

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 2016

WORTHING CHURCHES HOMELESS PROJECTS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

L Rockall (Chair)
P Burtenshaw
Fr B Eadon
C Fletcher
M Hodson
R Kullar
A Maggs
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S Roff
J Saunders
G Wheeler
A Williams
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Chief Executive

J Holmstrom

Secretary

C Fletcher

Charity number

1027832

Company number

2708334

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2016

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 2016. The Trustees have opted to prepare the accounts using the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and follow the Charities SORP (FRS 102).

About Worthing Churches Homeless Projects

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

We are partway through our first 5 year business plan, a document that pushes us to be at the forefront of provision for the homeless locally to ensure we can provide the best service to some of the most vulnerable people in our community. The plan gives the Organisation clear direction to achieve our objectives, chief of which is to end rough sleeping in Worthing and surrounding areas.

Our staff team is highly skilled and we are proud to employ qualified and passionate staff. We recognise in order to achieve best outcomes for our clients, and overcome barriers our client group face in the community due to their complex needs, it is imperative to take a joined up approach with other local agencies. This also supports our clients on an individual and personalised basis.

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 and Worthing Councils.

Worthing Churches Homeless Projects provides services to support people who are homeless or insecurely housed in Worthing, Littlehampton and surrounding areas in West Sussex. In the last year we have focussed on Horsham managing 2 Recovery Houses for ANA Works, Winter Night Shelter Coordination on behalf of Horsham Matters and started a rough sleeper caseworker service.

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 Worthing and the surrounding areas is for a community where no local person needs to sleep out and everyone has the opportunity to fulfil their potential. It is our mission to end rough sleeping.

WCHP continually reassesses its current strategy, whilst the vision guiding the Organisation remains constant. We have relentlessly evolved over our 24 year history and 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 homelessness is bigger than one organisation – helping to exercise leadership with these very difficult problems by taking on a Systems Leadership approach
- to continue to fight against the national trend and reduce the number of rough sleepers locally.

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Review Of The Year

WCHP worked with over 1000 clients across its services during the 2015/16 financial year. 245 of these clients were new 'homeless' presentations to the Charity. Of these, 92% were homeless of which 51% were sleeping rough when they first contacted the Charity.

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

- mental wellbeing
- substance use
- managing tenancies.

Our hostels provided accommodation to 125 new clients during the 2015/16 financial year with average occupancy rates of 89%.

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 social housing). We are fortunate 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.

St Clare's Day Centre offers morning drop in sessions serving hot and cold breakfasts seven days a week. There is a small financial contribution of 40p required for any client having a hot breakfast and 50p for a bag of laundry. 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 and 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 St Clare's are focussed on providing a client centred, holistic approach combined with a range of therapeutic interventions.

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

We see the commitment to inter-agency work 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. St Clare's and Short Term Assessment Hostel (STAH) have been working together to develop a Psychological and Trauma Informed Approach which will benefit clients with complex needs. The new Annexe at STAH plays an important role in terms of developing suitable accommodation and recovery space for this client group.

Various activities are delivered each afternoon for the benefit of clients resident in WCHP accommodation and others within the local community including music, art and games, auricular acupuncture and hearing voices. Each of these activities help reduce social isolation and introduce attendees to new experiences and new social networks.

Our weekly Women's Group which is a drop in run in partnership with Brighton Women's Centre (BWC) has been running for over a year now. Some women who experience rough sleeping find accessing the Day Centre intimidating so we created a space for women to use the Day Centre as a women only environment.

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This has been useful. The BWC Outreach Worker also holds one to one appointments with women clients during the week.

The new role of Accommodation Support Worker was introduced to the Rough Sleepers Team and concentrates on assisting current and former entrenched rough sleepers to improve their current situation by maintaining their accommodation, treatment, primary care and relationships with other relevant services; the aim is to help clients move away from a street based lifestyle.

St Clare's continue to hold the budget for WSCC Local Assistance Network for the Worthing and Adur 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

- In Adur and Worthing we held the number of people rough sleeping at a 0% increase compared to a national increase of 30%. This was achieved by taking a community approach and close involvement with the multi agency Rough Sleeper's Team (RST) Meetings.
- This year 21% of the people we worked with have been women often presenting with complex needs. Our Women's Group has been a support for clients both in and out of our accommodation with group work and one to one appointments.
- 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 has also joined other agencies in setting up a Pathways Group, which meet weekly at the Centre. This group is open to anyone thus providing another opportunity for people to engage with our services and with their peers; encourages relapse prevention and peer-led 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 months on Sunday evenings/nights for which they were very grateful. This was managed by Jubilee Church volunteers.

