

**Charity Registration No. 1027832**

**Company Registration No. 2708334 (England and Wales)**

**WORTHING CHURCHES HOMELESS PROJECTS**

**TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2014**

# **WORTHING CHURCHES HOMELESS PROJECTS**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Trustees</b>	L Rockall (Chair) Fr J Eldridge C Fletcher M Hodson A Maggs S Roff J Saunders R Skipp T Wolstenholme
<b>Chief Executive</b>	J Holmstrom
<b>Secretary</b>	C Fletcher
<b>Charity number</b>	1027832
<b>Company number</b>	2708334
<b>Registered office &amp; principal address</b>	13 Grafton Road Worthing West Sussex BN11 1QP
<b>Auditors</b>	Russell New Limited The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
<b>Bankers</b>	HSBC Worthing 16 Goring Road Worthing West Sussex BN12 4AW

# **WORTHING CHURCHES HOMELESS PROJECTS**

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# **WORTHING CHURCHES HOMELESS PROJECTS**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2014**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Trustees of Worthing Churches Homeless Projects (WCHP) are pleased to present their annual report and the audited financial statements for the year ended 31 March 2014. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities".

#### **Structure**

There are currently 10 Trustees on the board but this can rise to 15. Trustees pay a £1 annual membership fee and are directors of the Charity for the purposes of the Companies Act 2006. In addition, the Charity benefits from the expertise of 6 long term supporters of the Organisation who are non-Trustee members.

#### **Governance**

The Trustees run the Charity and meet quarterly with additional meetings as needed. Trustees are selected to reflect the community and on the basis of personal competencies and specialist skills as required by WCHP. Trustees must be elected by at least 75% of the Members to serve for a 3 year term. Trustees can be re-elected subject to the aforementioned support of the members. Trustee meetings are attended by the Chief Executive and Finance Manager. The Chair of Trustees meets at least monthly for supervision purposes with the Chief Executive.

All Trustees are expected to:

- satisfy eligibility criteria
- attend meetings regularly
- contribute to the decision making process
- undertake voluntary tasks suited to their skills
- keep up to date with relevant charity sector issues

Potential Trustees may be identified by clients, staff, volunteers or members. Prior to co-option or election, all potential Trustees are required to:

- meet with the Chair of Trustees or their representative
- undertake volunteer training
- obtain a Disclosure and Barring Service (DBS) check
- attend a board meeting as an observer.

New Trustees are provided with a personalised induction suited to their experience, knowledge of WCHP and their expected role. Training is made available to all serving Trustees and details of the Governance magazine are circulated 6 times a year.

The Trustees have appointed a Finance Sub-Committee which meets monthly (except August) to oversee the Financial performance of the Charity. The Committee is formed of Trustees and other co-opted individuals with relevant skills. The Sub-Committee operates under specific terms of reference and reports to the Board of Trustees.

Linda Rockall was appointed Chair of Trustees in July 2013. We would like to thank Tom Wolstenholme for deputising as Chair for the period between March 2013 and July 2013.

# **WORTHING CHURCHES HOMELESS PROJECTS**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2014**

#### **Management**

A new Chief Executive, John Holmström, was appointed in July 2013 and has been instrumental in driving changes throughout the Organisation. The management team meets monthly to review operational/strategic issues and assess key performance indicators. Clients and staff are key to the decision making, management and direction of the Charity. Feedback and engagement is promoted through staff conferences and the formation of a Staff Consultative Committee. A Service User Involvement Co-ordinator working within all projects ensures that the Organisation is focussed on delivering the needs of clients.

#### **RISK MANAGEMENT**

The Charity has a formal risk management process to assess business risks and implement risk management strategies. This involves identifying the types of risks the Charity faces, prioritising them in terms of potential impact and likelihood of occurrence and identifying the means of mitigating the potential risk. As part of this process the Trustees review the adequacy of the Charity's internal controls.

In January 2014, a complete review of the strategic risks facing the Charity was carried out by representatives from the management team and Trustees. The risks identified related to health and safety, financial viability, profile, staff engagement, efficiency, equality and diversity.

The Finance Sub-Committee is responsible for the review of risks and the progress of Risk Action Plans.

#### **PUBLIC BENEFIT STATEMENT**

Our objective is the relief of poverty through the provision of accommodation and advice to those who find themselves homeless or at risk of homelessness.

Although we are a charity with a Christian background and ethos we provide our services to any adult member of the general public regardless of whether they have a personal faith in any religion or denomination or have none. The services are provided in the Worthing and surrounding areas in West Sussex. This geographical area is limited by some of our current funding streams and the work being carried out by similar charities in neighbouring districts.

