

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 2015

CHARITY COMMISSION
FIRST CONTACT

31 JUL 2015

ACCOUNTS
RECEIVED

WORTHING CHURCHES HOMELESS PROJECTS

LEGAL AND ADMINISTRATIVE INFORMATION

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

WORTHING CHURCHES HOMELESS PROJECTS

CONTENTS

	Page
Trustees' report	1 – 10
Independent auditors' report	11 – 12
Statement of financial activities	13
Balance sheet	14
Notes to the accounts	15 – 25

WORTHING CHURCHES HOMELESS PROJECTS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

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 2015. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities".

About Worthing Churches Homeless Projects

Started in 1992, we have developed our services over the years.

The Chief Executive, John Holmström, has been in post since July 2013 and has been instrumental in driving changes throughout the Organisation. Our five year business plan gives clear direction for Worthing Churches Homeless Projects to help us achieve our objectives.

We employ skilled, qualified and passionate staff to work alongside clients and other services to support recovery and overcome the complex socially excluding factors attached to addiction and homelessness while adopting a personalised approach.

We are active within the local communities in which we work, working alongside other agencies to ensure the best outcome for people experiencing or at risk of homelessness. Our Chief Executive chairs the South East Homelessness Forum and we are active contributors to the Homelessness Forum with Adur & Worthing Council.

Worthing Churches Homeless Projects' services are provided in the Worthing, Littlehampton and surrounding areas in West Sussex.

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. We have constantly evolved over our 23 year history, the current business plan objectives include:-

- Evolving housing opportunities for our clients to provide improved sustainable housing options.
- Deepening and evolving more effective recovery solutions.
- Making outcomes more sustainable by embedding ourselves and our clients lives in the community.
- Empowering a culture change within the organisation to be more inclusive and diverse in our actions, recognising the different needs of others.
- To become a more efficient, well run and innovative organisation that adapts readily to the needs of its clients.
- To work collaboratively recognising that homelessness is bigger than one organisation – helping to exercise leadership with these very difficult problems.

Review of the Year

WCHP worked with 1447 clients across its services during the 2014/15 financial year. 247 of these clients were new 'homeless' presentations to the Charity. Of these, 90% were homeless of which 47% were sleeping rough when they first contacted the Charity.

Clients' needs are assessed on first contact with the 3 most things they wanted help with:

- Finding and maintaining accommodation
- Mental wellbeing
- Managing money / personal admin

Our hostels provided accommodation to 168 new clients during the 2014/15 financial year with average occupancy rates of almost 89%.

WORTHING CHURCHES HOMELESS PROJECTS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

This year we undertook a review of our Central Services, which led to a reduction in full time equivalent staffing levels. We appointed a new full time HR and Policy Manager who has developed a new HR Strategy.

We were pleased to welcome the Police & Crime Commissioner Katy Bourne and the Diocesan Bishop, Bishop Martin, who both took time to visit our projects meeting clients, staff and volunteers.

ACHIEVEMENTS AND PERFORMANCE

St Clare's Day Centre – A Community Hub for Homeless People **Service Provided**

The Community Link Team is a multi-disciplinary team that works out of St Clare's Day Centre (opened in 2001). 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). We are fortunate that the majority of posts at St Clare's are being funded from the Big Lottery, this funding commenced in April 2014 and will continue until March 2017. An additional £20,000 of funding towards the running costs was secured from Garfield Weston Foundation.

St Clare's Day Centre provides morning drop in sessions 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, spare bedding and new and second-hand clothes / shoes are available. Other services available at the Centre include counselling, chiropody, haircuts, benefits advice, access to medical services, general advice and information. These form part of the integrated approach to working in partnership with local stakeholders. The team based at the day centre are focussed on providing a client centred, holistic approach combined with a range of therapeutic interventions.

The Day Centre is the primary hub for the multi agency Rough Sleepers Team (RST). The RST is made up of Adur & Worthing Councils Housing Outreach Co-Ordinator, St Mungo's Broadway Sussex Outreach Worker, Council Community Safety Team Addictions Outreach Worker, a former client WCHP volunteer, CRI Addiction Services Worker, Sussex Police Constable.