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 with housing options.

As part of their work they continue to run a weekly Outreach café 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.

In the last year activities included a picnic at Highdown Gardens, BBQ and cricket at Steyne Gardens, afternoon tea, putting at Brooklands and a canal trip in Chichester.

Two in Accord came to play at the Outreach Café's Christmas party.

A walking group was set up among the clients and a Can't Cook Won't Cook course was held at Outreach.

Monthly outreach meals are still provided by St Matthews Church on the second Thursday of every month.

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Littlehampton Services

Service Provided

The Breakfast Club operates 4 days a week 8.30am to 10.00am serving hot and cold breakfasts 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 have applied for funding from Big Lottery to continue and expand this work and respond to the need in Littlehampton.

Achievements

In the last year the PRS Access Worker housed 33 clients, assisted with housing of/ given advice to 6 families. The team have supported 125 people with a wide range of issues from housing advice, benefits, debt, and a range of family issues.

We developed an Accommodation Support Worker role for the Littlehampton Services who worked with 8 people since starting the role in December 2015 as well as supporting the overall function of the Littlehampton Services Team. Following the loss of our Breakfast Club Co-Ordinator we were pleased to employ a Breakfast Club volunteer to fill this role.

Following a survey conducted with clients, staff and volunteers of the project we partnered with Brighton Women's Centre who were already providing support at St Clare's Day Centre to enable us to work with women in Littlehampton. There is a real need for support of female rough sleepers and vulnerable women in Littlehampton and the weekly women's group is beginning to address this.

WSCP have asked us to extend LAN the provision to Littlehampton from July 2016.

CGL have subcontracted a Dual Diagnosis Worker to WCHP to be based in Littlehampton. This commenced May 2016.

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

Service Provided

The STAH and SSP projects, located in West Worthing, have a total of 29 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 15 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) 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 2015/16 financial year the STAH have helped 74 people and the SSP have helped 44 people. Some of the people helped at SSP are clients who have moved on from the STAH.

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For the last two years STAH has been staffed by a minimum of two people on duty at any time including a waking night worker during the night time. This has enabled the service to work with men and women with more challenging and complex needs who otherwise would be sleeping rough.

We built an annexe of 6 studio flats onto our STAH thanks to £181,000 funding from Public Health England, £30,000 from the Clothworkers Foundation, £5000 from the Beatrice Laing Family Trust, £2500 from the Cecil Rosen Family Trust and a fantastic £134,000 from a capital appeal to our supporters. The annexe has allowed us to work with more complex cases and most importantly enabled the hostel to move away from offering shared rooms to offering rooms of single occupancy. Overall this means there is one more bed space available at the project. For some of the clients we work with shared rooms can be a barrier to recovery so this is a very positive step going forward. The annexe opened at the end of April 2016 and is fully occupied.

Move On Project and 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

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.

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 2015/16 financial year the Recovery Project helped 55 clients. Occupancy rates have continued to improve and planned departures have showed a marked improvement over previous months increasing to 71% in quarter 4 from 49% in quarter 2. Of those clients who were unplanned departures they are all still engaging positively with our services.

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.

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The Substance Misuse Social Work Co-ordinator (SMSWC) role has had great impact on our work. The SMSWC has supported a number of clients to rebuild relationships with their families and children and this will continue to be a core part of our work.

As part of working with a number of complex child protection cases the SMSWC has advocated for and supported a number of clients in core group meetings and at child protection conferences. Clients have found having this role helped them make sense of the sometimes confusing and complicated child protection arrangements.

We have additionally been successful in securing additional funding from Skills for Care to finance the ASYE (Assessed first year in social work employment) qualification for the SMSWC which will provide additional support and development to the role.

WCHP as an Organisation has taken on a contract to manage two Recovery Houses in Horsham that will provide additional supported accommodation for clients in recovery. The Recovery Project is working with ANA Treatment Centres to deliver this housing and meet the need in the Horsham area. We are developing a steady flow of referrals into this service in particular due to our partnership with Ravenscourt Rehab in Bognor.

We are pleased to continue to offer a range of activities open to our clients which currently includes a weekly art and craft session, acupuncture, a singing group and Reiki and meditation sessions delivered by two volunteers.

We are developing Recovery Houses in Littlehampton. We are in the process of purchasing a Recovery House consisting of 6 bed sits and plan to buy another 3 bed shared house. The funding for the purchase of this building comes from a bid for capital funding to Public Health England. This is thanks to the ongoing support from the commissioners from West Sussex DAAT.