Historically, we only accommodate single homeless people but we do offer advice and support to couples and families as and when required. The opportunity to provide accommodation for couples and families is kept under review by the Trustees.

WCHP asks for no membership or other fees from individuals in order to benefit from our assistance.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives**

WCHP aims to relieve poverty through the provision of emergency and other accommodation, advice and assistance for persons who are deemed homeless and/or in need of such accommodation, advice or assistance.

Our vision for the Worthing and the surrounding area is a community where no local person needs to sleep out and everyone has the opportunity to fulfil their potential.

WCHP continually reassesses its current strategy, whilst the vision guiding the Organisation remains constant.

# **WORTHING CHURCHES HOMELESS PROJECTS**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2014**

#### **Activities**

WCHP worked with a total of 671 clients across its homelessness services during the 2013-14 financial year. 232 of these clients were new presentations to the Charity. Of these, 94% were homeless of which 53% were sleeping rough when they first contacted the Charity.

Clients' needs are assessed on first contact with the 3 most common requirements being:

- Managing tenancy/accommodation
- Mental wellbeing
- Managing money/personal admin

Our hostels provided accommodation to 155 new clients during the 2013-14 financial year with average occupancy rates of almost 90%.

#### **ACHIEVEMENTS AND PERFORMANCE**

##### **St Clare's Day Centre**

The Community Link team is a multi-disciplinary team that works out of St Clare's Day centre (opened in 2002). The team provides information, assistance and specialist support services according to the range of challenges facing the local homeless and insecurely housed population including resettlement, mental health and substance misuse. The team works with individuals across WCHP and in the wider community (including on the street, in private accommodation and in social housing).

The St Clare's Day Centre provides morning drop in services and hot and cold breakfasts seven days a week. People having cooked meals and using the laundry facilities are invited to make a small financial contribution. Hot showers, new and second hand clothes are available.

Counselling, chiropody, haircuts, benefit advice, access to medical services, general advice and information are provided as a part of an integrated approach to working in partnership with local stakeholders. The Day Centre team is focussed on providing a client centred, holistic approach combined with a range of therapeutic interventions. Various activities are delivered each afternoon for the benefit of client's resident in WCHP accommodation and others within the local community.

The day centre worked with 545 clients during the 2013-14 Financial Year. Primary needs were accommodation advice, physical / mental wellbeing and social exclusion.

The Local Assistance Network provides short-term aid in various forms to help prevent crisis situations. The scheme is part of a network operating throughout West Sussex which assists single people and families subject to a detailed assessment of need. The scheme is based at St Clare's Day Centre.

WCHP has commenced the delivery of a Private Rented Sector (PRS) access scheme in Littlehampton building on activities formerly delivered by Homelink. This service is also being offered in Worthing. The PRS scheme aims to match tenants and private rented sector landlords, facilitating good quality sustainable tenancies. The scheme offers advice, support and pre tenancy training.

##### **Short Term Assessment Hostel & Stepping Stones Project (STAH & SSP)**

The STAH and SSP projects, located in West Worthing, have a total of 28 bed spaces. Referrals to the project are made through WCHP's Community Link Team based on multi agency decision making. Agencies include the Council, Police, Addiction Services, Mental Health and Probation Services.

STAH provides clients with a place of safety and security. It provides clients with a chance to re-evaluate their lives and, with the help of a key worker, allows them to set realistic and achievable goals. The initial length of

# **WORTHING CHURCHES HOMELESS PROJECTS**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2014**

residency is 28 days although this can be extended for up to 3 months. The hostel is staffed 24 hours a day and provides a safe and secure environment benefitting both clients and the wider community. Controlled access ensures that residents are breathalysed every time they enter the building with drug testing being carried out randomly. During 2013-14 financial year STAH helped 99 clients.

The Stepping Stones Project (SSP) was opened in 1998 and can accommodate 14 people. The hostel provides accommodation for people who are more advanced on their journey towards independent living. Residences can last up to 9 months and are reviewed on a 3 month basis. All clients are expected to engage in training, voluntary or paid employment. During the 2013-14 financial year, SSP worked with 38 clients.

#### **Recovery Project**

The Recovery Project opened in 2006 and is located in East Worthing. It is a Tier 4 registered care service, providing residential treatment with detox facilities for 25 homeless or insecurely housed clients who have alcohol and/or drug misuse problems. Referrals are made through a variety of channels including WCHP's Community Link Team. Potential clients are required to demonstrate a commitment to their individual recoveries.

Once clients move into the Recovery Project they receive bespoke specialist interventions including 1 to 1 support and a compulsory group work programme. A holistic approach is adopted addressing drug and/or alcohol issues along with the rebuilding of relationships lost through addiction. In addition, our programme provides cultural activities, physical exercise, training, volunteering and employment in the community.