We are seeing the commitment to inter-agency working making a positive impact on Worthing's rough sleepers and on our ability to fund provision for supporting an entrenched cohort. Finding ways of keeping the door of St Clare's firmly open to all that require our services no matter what their presentation is playing an important role in terms of housing and hope.

Various activities are delivered each afternoon for the benefit of client's resident in WCHP accommodation and others within the local community including Music, Art & Games, Auricular Acupuncture and Hearing Voices. Each of these activities helps reduce social isolation and introduces attendees to new experiences and new social networks.

We continue to hold the budget for WSCC Local Assistance Network for the local area. The Local Assistance Project Worker works with those in desperate need. Financial support for utilities is available, as well as provision of emergency furniture / electrical items. The work also involves signposting and support advice.

Achievements

WCHP were heavily involved again in the Rough Sleepers Estimate in October. The total figure was 19, with 2 in Adur and 17 in Worthing. This showed that with WCHP's input Rough Sleepers Team has stabilised street homelessness when compared with figures last year despite the push factors for rough sleeping increasing. Given time and support we will make inroads to reduce numbers. It also opens the discussion about whether it is the right time to run a night shelter all year round.

This year has seen an 80% rise from 46 to 83 new female clients in comparison to the last two years. In Quarter 4, 23% of our residents were female. These percentages are high when compared with the average nationally of

WORTHING CHURCHES HOMELESS PROJECTS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

15%. With this in mind, we have secured some funding to enable us to start to work with Brighton Women's Centre to improve gender specific provision.

We have been looking to extend the services provided at St Clare's to make better use of the space and to develop it into a Community Hub for services for our client base. This year saw the start of two new groups at the centre:-

- The RST meets weekly at St Clare's and has focussed on entrenched and harder to reach clients. There has been real success with getting long term rough sleepers into accommodation, especially in terms of persistence with clients suffering mental health needs and approaching mental health services. The RST is represented on Operation Reform. This is a monthly multi agency casework meeting of the most challenging street community cases. RST reports to the Single Homelessness Sub Group which meets bi monthly and the Homelessness Forum.
- The team have also joined other agencies in setting up a Pathways Group, which meet weekly at the Centre. This group is open to anyone allowing another opportunity for people to engage with our services and with their peers encourage relapse prevention and peer-lead discussion around lifestyle change.

The St Clare's building was offered to Jubilee Church to use as a night shelter venue for the Winter Provision run by local churches for two month, on Sunday evenings/nights, for which they were very grateful. This was managed by their own volunteers.

We have had a series of reciprocal visits with the local Job Centre Plus, helping them understand the benefits system from a homeless person's perspective and educating our staff in their ways of working. We have seen a marked reduction as consequence of our clients' lives being disrupted by benefits sanctions

Outreach

Service Provided

The Outreach Team support people who have moved on from our services as they start living independently. They also visit people about to be released from prison / hospital to help them with their housing options.

As part of their work they continue to run a weekly Outreach café based at Cornerstone Methodist Church which engages with clients who have moved on from WCHP residential projects into their own accommodation and other vulnerable adults in the community. The team running this holistic service are skilled in all aspects including relapse prevention and enduring mental health.

Achievements

Up to 20 people attend weekly. This year attendees from the café organised their own sponsored walk to raise money for activities. They enjoyed a barbecue in Steyne Gardens, a picnic in Highdown Gardens, attended a Brighton & Hove Albion home football match and had a round of golf at Brooklands Pitch and Putt.

Littlehampton Services

Service Provided

The Breakfast Club operates 4 days a week 8.30am to 10am serving hot and cold breakfast to those in need. This service operates from the Littlehampton United Church, High Street, Littlehampton. From here we provide support and advice, we can also signpost people to other services which could be of benefit.

