolkien Trust	20,000		20,000	0
The Observer Charitable Trust	800		800	800
Knight Charitable Trust	400		400	400
Sheba Charitable Trust	500		500	500
St Clare and St Francis Trust	500		500	500
Elmham Charitable Trust	500		500	0
For ASSIST scheme				
The Grail Community		10,000	10,000	0
The Tolkien Trust		0	0	15,000
Lush Charity Pot		4,000	4,000	0
The 29 <sup>th</sup> May 1961 Charitable Trust		3,000	3,000	0
NACCOM		5,000	5,000	0
The French Huguenot Church of London Trust		5,000	5,000	0
Souter Charitable Trust		2,000	2,000	0
For English teaching				
The Santander Foundation		3,500	3,500	0
For Legal Justice Fund				
The Tolkien Trust		0	0	5,000
	<u>45,200</u>	<u>32,500</u>	<u>77,700</u>	<u>37,200</u>

**PAYMENTS**

Payments include sums paid to members of the Executive Committee in re-imburement of expenses incurred as visitors or on administration.	<u>1,530</u>	<u>1,256</u>
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**COMMITMENTS**

The group had outstanding commitments for the support of clients (including rent and council tax for the hostel) which fall after the relevant accounting dates amounting to	<u>18,720</u>	<u>19,255</u>
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