The project received funding from the West Sussex Drug and Alcohol Action Team. Additionally, the project has been inspected by the Care Quality Commission and was assessed as compliant in all areas of the inspection.

The project is staffed 24 hours a day. During 2013-14 financial year the Recovery Project helped 61 clients.

#### **Move On Project & Independent Housing**

The Move on Project and Independent Housing initiatives provide simple shared accommodation for up to 26 residents in 6 properties throughout Central Worthing. The housing maintains near 100% occupancy levels and clients receive lower levels of support than in other projects.

Of the 6 properties, 5 are freehold and 1 is leased on a peppercorn rent. We are grateful to the Church of St Andrew The Apostle for this generous opportunity.

#### **Fundraising & Publicity**

The PR & Fundraising Team continue to seek new and inventive ways in which to reach out to the local community. Many networking opportunities with local businesses and contacts are undertaken, building relationships with them on behalf of the charity. At the forefront of the work is the necessity to secure the funding to enable WCHP to continue to provide services, at the same time enabling development to better suit the needs of clients.

WCHP relies on the support of local people in many ways including financial donations, volunteering and through the donation of items to the charity shops. Without this continued support it would not be possible to continue to provide the service to the current level.

The new Chief Executive, in conjunction with the Fundraising Team, have been working to improve the strategic relevance of the Charity within the local community. The need to work in a multi-agency environment is recognised and this has strengthened the relationships with Adur & Worthing Borough Council, West Sussex County Council and Sussex Police.

# **WORTHING CHURCHES HOMELESS PROJECTS**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2014**

In addition to good relationships with local newspapers and radio, followers on Facebook and Twitter have steadily increased - resulting in many new supporters and successful requests for help/donations. The WCHP website design is being refreshed and regular blogging will soon commence.

During the year 94 talks were delivered to schools, groups and organisations. The presentations outline ways people become homeless, describe the effects this has on the people concerned and promote WCHP's work. Newsletters have been developed to provide more details on the work carried out and include informative articles around the issues of homelessness.

The application to the Big Lottery was successful. This commenced on 1 April 2014 providing financial security to St Clare's Day Centre for 3 years. The PR & Fundraising Manager is now submitting applications alongside the Trust & Statutory Fundraiser ensuring an increase in the number of applications submitted.

#### **Churches**

WCHP retain strong links with local Churches that support the charity through giving at harvest festival, financial donations and volunteer support. To keep the Churches informed of the work undertaken by the Charity, monthly prayer meetings have been arranged across all denominations.

#### **Volunteers**

Volunteers continue to carry out a vital role at Worthing Churches Homeless Projects and this is very much appreciated by WCHP.

Over the year volunteers contributed 11,563 hours (6% up on previous year) to the Charity across all projects which has been calculated at a monetary value of £80,941. The roles fulfilled include food preparation, cooking, cleaning, gardening, van driver, bike mechanic, food collection, hairdressing, office help, shop assistant and much more! Currently there are 190 regular volunteers. Following the closure of Littlehampton Homelink and the resulting new services developed in the town, new volunteers are being recruited to help in this area.

In the past year, 37 new volunteers were recruited including 10 current / ex clients. Many volunteers move into employment. Work is underway with Job Centre Plus to provide 8 weeks placements for those seeking work experience in the retail industry.

A Volunteering Strategy has been developed to help improve support of volunteers and the roles they can fulfil within the Organisation in future years.

#### **Retail**

WCHP operate two charity shops in the Worthing area and are expanding the retail operation by opening a shop in Littlehampton High Street. Supported by a commercial storage unit in East Worthing the Charity plans to develop the retail operation to generate a consistent source of funding.

In addition to the charity shops, WCHP has renewed its commitment to a flagship bike recycling project by employing a Bike Recycling Supervisor. To ensure a constant supply of bikes for re-sale the charity provided a bike maintenance course to a small group of volunteers and clients.

#### **FINANCIAL REVIEW**

The deficit for the year is £92,633 (2013 – Surplus of £236,622). Income was £243,573 lower in 2013-14 due to a significant decrease in legacy funding. Expenditure increased by 6% to £1,588,570. (2013 – £1,502,888).

WCHP core deliverable is the provision of accommodation which is supported financially through Housing Benefit, Housing Support and client contributions.



# **WORTHING CHURCHES HOMELESS PROJECTS**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2014**

#### **RESERVES**

The Charity aims to maintain a suitable level of reserves consistent with the ongoing activities of the Charity such that negative fluctuations in funding do not have an immediate adverse impact on clients or staff. The Trustees consider it prudent and desirable to ensure that the risks and challenges faced by the Charity in the short and medium term can be met through the use of reserves.