Our Private Rented Sector Access Worker based at the Breakfast Club works with those homeless and insecurely housed in the area.

We are grateful to CRISIS and WSCC for supporting us financially to enable us to continue this vital work and the Seedbed Foundation who donated £5,000 towards our work in Littlehampton.

WORTHING CHURCHES HOMELESS PROJECTS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

Achievements

In the last year the PRS Access Worker has housed 38 clients, assisted with housing of 13 families and supported 155 people with a wide range of issues from housing advice, benefits, debt, and a range of family issues.

We have developed a separate role of Breakfast Club Project Worker. On average they see 19 people each day. Over the year this service has developed encouraging peer to peer support. Following a survey of attendees we are investigating further outreach support. We are currently building a partnership with the United Church and that relationship will form part of their 5 year mission plan.

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

Service Provided

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

STAH provides clients with a place of safety and security where they have an opportunity 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 residency is 28 days although this can be extended for up to 3 months. The hostel is staffed 24 hours a day.

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. They still receive one to one support but live more independently. 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.

Achievements

During 2014/15 financial year STAH helped 108 clients and SSP worked with 44 clients.

Following a review of funding from West Sussex Supported Housing Services, STAH is now staffed by a minimum of two people on duty at any time including a waking night worker during nighttime. This has enabled the service to work with men and women with more challenging and complex needs who otherwise would be sleeping rough.

Funding was secured during the year to set up a Football Club for clients, providing an opportunity for a Project Worker led regular physical activity.

During the 2014/15 financial year, WCHP secured planning permission to build an annexe on ground adjacent to STAH. We were fortunate to secure a grant of £181,000 from Public Health England towards the building costs following an application from us supported by West Sussex County Council DAAT. The annexe will provide six self-contained flat lets where we can start to work with the most entrenched rough sleepers. It will also provide us with a dedicated facility for a client with physical disabilities. This will also remove the need for bedrooms in the original part of the building to be shared, resulting in 15 people being accommodated across the project. Building on the Annexe is commenced in April 2015 and is expected to be completed in October 2015.

Over the year many improvements have been carried out to the SSP building including the installation of a new fire alarm system. In partnership with clients it was agreed to remove the smoking room, which has now been transformed into a computer room which can also be used for key working / staff supervision.

WORTHING CHURCHES HOMELESS PROJECTS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

Recovery Project

Service Provided

The Recovery Project opened in 2006. 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. Many of the clients here have complex needs with dual diagnosis.

Once clients move into the Recovery Project they receive bespoke specialist interventions including one to one 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. Residency can be for up to 2 years.

The project is staffed 24 hours a day by a minimum of 2 staff with a waking night worker during the night.

Achievements

The project has been inspected by the Care Quality Commission and was assessed as compliant in all areas of the inspection.

During 2014/15 financial year the Recovery Project helped 66 clients.

Strategically we still continue to influence local agendas through our involvement in the Safer Communities Alcohol Group, the Avoiding Drug Deaths Group, through our involvement in the needle exchange group and in the tier 4 provider forum.

Recognising the challenges around clients connecting with their families we have developed the Substance Misuse Social Work Co-ordinator role.

We have set up a second office to provide a resource for our social work students and Social Work Co-ordinator post, while also providing a quieter office area where staff can plan and undertake online training.

We have continued to develop the range of activities open to our clients which currently includes a weekly art and craft sessions, acupuncture and Reiki and meditation sessions delivered by two volunteers.

The project received funding of £130,000 from the West Sussex Drug and Alcohol Action Team who have also supported WCHP in an additional bid to Public Health England for funding towards our first 'Oxford House' property.

Move On Project & Independent Housing

Service Provided

The Move on Project and Independent Housing initiatives provide simple shared accommodation for up to 26 residents in 6 properties throughout 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.

Achievements

Recently, Lawton & Dawe Letting Agents have been engaged to take over the running of two of these properties. The Agents are providing their services free to the charity and will enable clients to obtain a reference from an independent letting agent.