Client Involvement Manager

The Client Involvement Manager role was introduced last year as a change to the Service User Involvement role. The role was developed to recognise that as clients are at the heart of what we do, their voice needs to be at the heart of any changes and developments. The Client Involvement Manager is a member of the Management Team and works across the projects meeting with clients on an individual and a group basis to help enable their voice to be heard and to help influence change. The aims and objectives for the Client Involvement Manager are:

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

The above objectives were put in place to form and shape ideas and plans for the future of WCHP.

Achievements

Monthly Drop In

In the last year monthly drop ins started at the Recovery Project and are now delivered across all projects. The Monthly Drop in is a time when the Client Involvement Manager is available during the day to meet with clients to chat through any concerns or issues they have, or just an opportunity to have a conversation with someone outside of their programmed key working session. They take place during the day and are completely confidential. It can be about anything from a chat to what they feel is good or not so good for them. The drop in is an opportunity to make comment to an independent person especially as it may be about the hostel, service or staff. These have been really successful in the past year for developing a relationship between the Client Involvement Manager and clients. One positive outcome has been there have been less appeals from clients who are unhappy about decisions made. This is because the drop ins provide an opportunity to resolve issues before they escalate. The drop ins also enable the Client Involvement Manager to get a good overview of a situation and act on the client's behalf in situations where

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the client may be evicted. The Client Involvement Manager works with the client and hostel Managers to reach the best outcome for the client.

Focus Groups

These are small groups where clients are invited to give their opinions on specific topics. These may be with just the Client Involvement Manager or occasionally with the Chief Executive. One of the most significant outcomes from focus groups in the last year has been the decision to provide 25 hours a week extra mental health support as clients identified this was an area they really need further support. Another outcome from these meetings is a plan to have photographs of staff in the hostels to make it easier for clients to identify staff and recognise faces they can approach for support.

Fundraising and Publicity

The PR and Fundraising Team continue to seek new and inventive ways in which to reach out to the local community. The team attends a number of different networking events on a weekly, fortnightly and monthly basis to promote the charity, encourage support for events and engage with potential new supporters. At the forefront of the work is the necessity to secure 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 the different types of homelessness, the wide range of people the charity works with, the impact homelessness can have on people and that homelessness is something that doesn't just occur from one root cause but can be a result of a combination of things. One of the overarching messages we include in our talks and presentations is homelessness is something that 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 and Worthing Councils, West Sussex County Council, Sussex Police, Sussex Partnership NHS Trust and the Coastal Clinical Commissioning Group. WCHP are active contributors to the Adur and Worthing Homelessness Forum.

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 continues to be well used and serves as an information point and resource. The news and blog section of the site is regularly updated and maintained by the Social Media Apprentice and these articles are then linked to Facebook page to encourage through traffic.

During the year, 81 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. The newsletters provide more specific details on the work carried out in the projects and include informative articles around the issues of homelessness. The newsletters also provide a space to thank local businesses for their support and celebrate the achievements of our supporters and volunteers who work tirelessly to help us raise funds and awareness.

A variety of Fundraising Events were organised including the 3 Peaks Challenge, Sky Dive, Christmas Tree Festival and the annual sponsored Sleepout. We continue to seek new events to attract supporters of all ages / outlooks and to develop links in Littlehampton and Shoreham. We have events planned in both these areas for the coming financial year.

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 grateful this year to have secured a record amount of income for the Charity.

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We were very fortunate to be chosen as Lancing Business Park's Charity of the Year and were grateful for their support with organising their own events as well as attending the office organised events. We look forward to working together for a second year as we were successful in being nominated for their support again.

Over the 2015/16 financial year **£716,967** funding was secured from Trust and Statutory funders by the Fundraising Team.

The Team worked hard to raise funds for a capital appeal for the STAH annexe and are continuing to fundraise for the £140,000 shortfall.

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. Monthly prayer meetings across all denominations continue, although the team are always looking for new venues to hold these meetings; they form an important part of keeping churches up to date with our work as well as time for staff, volunteer and supporters to meet together to pray for the needs of the Charity.

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.

Going forward the Fundraising Team are working with a Trustee to create a pack for church home groups to use in order to raise awareness about the projects and encourage discussions about the issues of homelessness.

Volunteers

Volunteers continue to carry out a vital role within Worthing Churches Homeless Projects, helping to provide many of our front line services and this is very much appreciated by WCHP.