In the prior year, £225,000 was designated to invest in future projects and the refurbishment of our existing buildings. A planned maintenance programme, based on a recent stock condition survey, is underway.

#### **PLANS FOR THE FUTURE**

Our core services, linked to our vision, remain key to our future plans for growth and development. WCHP have secured capital funding to enable the expansion of an existing building which will benefit clients who lead chaotic lives and have complex or challenging behaviour.

Higher levels of funding from West Sussex County Council and Worthing Borough Council will enable an increase in staffing levels at the STAH and SSP projects. This will allow the management of more complex clients as they move towards long term independence.

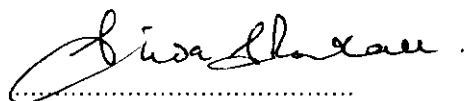
A Board away day, involving Trustees and the management team, has been arranged for late July which will focus on the development of a 5 year business plan.

An increased commitment to staff training, premises fit for purpose and an efficient IT infrastructure will help enable the delivery of services to a group of clients with increasingly complex needs. WCHP now employ two qualified social workers within its increasingly professional staff team. This benefits clients who can be helped to form positive relationships with their children and close family.

WCHP will continue to work closely with other agencies to develop a more effective local homelessness strategy enabling the delivery of services which puts clients' needs at the centre of the Charity's operations.

Approved by the board on 14 July 2014

Signed on behalf of the board



L Rockall (Chair)

Trustee

# **WORTHING CHURCHES HOMELESS PROJECTS**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees, who are also the directors of Worthing Churches Homeless Projects for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, 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; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the accounts 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.

# **WORTHING CHURCHES HOMELESS PROJECTS**

## **INDEPENDENT AUDITORS' REPORT**

### **TO THE MEMBERS OF WORTHING CHURCHES HOMELESS PROJECTS**

We have audited the accounts of Worthing Churches Homeless Projects for the year ended 31 March 2014 set out on pages 10 to 22. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of Worthing Churches Homeless Projects for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with the knowledge acquired by us in the course of performing an audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on accounts**

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Report for the financial year for which the accounts are prepared is consistent with the accounts.

# **WORTHING CHURCHES HOMELESS PROJECTS**

## **INDEPENDENT AUDITORS' REPORT (CONTINUED)**

### **TO THE MEMBERS OF WORTHING CHURCHES HOMELESS PROJECTS**

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the Report of the Trustees.



**Mr Mark Cummins FCCA (Senior Statutory Auditor)  
for and on behalf of Russell New Limited  
Statutory Auditors**

The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

Dated: .....*21 July 2014*.....

## WORTHING CHURCHES HOMELESS PROJECTS

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2014

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2014 £	Total 2013 £
<b>Incoming resources</b>						
<b>Incoming resources from generated funds</b>						
Donations, grants and legacies	2	237,027	-	30,670	267,697	569,421
Charity shop income		121,695	-	-	121,695	133,894
Bank interest		5,272	-	-	5,272	6,498
		<u>363,994</u>	<u>-</u>	<u>30,670</u>	<u>394,664</u>	<u>709,813</u>
<b>Incoming resources from charitable activities</b>	3	<b>912,073</b>	<b>-</b>	<b>189,200</b>	<b>1,101,273</b>	1,029,697
<b>Total incoming resources</b>		<b>1,276,067</b>	<b>-</b>	<b>219,870</b>	<b>1,495,937</b>	1,739,510
<b>Resources expended</b>						
<b>Costs of generating funds</b>						
Costs of generating donations, grants and legacies		147,492	-	-	147,492	142,245
Charity shop expenditure		154,452	-	-	154,452	123,785
		<u>301,944</u>	<u>-</u>	<u>-</u>	<u>301,944</u>	<u>266,030</u>
<b>Charitable activities</b>						
Short Term Assessment Hostel and Stepping Stones Projects		393,686	-	-	393,686	367,780
St Clare's day centre		196,900	-	85,256	282,156	285,624
Recovery project		343,475	-	134,917	478,392	430,786
Move-on project		29,975	-	-	29,975	33,539
Congregational Houses		98,473	-	-	98,473	112,057
		<u>1,062,509</u>	<u>-</u>	<u>220,173</u>	<u>1,282,682</u>	<u>1,229,786</u>
<b>Total charitable expenditure</b>		<b>1,062,509</b>	<b>-</b>	<b>220,173</b>	<b>1,282,682</b>	1,229,786
<b>Governance costs</b>		<b>3,944</b>	<b>-</b>	<b>-</b>	<b>3,944</b>	7,072
<b>Total resources expended</b>		<b>1,368,397</b>	<b>-</b>	<b>220,173</b>	<b>1,588,570</b>	1,502,888
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>(92,330)</b>	<b>-</b>	<b>(303)</b>	<b>(92,633)</b>	236,622
Fund balances at 1 April 2013		2,700,349	225,720	1,447	2,927,516	2,690,894
<b>Fund balances at 31 March 2014</b>		<b>2,608,019</b>	<b>225,720</b>	<b>1,144</b>	<b>2,834,883</b>	2,927,516

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006. All activities are classed as continuing.