WORTHING CHURCHES HOMELESS PROJECTS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

The part time role of Housing Officer has been created to concentrate solely on these properties and the tenancies. Currently the properties are undergoing a lot of planned maintenance to bring them up to specification.

We have developed the role of Private Rented Sector Access Worker, helping build relationships with local landlords whilst ensuring our clients are prepared for the responsibility of becoming a tenant.

Client Involvement Manager

Service Provided

In recognition of the fact that WCHP hold the clients at the heart of what we do, a decision was made to change the role of Service User Involvement Co-ordinator to a Client Involvement Manager, reporting directly to the Chief Executive. Their first duty was to ask those using our service how they wanted us to refer to them. A survey was undertaken and, the resounding response was Client.

Achievements

During the year various Focus Groups have taken place around changes to our services. The Client Involvement Manager also attends regular house meetings at the residential projects. The 5 objectives identified for this role are:-

1. Involve clients to shape the whole of the organisation.
2. Improve the quality of services.
3. Take learning from client engagement around quality to develop plans for improvement and development of services.
4. Clients to raise the profile of WCHP and homelessness.
5. Increase client involvement in the delivery of services and training / work opportunities.

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. The team also works to improve the public's understanding of homelessness, including how it affects people, how easy it is to become homeless and the fact that it can happen to anyone.

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 Chief Executive, in conjunction with the Fundraising Team, continues to work 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. WCHP are active contributors to the Homelessness Forum and our Chief Executive co-chairs the sub group.

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 has been redesigned and has received positive feedback.

During the year, 88 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.

WORTHING CHURCHES HOMELESS PROJECTS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

A variety of Fundraising Events were organised including a Sky Dive, an Elvis Night and the annual sponsored Sleepout. Overall for the year event income was down; some events were cancelled due to lack of attendees. We continue to seek new events to attract supporters of all ages / outlooks.

Individual and Community giving remains a large part of the Fundraising income for the charity. We are grateful for the continued support and dedication shown.

We were very fortunate to be chosen as one of the charities to be supported by the Mayor of Worthing Councillor Vic Walker, benefitting from events and publicity.

Over the 2014/15 financial year £429,496 Funding was secured from Trust and Statutory funders by the Fundraising Team.

The charity recruited 8 firms of local solicitors to take part in a Make a Will month reducing the amount they charge for those wishing to leave a gift to charity in their will. Legacies continued to be hard to predict with this year's income 75% less than last year's.

Churches and Faith Groups

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.

We are grateful to members of the local Mosque who visited our projects during Ramadan, at the time of breaking their daily fast, to share meals with residents.

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 11,965 hours (3% up on previous year) to the Charity across all projects which has been calculated at a monetary value of £93,925.25. The roles fulfilled include food preparation, cooking, cleaning, gardening, van driver, bike mechanic, food collection, hairdressing, office help, shop assistant and much more! As well as a list of roles that WCHP require filling, we now also look at a volunteer's experience to see if a role could be developed to suit their talents. Currently there are 190 regular volunteers.

In the past year, 58 new volunteers were recruited including 23 current / ex clients. Three volunteers have gone on to find employment within WCHP. Many other volunteers moved into employment. We have had one eight week Retail placement from Job Centre Plus and three placements from Seetec for those seeking work experience in the retail / storage unit industries. The Seetec placements are for up to 6 months.

A Volunteering Strategy has been developed to help improve support of volunteers and the roles they can fulfill within the Organisation in future years. One of the Trustees is conducting annual review meetings with the volunteers to get feedback on their volunteering experience to see if there are any improvements we can make.

In June we held a Thank You event for our volunteers, where staff and clients served afternoon tea. It is intended that this will become an annual event in recognition of the imperative work that they do.