Over the year Volunteers contributed 18,815.5 hours (63.5% up on the previous year) to the Charity across all projects which has been calculated at a monetary value of £126,063.85 (based on the minimum wage of £6.70). The Volunteering roles include Retail Shop Assistants, food preparation, cooking, cleaning, gardening, van driver, bike mechanics, food collection, hairdressing, administrative duties, mentoring and much more. As well as a list of roles 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 211 Volunteers on our database.

In the past year a number of Volunteers have, with the support of WCHP, progressed to paid employment. 1 Volunteer found employment within WCHP. We have had 2 twelve week placements 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.

The Volunteering Policy has been rewritten and a Strategy has been developed to help improve and identify Volunteering roles within WCHP.

Retail and ReRide

Worthing Churches Homeless Projects have recently undergone a restructure of their retail arm. This has led to the planned closure of the shop in the Strand Parade and a reduction in staffing levels. As part of that restructure, the Charity hoped to retain its ReRide bike project as a Social Enterprise. Avenues were explored as to how to achieve this but it became apparent the costs were too high for the Charity.

Sadly, a decision has been made to close the Charity's bike recycling operation known as ReRide. This has been done with great regret as the project has developed a brilliant reputation and has been very innovative.

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We are grateful to all the staff and volunteers involved with the development of the project for their commitment and support. ReRide's tools and equipment have been transferred to the Durrington Community Bike Project to ensure its assets continue to provide local benefit to Worthing.

Financial Review

There was a surplus for the year of £93,902 (2015: £182,376). Income increased to £2,518,702 (2015: 2,085,493) due to a significant donation received, additional statutory grant funding for the Recovery project and the recognition of a £200k grant from Public Health England.

Expenditure increased to £2,424,800 (2015: £1,903,117) due to increased staff costs, property maintenance and depreciation.

Reserves Policy and Going Concern

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 monitor the situation using annual and 5 year cash flow forecasts to determine free reserves. The Trustees consider 3 times average monthly operating expenses to be the minimum level of cash reserves. At 31 March 2016, WCHP held cash reserves of £326k (£711k at 31 March 2015). The Charity aims to hold cash equivalent to 3 times the monthly operating expenses (£540k). The Trustees are aware of the lack of free reserves and have put in place a £330k loan facility with HSBC which may be drawn down in stages. Although currently undrawn, this facility should be considered as a cash equivalent when considering the reserves policy of the Charity. Part of this facility may be used in 2016-17 to fund the ongoing refurbishment of freehold properties.

The Charity believes that the relatively low level of cash reserves stated above is acceptable given the current low investment rate returns available for surplus funds. In addition, the Charity has a strong Fixed Asset base (Land and Buildings : over £3m at 31 March 2016, £2.5m at 31 March 2015) which is vital in providing good quality accommodation and services to our client group.

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 a Recovery House in Littlehampton which will begin to meet the need in that area around substance misuse.

We will continue to develop services within Adur, Worthing, Littlehampton and Horsham as our primary focus.

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.

We want to develop ourselves as a Systems Leadership Organisation. This means working in partnership with other agencies and organisations in the town to approach and try to make progress on complex problems through finding shared purpose across systems. Working in a more collective way helps individual organisations better understand each other, become aware of the issues each are facing and most importantly use this knowledge and the shared skills of the group to provide the best solutions.

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.

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Structure

There are currently 13 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

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 candidates. As a result 4 new Trustees joined us.

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.

Remuneration of Senior Management

All staff (including Senior Management) are subject to WCHP's Salary Policy which states that the pay structure seeks to pay evaluated rates to attract and retain employees with the skills and experience essential to deliver a diverse and complex range of services. What is reasonable will be defined by the economic circumstances of WCHP at the time of the pay review and following a market review against comparable organisations to ensure competitiveness.

In addition the policy states that changes to the Chief Executive salary must be agreed by the Chair of Trustees and the Finance Committee.

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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, likelihood of occurrence and identifying the means of mitigating the potential risk.

During the year, a total of six strategic risks were identified. Risks included items relating to Mission, Asset Management, Financial Viability and Business Continuity. The status of each risk is considered after assessing the progress of the Risk Action Plan in conjunction with a target date and risk owner. The Finance Sub-Committee is responsible for the review of the Risk Map 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. In Littlehampton our work with couples and families has increased. The opportunity to provide accommodation for couples and families is kept under review by the Trustees.

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

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.

Statement as to disclosure of information to auditors

So far as the trustees are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each trustee has taken all the steps that he ought to have taken as a trustee in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Statement as to disclosure to our auditors

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the company's auditor is unaware, and
- the trustees, having made enquiries of fellow trustees and the company's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a trustee in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by the board of trustees on11/7/2016.....