There are no recognised gains or losses other than those reported on the Statement of Financial Activities.

# WORTHING CHURCHES HOMELESS PROJECTS

## BALANCE SHEET

AS AT 31 MARCH 2014

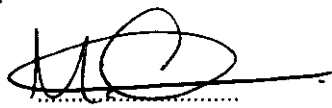
	Notes	2014		2013	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		2,552,951		2,598,169
<b>Current assets</b>					
Debtors	10	73,093		131,724	
Cash at bank and in hand		528,663		531,778	
			<u>601,756</u>		<u>663,502</u>
<b>Creditors: amounts falling due within one year</b>	11	(72,542)		(66,490)	
<b>Net current assets</b>			<u>529,214</u>		<u>597,012</u>
<b>Total assets less current liabilities</b>			<u>3,082,165</u>		<u>3,195,181</u>
<b>Creditors: amounts falling due after more than one year</b>	12	(247,282)		(267,665)	
<b>Net assets</b>			<u><u>2,834,883</u></u>		<u><u>2,927,516</u></u>
<b>Income funds</b>					
Restricted funds	14		1,144		1,447
Unrestricted funds:					
Designated funds	15		225,720		225,720
Other charitable funds			2,608,019		2,700,349
			<u><u>2,834,883</u></u>		<u><u>2,927,516</u></u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective April 2008).

The accounts were approved by the Board on 14/ July /2014



L Rockall (Chair)  
Trustee



M Hodson  
Trustee

Company Registration No. 2708334

# **WORTHING CHURCHES HOMELESS PROJECTS**

## **NOTES TO THE ACCOUNTS**

### **FOR THE YEAR ENDED 31 MARCH 2014**

#### **1 Accounting policies**

##### **1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005, the Financial Reporting Standards for Smaller Entities (effective April 2008) and the Companies Act 2006.

##### **1.2 Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and there is certainty over receipt of the income. Legacies are recognised when entitlement, measurement and certainty of receipt can be satisfied.

Grants for immediate financial support and assistance, or to reimburse costs previously incurred, are recognised immediately. Where grants are restricted to future accounting periods, they are deferred and recognised in those future accounting periods.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax in relation to investment income is recognised at the time the investment income is receivable.

Cash donations are accounted for on a received basis, and are grossed up for any income tax recoverable.

##### **1.3 Resources expended**

Resources expended are accounted for on an accruals basis with the irrecoverable element of VAT included with the item to which it relates. Resources expended are analysed as follows:

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support the activities of the charity.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned based on estimated usage as a proportion of directly attributable expenditure. Expenditure is provided for when a legal or constructive obligation exists.

# WORTHING CHURCHES HOMELESS PROJECTS

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

### 1 Accounting Policies (continued)

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold land with a cost of £683,696 (2013: £683,696) is not depreciated

Freehold buildings 2% Straight line

Motor vehicles 25% straight line

#### 1.5 Leasing and hire purchase commitments

Rental costs under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

#### 1.6 Pensions

The charity runs a defined contribution scheme. A charge is made against expenditure for the amounts payable to the scheme in respect of the accounting period.

#### 1.7 Voluntary Work

All the trustees donate their time spent running the charity on a voluntary basis and do not receive any remuneration for their work. The charity also relies on volunteers to assist with its activities.

#### 1.8 Funds

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity 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.

Designated funds are funds which have been earmarked by the trustees for future capital projects the aim and use of each fund is set out in the notes to the financial statements.