Retail & ReRide

WCHP currently operate three charity shops, two in Worthing and one in Littlehampton. The shops are supported by our donation collection and delivery Storage Unit in East Worthing. A number of volunteers at the storage unit have commenced repairing and refurbishing furniture as well as working on bike restoration. We have developed a successful partnership with another local group, Men in Sheds, selling their products for commission in our Montague Shop. Charity Retail continues to be a highly competitive environment affected by the quality of

WORTHING CHURCHES HOMELESS PROJECTS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

donations and other retail offers locally from low price stores and a high number of charity shops in Worthing. We will continue looking at ways to develop our retail operation in various ways including partnership.

In addition to the Charity Retail shops, WCHP continues to develop our flagship bike recycling project newly re-branded as ReRide. The project is based at our storage unit where a purpose built workshop has been installed. It is intended that refurbishment courses will soon be offered to the general public to provide training on bike repair and restoration. ReRide is also working in partnership with CTC (the national cycle charity) West Sussex County Council, Adur & Worthing Council, Horsham Matters, Shoreham Academy and Durrington Bike Project in the promotion of cycling as an inexpensive and healthy means of transport. ReRide is expanding fast to become a bridge between our clients and the general public with plans being developed to attend various events including the StreetVelo and monthly at the town Market.

Financial Review

There was a surplus for the year of £182,376 (deficit £92,633 - 2014). Income was significantly higher due to the increase in Housing Benefit received and increased support from West Sussex Supported Housing Services and the £181,000 capital grant towards the building of the annex at STAH. Expenditure increased by 20% to £1,903,117 (2014 £1,588,570).

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.

Plans for the Future

We continue to seek ways to evolve our projects to better serve the needs of our clients and the communities in which we work. We have secured funding towards the purchase of our first 'Oxford House' Project – where clients who have been through our projects will live together, supporting each other in their recovery on a long term basis.

We are looking at ways in which we can grow our size, developing an entrepreneurial culture and a strong sense of forward movement for staff, volunteers and clients. We will continue to develop services within Adur, Worthing and Littlehampton as our primary focus but look for opportunities in other parts of West Sussex where it could strengthen us as an Organisation and overall provision in the County.

We are looking ahead to 2017 when the Big Lottery funding for our day centre and the staff based there comes to an end, looking at ways to secure sustainable income to protect these services.

The planned maintenance programme of our buildings is underway, we will continue to seek ways to improve them ensuring they are fit for purpose.

We continue to develop our staff team with a commitment to training and career progression.

We will continue to develop volunteering opportunities within the charity, developing new roles to match volunteer's talents where possible.

Structure

There are currently 9 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

WORTHING CHURCHES HOMELESS PROJECTS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

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

A public recruitment for new trustees was undertaken in the first part of 2015 with wide ranging advertising. The Trustee role profile was reviewed and used to develop a new application form. A selection panel of trustees and the Chief Executive interviewed the candidates. As a result 4 new trustees will be recommended for election at the forthcoming AGM.

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 July) 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.

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, this forms the Risk Map. The Risk Map is reviewed on a regular basis at Manager's Meetings and any actions taken / required are recorded.

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.

WORTHING CHURCHES HOMELESS PROJECTS

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

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.

Approved by the board of trustees on 21/07/15

Signed on its behalf by:

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Trustee L Rockall (chair)

WORTHING CHURCHES HOMELESS PROJECTS

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF WORTHING CHURCHES HOMELESS PROJECT

We have audited the accounts of Worthing Churches Homeless Projects for the year ended 31 March 2015 set out on pages 13 to 25. 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 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 2015 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

TO THE MEMBERS OF WORTHING CHURCHES HOMELESS PROJECT

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: 27 July 2015

WORTHING CHURCHES HOMELESS PROJECTS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2015