Signed on its behalf by:



Trustee

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 2016 set out on pages 15 to 31. 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 2016 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 Trustees' Report and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report.



**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: 11 July 2016

WORTHING CHURCHES HOMELESS PROJECTS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted Funds £	Designated funds £	Restricted funds £	Total 2016 £	Total 2015 £
Income						
Donations, grants and legacies	2	265,963	-	283,057	549,020	223,960
Charitable activities	3	1,412,947	-	360,149	1,773,096	1,673,376
Charity shop income	4	182,706	-	10,800	193,506	181,745
Investment income	5	3,080	-	-	3,080	6,412
Total income		1,864,696	-	654,006	2,518,702	2,085,493
Expenditure						
Raising funds						
Costs of generating donations, grants and legacies		166,738	-	-	166,738	155,657
Charity shop expenditure		248,156	-	10,800	258,956	238,822
		414,894	-	10,800	425,694	394,479
Charitable activities						
Short Term Assessment Hostel and Stepping Stones Projects		821,505	-	-	821,505	519,514
St Clare's day centre		239,713	-	194,219	433,932	369,691
Recovery project		520,049	-	13,534	533,583	463,408
Move-on project		33,681	-	-	33,681	29,406
Independent Houses		129,918	-	46,487	176,405	126,619
		1,744,866	-	254,240	1,999,106	1,508,638
Total expenditure		2,159,760	-	265,040	2,424,800	1,903,117
Net income/(expenditure) for the year		(295,064)	-	388,966	93,902	182,376
Transfers between funds	18/19	780,210	(225,000)	(555,210)	-	-
Net movement in funds		485,146	(225,000)	(166,244)	93,902	182,376
Fund balances at 1 April 2015		2,611,259	225,000	181,000	3,017,259	2,834,883
Fund balances at 31 March 2016		3,096,405	-	14,756	3,111,161	3,017,259

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 2016

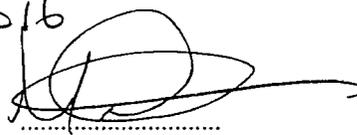
	Notes	£	2016 £	£	2015 £
Fixed assets					
Tangible assets	12		3,076,928		2,540,307
Current assets					
Debtors	13	100,510		108,787	
Cash at bank and in hand		326,070		710,714	
			<u>426,580</u>	<u>819,501</u>	
Liabilities					
Creditors: amounts falling due within one year	14	(186,905)		(116,009)	
			<u>239,675</u>		<u>703,492</u>
Net current assets					
			<u>3,316,603</u>		<u>3,243,799</u>
Total assets					
Creditors: amounts falling due after more than one year	16		(205,442)		(226,540)
			<u>3,111,161</u>		<u>3,017,259</u>
Total net assets					
The funds of the charity:					
Restricted funds	18		14,756		181,000
Unrestricted funds:					
Designated funds	19		-		225,000
Other charitable funds			3,096,405		2,611,259
			<u>3,111,161</u>		<u>3,017,259</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 constitute the annual accounts required by the Companies Act 2006 and are for circulation to the members of the charity. The notes on pages 16 to 29 form part of these accounts.

The accounts were approved by the Board on 11/7/2016



L Rockall (Chair)
Trustee



M Hodson
Trustee

Company Registration No. 2708334

WORTHING CHURCHES HOMELESS PROJECTS

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2016

		2016		2015	
	Notes	£	£	£	£
<i>Net cash inflow from operating activities</i>	25		426,054		230,653
Cash flows from investing activities:					
Investments interest	5	3,080		6,412	
Purchase of tangible fixed assets	12	(792,680)		(34,272)	
<i>Net cash provided by (used in) investing activities</i>			(789,600)		(27,860)
Cash flows from financing activities:					
Repayments of borrowing			(21,098)		(20,742)
Change in cash and cash equivalents in the year			(384,644)		182,051
Cash and cash equivalents at the beginning of the year			710,714		528,663
Cash and cash equivalents at the end of the year			326,070		710,714

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies

1.1 Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Worthing Churches Homeless Projects meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Worthing Churches Homeless Projects ability to continue as a going concern.

1.2 Reconciliation with previous Generally Accepted Accounting Principles

In preparing the accounts the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS102 the restatement of comparative items was required. No material restatement of comparative items was required.

1.3 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 probability over receipt of the income. Legacies are recognised when entitlement, measurement and probability 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.

1.4 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.