# WORTHING CHURCHES HOMELESS PROJECTS

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

### 2 Donations, grants and legacies

	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Donations and gifts	181,530	1,319	<b>182,849</b>	206,629
Legacies receivable	23,921	-	<b>23,921</b>	287,586
Grants receivable for core activities	31,576	29,351	<b>60,927</b>	75,206
	<b>237,027</b>	<b>30,670</b>	<b>267,697</b>	569,421
<b>Donations and gifts</b>				
<b>Unrestricted funds:</b>				
Individual, community and fundraising donations			<b>115,487</b>	125,312
Gift Aid			<b>9,994</b>	11,578
Events			<b>56,049</b>	66,129
			<b>181,530</b>	203,019
<b>Restricted funds:</b>				
Donations			<b>1,319</b>	3,610
			<b>1,319</b>	3,610
<b>Grants receivable for core activities</b>				
Unrestricted funds:				
Fisherbeck Charitable Trust			<b>30,000</b>	30,000
Other Grants			<b>1,576</b>	2,122
			<b>31,576</b>	32,122
Restricted funds:				
The Henry Smith Charity			-	6,475
J Paul Getty Jnr Charitable Trust			-	17,049
The Seedbed Christian Community Trust Limited			<b>1,667</b>	-
CRISIS			<b>1,667</b>	-
The Pilgrim Trust			<b>26,017</b>	19,560
			<b>29,351</b>	43,084

## WORTHING CHURCHES HOMELESS PROJECTS

### NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

#### 3 Incoming resources from charitable activities

	Activity	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Housing Benefit	STAH/SSP	167,053	-	<b>167,053</b>	143,498
WSCC Housing Support		186,901	-	<b>186,901</b>	177,828
Client and other rents		40,515	-	<b>40,515</b>	24,980
Other income		2,700	-	<b>2,700</b>	2,945
<b>Total Short Term Assessment Hostel (STAH) and Stepping Stones Project (SSP)</b>		<b>397,169</b>	<b>-</b>	<b>397,169</b>	<b>349,251</b>
WSCC Housing Support	St Clare's day centre	11,655	-	<b>11,655</b>	-
Breakfasts		912	-	<b>912</b>	4,084
Grants		111,574	-	<b>111,574</b>	8,494
The Big Lottery funding		-	85,200	<b>85,200</b>	167,564
Other income		3,875	-	<b>3,875</b>	15,164
<b>Total St Clare's Day Centre (SCDC)</b>		<b>128,016</b>	<b>85,200</b>	<b>213,216</b>	<b>195,306</b>
Housing Benefit	Recovery project	213,320	-	<b>213,320</b>	213,786
Client and other rents		26,753	-	<b>26,753</b>	24,239
DAAT funding		-	104,000	<b>104,000</b>	104,000
Other income		3,216	-	<b>3,216</b>	3,197
<b>Total Recovery Project (RP)</b>		<b>243,289</b>	<b>104,000</b>	<b>347,289</b>	<b>345,222</b>
Housing Benefit	Move-on project	32,497	-	<b>32,497</b>	23,697
WSCC Housing Support		-	-	<b>-</b>	9,073
Client and other rents		4,529	-	<b>4,529</b>	7,567
Other income		-	-	<b>-</b>	451
<b>Total Move-on project (MOP)</b>		<b>37,026</b>	<b>-</b>	<b>37,026</b>	<b>40,788</b>
Housing Benefit	Congregational Houses	51,859	-	<b>51,859</b>	44,791
Client and other rents		50,681	-	<b>50,681</b>	51,047
Other income		4,033	-	<b>4,033</b>	3,292
<b>Total Congregational Houses</b>		<b>106,573</b>	<b>-</b>	<b>106,573</b>	<b>99,130</b>
<b>Total incoming resources from charitable activities</b>		<b>912,073</b>	<b>189,200</b>	<b>1,101,273</b>	<b>1,029,697</b>

# WORTHING CHURCHES HOMELESS PROJECTS

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

### 4 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2014 £	Total 2013 £
<b>Costs of generating funds</b>					
Costs of generating donations, grants and legacies	105,617	2,398	39,477	<b>147,492</b>	142,245
Charity shop expenditure	84,646	-	69,806	<b>154,452</b>	123,785
<b>Total</b>	<b>190,263</b>	<b>2,398</b>	<b>109,283</b>	<b>301,944</b>	266,030
<b>Charitable activities</b>					
<u>Short term Assessment Hostel and Stepping Stones Project</u>					
Activities undertaken directly	233,348	7,783	53,247	<b>294,378</b>	265,763
Support costs	72,950	900	25,458	<b>99,308</b>	102,017
<b>Total</b>	<b>306,298</b>	<b>8,683</b>	<b>78,705</b>	<b>393,686</b>	367,780
<u>St Clare's day centre</u>					
Activities undertaken directly	177,755	3,959	68,167	<b>249,881</b>	232,200
Support costs	23,709	293	8,274	<b>32,275</b>	53,424
<b>Total</b>	<b>201,464</b>	<b>4,252</b>	<b>76,441</b>	<b>282,156</b>	285,624
<u>Recovery project</u>					
Activities undertaken directly	285,751	10,500	97,729	<b>393,980</b>	371,405
Support costs	62,007	765	21,640	<b>84,412</b>	59,381
<b>Total</b>	<b>347,758</b>	<b>11,265</b>	<b>119,369</b>	<b>478,392</b>	430,786
<u>Move-on project</u>					
Activities undertaken directly	6,136	-	16,391	<b>22,527</b>	26,099
Support costs	5,471	68	1,909	<b>7,448</b>	7,440
<b>Total</b>	<b>11,607</b>	<b>68</b>	<b>18,300</b>	<b>29,975</b>	33,539
<u>Congregational Houses</u>					
Activities undertaken directly	9,755	20,025	43,866	<b>73,646</b>	84,621
Support costs	18,237	225	6,365	<b>24,828</b>	27,436
<b>Total</b>	<b>27,992</b>	<b>20,250</b>	<b>50,231</b>	<b>98,473</b>	112,057
<b>Total charitable activities</b>	<b>895,119</b>	<b>44,517</b>	<b>343,046</b>	<b>1,282,682</b>	1,229,786
<b>Governance costs</b>	-	-	<b>3,944</b>	<b>3,944</b>	7,072
<b>Total resources expended</b>	<b>1,085,382</b>	<b>46,915</b>	<b>456,273</b>	<b>1,588,570</b>	1,502,888