	Notes	Unrestricted Funds £	Designated funds £	Restricted funds £	Total 2015 £	Total 2014 £
Incoming resources						
Incoming resources from generated funds						
Donations, grants and legacies	2	191,956	-	32,004	223,960	267,697
Charity shop income		181,745	-	-	181,745	121,695
Bank interest		6,412	-	-	6,412	5,272
		<u>380,113</u>	<u>-</u>	<u>32,004</u>	<u>412,117</u>	<u>394,664</u>
Incoming resources from charitable activities	3	1,314,995	-	358,381	1,673,376	1,101,273
Total incoming resources		1,695,108	-	390,385	2,085,493	1,495,937
Resources expended						
Costs of generating funds						
Costs of generating donations, grants and legacies		155,657	-	-	155,657	147,492
Charity shop expenditure		238,822	-	-	238,822	154,452
		<u>394,479</u>	<u>-</u>	<u>-</u>	<u>394,479</u>	<u>301,944</u>
Charitable activities						
Short Term Assessment Hostel and Stepping Stones Projects		516,577	-	-	516,577	393,686
St Clare's day centre		157,693	-	210,529	368,222	282,156
Recovery project		461,425	-	-	461,425	478,392
Move-on project		28,466	720	-	29,186	29,975
Congregational Houses		125,885	-	-	125,885	98,473
Total charitable expenditure		1,290,046	720	210,529	1,501,295	1,282,682
Governance costs		7,343	-	-	7,343	3,944
Total resources expended		1,691,868	720	210,529	1,903,117	1,588,570
Net income/(expenditure) for the year/						
Net movement in funds		3,240	(720)	179,856	182,376	(92,633)
Fund balances at 1 April 2014		2,608,019	225,720	1,144	2,834,883	2,927,516
Fund balances at 31 March 2015		2,611,259	225,000	181,000	3,017,259	2,834,883

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.

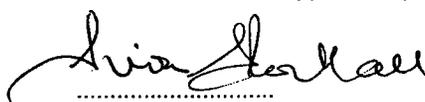
WORTHING CHURCHES HOMELESS PROJECTS

BALANCE SHEET AS AT 31 MARCH 2015

	Notes	2015		2014	
		£	£	£	£
Fixed assets					
Tangible assets	9		2,540,307		2,552,951
Current assets					
Debtors	10	108,787		73,093	
Cash at bank and in hand		710,714		528,663	
		819,501		601,756	
Creditors: amounts falling due within one year	11	(116,009)		(72,542)	
Net current assets			703,492		529,214
Total assets less current liabilities			3,243,799		3,082,165
Creditors: amounts falling due after more than one year	12	(226,540)		(247,282)	
Net assets			3,017,259		2,834,883
Income funds					
Restricted funds	14		181,000		1,144
Unrestricted funds:					
Designated funds	15		225,000		225,720
Other charitable funds			2,611,259		2,608,019
			3,017,259		2,834,883

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 21.7.15



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 2015

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 2015

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 (2014: £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 2015

2 Donations, grants and legacies

	Unrestricted Funds £	Restricted funds £	Total 2015 £	Total 2014 £
Donations and gifts	149,415	-	149,415	182,849
Legacies receivable	5,980	-	5,980	23,921
Grants receivable for core activities	36,561	32,004	68,565	60,927
	<u>191,956</u>	<u>32,004</u>	<u>223,960</u>	<u>267,697</u>
Donations and gifts				
Unrestricted funds:				
Individual, community and fundraising donations			93,610	115,487
Gift Aid			13,656	9,994
Events			42,149	56,049
			<u>149,415</u>	<u>181,530</u>
Restricted funds:				
Donations			-	1,319
			-	<u>1,319</u>
Grants receivable for core activities				
Unrestricted funds:				
Fisherbeck Charitable Trust			30,000	30,000
Other Grants			6,561	1,576
			<u>36,561</u>	<u>31,576</u>
Restricted funds:				
The Seedbed Christian Community Trust Limited			5,000	1,667
CRISIS			18,333	1,667
The Pilgrim Trust			8,671	26,017
			<u>32,004</u>	<u>29,351</u>