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

1 **Accounting Policies** (continued)

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.

1.5 **Tangible fixed assets and depreciation**

Tangible fixed assets other than freehold land and buildings 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 £779,048 (2015: £683,696) is not depreciated
Freehold buildings 2% Straight line
Motor vehicles 25% straight line

Buildings are recorded within the financial statements at their market value.

The charity only capitalises major capital expenditure relating to the construction or extensive refurbishment of property and the purchase of vehicles.

1.6 **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.

1.7 **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 and is allocated to the activity to which it relates.

1.8 **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.

1.9 **Fund accounting**

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.

Further explanations of the nature and purpose of each fund are included in the notes to the financial statements.

1.10 **Financial Instruments**

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.11 **Donated goods and services**

Donated goods and services have not been recognised in these financial statements as it is not practicable to do so as the cost outweighs the benefit.

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

2 Donations, grants and legacies

	Unrestricted Funds £	Restricted funds £	Total 2016 £	Total 2015 £
Donations and gifts	178,955	134,710	313,665	149,415
Legacies receivable	46,455	-	46,455	5,980
Grants receivable for core activities	40,553	148,347	188,900	68,565
	<u>265,963</u>	<u>283,057</u>	<u>549,020</u>	<u>223,960</u>
Donations and gifts				
Unrestricted funds:				
Individual, community and fundraising donations			98,114	93,610
Gift Aid			14,887	13,656
Events			65,954	42,149
			<u>178,955</u>	<u>149,415</u>
Restricted funds:				
Donations			109,710	-
Gift Aid			25,000	-
			<u>134,710</u>	<u>-</u>
Grants receivable for core activities				
Unrestricted funds:				
Fisherbeck Charitable Trust			30,000	30,000
Other Grants			10,553	6,561
			<u>40,553</u>	<u>36,561</u>
Restricted funds:				
The Seedbed Christian Community Trust Limited			6,660	5,000
CRISIS			20,000	18,333
The Pilgrim Trust			-	8,671
SHORE			68,620	-
Henry Smith			13,567	-
Beatrice Laing Foundation			5,000	-
The Clothworkers Foundation			30,000	-
Help the Homeless			2,000	-
Cecil Rosen			2,500	-
			<u>148,347</u>	<u>32,004</u>

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

3 Incoming resources from charitable activities

	Activity	Unrestricted funds	Restricted funds	Total 2016	Total 2015
		£	£	£	£
Housing Benefit	STAH/SSP	337,625	-	337,625	280,814
WSCC Housing Support		283,850	-	283,850	283,074
Client and other rents		32,177	-	32,177	31,269
Capital grants		-	-	-	181,000
Other income		307	-	307	68
Total Short Term Assessment Hostel (STAH) and Stepping Stones Project (SSP)		653,959	-	653,959	776,225
WSCC Housing Support	St Clare's day centre	-	-	-	19,960
Breakfasts		594	-	594	1,785
Grants		137,596	-	137,596	151,991
The Big Lottery funding		-	160,149	160,149	157,381
Other income		5,439	-	5,439	11,840
Total St Clare's Day Centre (SCDC)		143,629	160,149	303,778	342,957
Housing Benefit	Recovery project	270,273	-	270,273	252,158
Capital grants		-	200,000	200,000	-
Grants		3,970	-	3,970	-
Client and other rents		22,530	-	22,530	18,347
DAAT funding		161,671	-	161,671	130,000
Other income		4,087	-	4,087	10,695
Total Recovery Project (RP)		462,531	200,000	662,531	411,200
Housing Benefit	Move-on project	25,102	-	25,102	27,989
Client and other rents		11,518	-	11,518	6,564
Other income		104	-	104	-
Total Move-on project (MOP)		36,724	-	36,724	34,553
Housing Benefit	Independent Houses	51,534	-	51,534	35,623
Client and other rents		59,257	-	59,257	70,144
Other income		5,313	-	5,313	2,674
Total Independent Houses		116,104	-	116,104	108,441
Total incoming resources from charitable activities		1,412,947	360,149	1,773,096	1,673,376

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

4 Shop Income

	Total	Total
	2016	2015
	£	£
Shop Montague Street	44,925	47,792
Shop The Strand	43,047	37,749
Retail Littlehampton	60,740	46,619
Retail Bikes	26,232	13,688
Retail Unit	7,762	14,016
Grants	10,800	21,881
	<hr/> 193,506	<hr/> 181,745

5 Investment Income

All investment income for £3,080 (2015: £6,412) arises from money held in interest bearing deposit accounts.