Audit fees to the auditors amounted to £6,600 (2013: £6,000) for the year, which are included in governance costs. The governance costs also include an over accrual from the previous year.

# WORTHING CHURCHES HOMELESS PROJECTS

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

### 5 Support costs

Within other support costs in note 4 is £63,646 (2013: £53,606) of overhead costs that have been allocated across the charitable activities.

### 6 Trustees

None of the trustees (nor any persons connected with them) received any remuneration or expenses during the year.

### 7 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2014 Number	2013 Number
Full time equivalent	46	44

#### Employment costs

	2014 £	2012 £
Wages and salaries	992,865	962,380
National Insurance costs	84,242	82,925
Other pension costs	8,275	8,592
	<u>1,085,382</u>	<u>1,053,897</u>

There were no employees whose annual remuneration was £60,000 or more.

### 8 Taxation

The Company is a Registered Charity (number: 1027832). All of the Charity's income falls within the exemptions set out in Part 11 of the Corporation Tax Act 2010.

## WORTHING CHURCHES HOMELESS PROJECTS

### NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

#### 9 Tangible fixed assets

	Land and buildings	Motor vehicles	Total
	£	£	£
<b>Cost</b>			
At 1 April 2013	2,909,511	9,594	<b>2,919,105</b>
Additions	1,697	-	<b>1,697</b>
	<u>2,911,208</u>	<u>9,594</u>	<u>2,920,802</u>
<b>At 31 March 2014</b>	<b>2,911,208</b>	<b>9,594</b>	<b>2,920,802</b>
<b>Depreciation</b>			
At 1 April 2013	316,140	4,796	320,936
Charge for the year	44,517	2,398	46,915
	<u>360,657</u>	<u>7,194</u>	<u>367,851</u>
<b>At 31 March 2014</b>	<b>360,657</b>	<b>7,194</b>	<b>367,851</b>
<b>Net book value</b>			
<b>At 31 March 2014</b>	<b>2,550,551</b>	<b>2,400</b>	<b>2,552,951</b>
	<u>2,550,551</u>	<u>2,400</u>	<u>2,552,951</u>
At 31 March 2013	2,593,371	4,798	2,598,169
	<u>2,593,371</u>	<u>4,798</u>	<u>2,598,169</u>

#### 10 Debtors

	2014	2013
	£	£
Trade debtors	<b>43,724</b>	27,185
Other debtors	<b>2,348</b>	4,404
Prepayments and accrued income	<b>27,021</b>	100,135
	<u>73,093</u>	<u>131,724</u>
	<b>73,093</b>	<b>131,724</b>

#### 11 Creditors: amounts falling due within one year

	2014	2013
	£	£
Bank loans	<b>20,237</b>	19,889
Trade creditors	<b>8,257</b>	10,690
Taxes and social security costs	<b>22,559</b>	21,370
Other creditors	<b>6,621</b>	5,691
Accruals	<b>9,868</b>	6,995
Deferred income	<b>5,000</b>	1,855
	<u>72,542</u>	<u>66,490</u>
	<b>72,542</b>	<b>66,490</b>