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

3 Incoming resources from charitable activities

	Activity	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
Housing Benefit	STAH/SSP	280,814	-	280,814	167,053
WSCC Housing Support		283,074	-	283,074	186,901
Client and other rents		31,269	-	31,269	40,515
Capital grants		-	181,000	181,000	-
Other income		68	-	68	2,700
Total Short Term Assessment Hostel (STAH) and Stepping Stones Project (SSP)		595,225	181,000	776,225	397,169
WSCC Housing Support	St Clare's day centre	19,960	-	19,960	11,655
Breakfasts		1,785	-	1,785	912
Grants		131,991	20,000	151,991	111,574
The Big Lottery funding		-	157,381	157,381	85,200
Other income		11,840	-	11,840	3,875
Total St Clare's Day Centre (SCDC)		165,576	177,381	342,957	213,216
Housing Benefit	Recovery project	252,158	-	252,158	213,320
Client and other rents		18,347	-	18,347	26,753
DAAT funding		130,000	-	130,000	104,000
Other income		10,695	-	10,695	3,216
Total Recovery Project (RP)		411,200	-	411,200	347,289
Housing Benefit	Move-on project	27,989	-	27,989	32,497
Client and other rents		6,564	-	6,564	4,529
Total Move-on project (MOP)		34,553	-	34,553	37,026
Housing Benefit	Congregational Houses	35,623	-	35,623	51,859
Client and other rents		70,144	-	70,144	50,681
Other income		2,674	-	2,674	4,033
Total Congregational Houses		108,441	-	108,441	106,573
Total incoming resources from charitable activities		1,314,995	358,381	1,673,376	1,101,273

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

4 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2015 £	Total 2014 £
Costs of generating funds					
Costs of generating donations, grants and legacies	113,479	-	42,178	155,657	147,492
Charity shop expenditure	128,321	2,400	108,101	238,822	154,452
Total	241,800	2,400	150,279	394,479	301,944
Charitable activities					
<u>Short term Assessment Hostel and Stepping Stones Project</u>					
Activities undertaken directly	273,160	7,782	139,641	420,583	294,378
Support costs	73,173	-	22,821	95,994	99,308
Total	346,333	7,782	162,462	516,577	393,686
<u>St Clare's day centre</u>					
Activities undertaken directly	213,024	3,959	103,241	320,224	249,881
Support costs	36,587	-	11,411	47,998	32,275
Total	249,611	3,959	114,652	368,222	282,156
<u>Recovery project</u>					
Activities undertaken directly	308,859	10,500	77,270	396,629	393,980
Support costs	49,392	-	15,404	64,796	84,412
Total	358,251	10,500	92,674	461,425	478,392
<u>Move-on project</u>					
Activities undertaken directly	4,621	-	17,365	21,986	22,527
Support costs	5,488	-	1,712	7,200	7,448
Total	10,109		19,077	29,186	29,975
<u>Congregational Houses</u>					
Activities undertaken directly	14,794	22,275	64,818	101,887	73,646
Support costs	18,293	-	5,705	23,998	24,828
Total	33,087	22,275	70,523	125,885	98,473
Total charitable activities	1,239,191	46,916	609,667	1,895,774	1,282,682
Governance costs	-	-	7,343	7,343	3,944
Total resources expended	1,239,191	46,916	617,010	1,903,117	1,588,570

Audit fees to the auditors amounted to £7,000 (2014: £6,600) for the year, which are included in governance costs.

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

5 Support costs

Within other support costs in note 4 is £57,053 (2014: £63,646) 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:

	2015	2014
	Number	Number
Full time equivalent	53	46

Employment costs

	2015	2014
	£	£
Wages and salaries	1,139,799	992,865
National Insurance costs	92,819	84,242
Other pension costs	6,573	8,275
	1,239,191	1,085,382

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 2015

9 Tangible fixed assets

	Land and buildings	Motor vehicles	Total
	£	£	£
Cost			
At 1 April 2014	2,911,208	9,594	2,920,802
Additions	34,272	-	34,272
At 31 March 2015	2,945,480	9,594	2,955,074
Depreciation			
At 1 April 2014	360,657	7,194	367,851
Charge for the year	44,516	2,400	46,916
At 31 March 2015	405,173	9,594	414,767
Net book value			
At 31 March 2015	2,540,307	-	2,540,307
At 31 March 2014	2,550,551	2,400	2,552,951