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2016 £	Total 2015 £
Costs of raising funds					
Costs of generating donations, grants and legacies	131,252	-	35,486	166,738	155,657
Charity shop expenditure	144,514	-	114,442	258,956	238,822
Total costs of raising funds	275,766	-	149,928	425,694	394,479
Charitable activities					
<u>Short term Assessment Hostel and Stepping Stones Project</u>					
Activities undertaken directly	343,348	217,525	154,091	714,964	420,583
Support costs	75,492	-	31,049	106,541	98,931
Total	418,840	217,525	185,140	821,505	519,514
<u>St Clare's day centre</u>					
Activities undertaken directly	263,267	3,959	113,435	380,661	320,224
Support costs	37,746	-	15,525	53,271	49,467
Total	301,013	3,959	128,960	433,932	369,691
<u>Recovery project</u>					
Activities undertaken directly	356,537	10,500	94,631	461,668	396,629
Support costs	50,957	-	20,958	71,915	66,779
Total	407,494	10,500	115,589	533,583	463,408
<u>Move-on project</u>					
Activities undertaken directly	4,619	-	21,071	25,690	21,986
Support costs	5,662	-	2,329	7,991	7,420
Total	10,281	-	23,400	33,681	29,406
<u>Independent Houses</u>					
Activities undertaken directly	19,220	24,075	106,475	149,770	101,887
Support costs	18,873	-	7,762	26,635	24,732
Total	38,093	24,075	114,237	176,405	126,619
Total charitable activities	1,175,721	256,059	567,326	1,999,106	1,508,638
Total resources expended	1,451,487	256,059	717,254	2,424,800	1,903,117

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

7 Analysis of support costs and governance costs

	2016	2015
	£	£
Training and recruitment	3,794	4,768
Travel	790	459
Insurance	4,694	2,323
Telephone	3,702	3,734
Office, IT and stationery	16,558	17,415
Utilities, rent and rates	7,511	431
Bank charges and loan interest	10,033	9,003
Legal and professional	14,532	7,185
Repairs and maintenance	2,628	1,380
Subscriptions	1,127	1,176
Governance	7,249	7,343
Other	5,005	9,178
	<hr/>	<hr/>
	77,623	64,395
	<hr/> <hr/>	<hr/> <hr/>
Governance Analysis		
Audit fees	7,000	7,000
Other	249	343
	<hr/>	<hr/>
	7,249	7,343
	<hr/> <hr/>	<hr/> <hr/>

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

8 Statement of financial activities comparative funds – year ended 31 March 2015

	Notes	Unrestricted Funds £	Designated funds £	Restricted funds £	Total 2015 £	Total 2014 £
Income						
Donations, grants and legacies	2	191,956	-	32,004	223,960	267,697
Charitable activities	3	1,314,995	-	358,381	1,673,376	1,101,273
Charity shop income	4	181,745	-	-	181,745	121,695
Investment income	5	6,412	-	-	6,412	5,272
Total income		1,695,108	-	390,385	2,085,493	1,495,937
Expenditure						
Raising funds						
Costs of generating donations, grants and legacies		155,657	-	-	155,657	147,492
Charity shop expenditure		238,822	-	-	238,822	154,452
		394,479	-	-	394,479	301,944
Charitable activities						
Short Term Assessment Hostel and Stepping Stones Projects		519,514	-	-	519,514	395,264
St Clare's day centre		159,162	-	210,529	369,691	282,945
Recovery project		463,408	-	-	463,408	479,457
Move-on project		28,686	720	-	29,406	30,093
Independent Houses		126,619	-	-	126,619	98,867
		1,297,389	720	210,529	1,508,638	1,286,626
Total expenditure		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

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

9 Trustees

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

10 Employees

Number of employees

	2016	2015
	Number	Number
The average monthly number of employees during the year was	65	53

Employment costs

	2016	2015
	£	£
Wages and salaries	1,327,071	1,139,799
National Insurance costs	107,251	92,819
Other pension costs	17,165	6,573
	1,451,487	1,239,191

See note 6 for allocation of staff salaries across charity operations.

There were no employees whose annual remuneration (including taxable benefits but excluding employer pension contributions) was £60,000 or more.

The key management personnel of the charity comprise the trustees, the Chief Executive and the Finance Manager. The total employee benefits of key management personnel of the charity were £100,625 (2015: £97,706).