# WORTHING CHURCHES HOMELESS PROJECTS

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2014

<b>12 Creditors: amounts falling due after more than one year</b>	<b>2014</b>	2013
	£	£
Bank loans	<b>247,282</b>	267,665
	<u>247,282</u>	<u>267,665</u>
<b>Analysis of loans</b>		
Wholly repayable within five years	<b>267,519</b>	287,554
Included in current liabilities	<b>(20,237)</b>	(19,889)
	<u>267,282</u>	<u>267,665</u>
	<u>267,282</u>	<u>267,665</u>
<b>Loan maturity analysis</b>		
Debt due in one year or less	<b>20,237</b>	19,889
In more than one year but not more than two years	<b>20,590</b>	20,237
In more than two years but not more than five years	<b>63,960</b>	62,860
In more than five years	<b>162,732</b>	184,568
	<u>267,519</u>	<u>287,554</u>
	<u>267,519</u>	<u>287,554</u>

The bank loan is a commercial mortgage which is secured by way of a fixed legal charge dated 22 September 2006 over the freehold property known as Delaney House, 14-16 Selden Road, Worthing, West Sussex, BN11 2LL.

### 13 Pension and other post-retirement benefit commitments

#### Defined contribution

Contributions outstanding at the year end amounted to £1,354 (2013: £1,544).

	<b>2014</b>	<b>2013</b>
	£	£
Contributions payable by the company for the year	<b>8,275</b>	8,592
	<u>8,275</u>	<u>8,592</u>

## WORTHING CHURCHES HOMELESS PROJECTS

### NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

#### 14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2013	Movement in funds		Balance at 31 March 2014
	£	Incoming resources	Resources expended	£
Lady of Mercy Millennium Fund	343	270	(389)	224
Rotary Clubs - Emergency Fund	151	-	(110)	41
Client employment Fund	27	-	-	27
The Big Lottery Fund - St Clare's	-	85,200	(85,200)	-
The Big Lottery Fund - Relapse Prevention	224	-	-	224
Bridging Fund	524	1,049	(1,097)	476
CRISIS	-	1,667	(1,637)	30
The Seedbed Christian Community Trust Limited	-	1,667	(1,667)	-
DAAT - Recovery Project	-	104,000	(104,000)	-
The Pilgrim Trust	-	26,017	(26,017)	-
WSCC Music Equipment Fund	178	-	(56)	122
	<u>1,447</u>	<u>219,870</u>	<u>(220,173)</u>	<u>1,144</u>

The Lady of Mercy Millennium Fund - is to be used specifically for vulnerable women.

The Rotary Clubs Emergency Fund - is for the provision of urgent accommodation for clients.

The Client employment Fund - is for the provision of employment related costs for the client.

Big Lottery Fund - funding has been received for the Reaching Communities project at St Clare's centre, and the Relapse Prevention project.

Bridging Fund - are funds to be used to buy clients tangible items in order to aid them in their recovery.

CRISIS - aims to develop and to support voluntary sector services that meet the housing needs of single people who are homeless or at risk of homelessness by helping them access and sustain shared accommodation in the private rented sector (PRS).

Seedbed - support to help keep the Breakfast Club open and fill gaps in homelessness services in Littlehampton following the closure of LCT Homelink.

DAAT Recovery Project - funding was received from the Drug and Alcohol Advice Team and other donations to support the advice team at the recovery project.

The Pilgrim Trust - funding received to support salary costs of the Recovery Project.

WSCC Music Equipment Fund - funding received for the purchase of music equipment for St Clare's day centre.

## WORTHING CHURCHES HOMELESS PROJECTS

### NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

#### 15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2012	Incoming resources	Movement in funds		Balance at 31 March 2014
	£	£	Resources expended	Transfers	£
Bond Scheme	720	-	-	-	720
Strategic Project Development	225,000	-	-	-	225,000
	<u>225,720</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>225,720</u>

Bond Scheme - the WCHP trustees have designated funds to be used as a bond scheme for clients moving into their own rented accommodation.

Strategic Project Development - funds set aside in order to continue to develop our facilities and to meet the challenges of increasing homelessness in future years.

#### 16 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2014 are represented by:				
Tangible fixed assets	2,552,951	-	-	2,552,951
Current assets	374,892	225,720	1,144	601,756
Creditors: amounts falling due within one year	(72,542)	-	-	(72,542)
Creditors: amounts falling due after more than one year	(247,282)	-	-	(247,282)
	<u>2,608,019</u>	<u>225,720</u>	<u>1,144</u>	<u>2,834,883</u>



# WORTHING CHURCHES HOMELESS PROJECTS

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

### 17 Commitments under operating leases

At 31 March 2014 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2014	2013
	£	£
Expiry date:		
Within one year	11,500	4,283
Between two and five years	35,100	20,500
	<u>46,600</u>	<u>24,783</u>

### 18 Control

The charity is under the control of the Trustees.

### 19 Related party transactions

During the year the charity paid legal fees of £180 to Burt Brill & Cardens Solicitors, of which C Fletcher (Trustee) is an employee.