10 Debtors

	2015	2014
	£	£
Trade debtors	88,049	43,724
Other debtors	3,077	2,348
Prepayments and accrued income	17,661	27,021
	108,787	73,093

11 Creditors: amounts falling due within one year

	2015	2014
	£	£
Bank loans	20,591	20,237
Trade creditors	18,265	8,257
Taxes and social security costs	25,026	22,559
Other creditors	6,761	6,621
Accruals	7,000	9,868
Deferred income	38,366	5,000
	116,009	72,542

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

12 Creditors: amounts falling due after more than one year	2015	2014
	£	£
Bank loans	226,540	247,282
	<u>226,540</u>	<u>247,282</u>
Analysis of loans		
Wholly repayable within five years	247,131	267,519
Included in current liabilities	(20,591)	(20,237)
	<u>247,131</u>	<u>267,519</u>
	226,540	247,282
	<u>226,540</u>	<u>247,282</u>
Loan maturity analysis		
Debt due in one year or less	20,591	20,237
In more than one year but not more than two years	20,951	20,590
In more than two years but not more than five years	65,079	63,960
In more than five years	140,510	162,732
	<u>247,131</u>	<u>267,519</u>
	247,131	267,519
	<u>247,131</u>	<u>267,519</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 £1,217 (2014: £1,354).

	2015	2014
	£	£
Contributions payable by the company for the year	6,573	8,275
	<u>6,573</u>	<u>8,275</u>

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

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 2014	Movement in funds		Balance at 31 March 2015
	£	Incoming resources	Resources expended	£
Lady of Mercy Millennium Fund	224	-	224	-
Rotary Clubs - Emergency Fund	41	-	41	-
Client employment Fund	27	-	27	-
The Big Lottery Fund - St Clare's	-	157,381	157,381	-
The Big Lottery Fund - Relapse Prevention	224	-	224	-
Bridging Fund	476	-	476	-
CRISIS	30	18,333	18,363	-
WSCC Music Equipment Fund	122	-	122	-
The Pilgrim Trust	-	8,671	8,671	-
The Seedbed Christian Community Trust Limited	-	5,000	5,000	-
Public Health England Annexe Grant	-	181,000	-	181,000
Garfield Weston Grant	-	20,000	20,000	-
	<u>1,144</u>	<u>390,385</u>	<u>210,529</u>	<u>181,000</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).

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

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

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

Public Health England Annexe Grant is for the construction of an Annexe at Byron Road.

Garfield Weston Grant is for St Clare's Day Centre.

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

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 2014	Incoming resources	Movement in funds Resources expended	Transfers	Balance at 31 March 2015
	£	£	£	£	£
Bond Scheme	720	-	720	-	-
Strategic Project Development	225,000	-	-	-	225,000
	<u>225,720</u>	<u>-</u>	<u>720</u>	<u>-</u>	<u>225,000</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 2015 are represented by:				
Tangible fixed assets	2,540,307	-	-	2,540,307
Current assets	413,501	225,000	181,000	819,501
Creditors: amounts falling due within one year	(116,009)	-	-	(116,009)
Creditors: amounts falling due after more than one year	(226,540)	-	-	(226,540)
	<u>2,611,259</u>	<u>225,000</u>	<u>181,000</u>	<u>3,017,259</u>

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

17 Commitments under operating leases

At 31 March 2015 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2015	2014
	£	£
Expiry date:		
Within one year	-	11,500
Between two and five years	62,635	35,100
	<hr/>	<hr/>
	62,635	46,600
	<hr/> <hr/>	<hr/> <hr/>

18 Capital commitments

During the year the charity had signed a contract to build an Annexe at 5 Bryon Road, Worthing. At the year end the charity had a commitment outstanding of £443,304.

19 Control

The charity is under the control of the Trustees.

20 Related party transactions

There were no related party transactions during the year.