11 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 2016

12 Tangible fixed assets

	Land and buildings	Motor vehicles	Total
	£	£	£
Cost			
At 1 April 2015	2,945,480	9,594	2,955,074
Additions	792,680	-	792,680
At 31 March 2016	3,738,160	9,594	3,747,754
Depreciation			
At 1 April 2015	405,173	9,594	414,767
Charge for the year	256,059	-	256,059
At 31 March 2016	661,232	9,594	670,826
Net book value			
At 31 March 2016	3,076,928	-	3,076,928
At 31 March 2015	2,540,307	-	2,540,307

Included within land and buildings depreciation charges for the year is an impairment of the Byron Road annexe amounting to £209,743 (2015: £nil). The impairment represents the difference between the cost of the building and its market value based on normal residential usage at the balance sheet date.

13 Debtors	2016	2015
	£	£
Trade debtors	56,261	88,049
Other debtors	44,249	3,077
Prepayments and accrued income	-	17,661
	100,510	108,787
14 Creditors: amounts falling due within one year	2016	2015
	£	£
Bank loans	20,951	20,591
Trade creditors	20,230	18,265
Taxes and social security costs	29,560	25,026
Other creditors	7,241	6,761
Accruals	94,167	7,000
Deferred income	14,756	38,366
	186,905	116,009

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

15 Deferred income

Deferred income comprises grants and contract income received in advance.

	£
Balance at 1 April 2015	38,366
Amount released to income earned from charitable activities	(38,366)
Amount deferred in year	14,756
	<hr/>
Balance as at 31 March 2016	14,756
	<hr/> <hr/>

16 Creditors: amounts falling due after more than one year

	2016	2015
	£	£
Bank loans	205,442	226,540
	<hr/>	<hr/>
Analysis of loans		
Wholly repayable	226,393	247,131
Included in current liabilities	(20,951)	(20,591)
	<hr/>	<hr/>
	205,442	226,540
	<hr/> <hr/>	<hr/> <hr/>
Loan maturity analysis		
Debt due in one year or less	20,951	20,591
In more than one year but not more than two years	21,318	20,951
In more than two years but not more than five years	66,218	65,079
In more than five years	117,906	140,510
	<hr/>	<hr/>
	226,393	247,131
	<hr/> <hr/>	<hr/> <hr/>

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.

The bank loan is repayable over a 20 year term at an interest rate 1.25% above base rate. Interest paid in the year on loans amounted to £4,185 (2015: £4,535).

17 Pension and other post-retirement benefit commitments

Defined contribution

Contributions outstanding at the year end amounted to £2,969 (2015: £1,217).

	2016	2015
	£	£
Contributions payable by the company for the year	17,165	6,573
	<hr/>	<hr/>

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

18 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:

	Movement in funds				Balance at 31 March 2016
	Balance at 1 April 2015	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Byron Road Annexe	-	174,210	-	(174,210)	-
Retail Bikes	-	10,800	(10,800)	-	-
The Big Lottery Fund	-	160,149	(158,149)	-	2,000
Henry Smith Charity	-	13,567	(13,534)	-	33
CRISIS	-	20,000	(20,000)	-	-
Horsham Caseworker	-	6,667	(6,667)	-	-
The Seedbed Christian Community Trust Limited	-	6,660	(3,340)	-	3,320
Public Health England Oxford Road Grant	-	200,000	-	(200,000)	-
Public Health England Annexe Grant	181,000	-	-	(181,000)	-
SHORE	-	61,953	(52,550)	-	9,403
	<u>181,000</u>	<u>654,006</u>	<u>(265,040)</u>	<u>(555,210)</u>	<u>14,756</u>

Retail Bike – This includes income received from a number of organisations as support for the bike project.

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

Henry Smith Charity – To provide funding for a Substance Misuse Social Work Co-ordinator at the Recovery Project.

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).

Horsham Caseworker - To provide rough sleeper support in Horsham.

Seedbed Christian Community Trust Limited – 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 Oxford House Grant – To assist in the purchase of a property in Worthing for clients to live in a shared abstinence based environment.

Public Health England Annexe Grant – To assist in the construction of an annexe comprising of 6 self-contained units.

SHORE – Support of single homeless people in Sussex.

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

19 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 2015	Incoming resources	Movement in funds Resources expended	Transfers	Balance at 31 March 2016
	£	£	£	£	£
Strategic Project Development	225,000	-	-	(225,000)	-

Strategic Project Development - funds set aside in order to continue to develop facilities and to meet the challenges of increasing homelessness. The fund was fully utilised during the year towards the Byron Road Annexe property development.

20 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 March 2016 are represented by:				
Tangible fixed assets	3,076,928	-	-	3,076,928
Current assets	411,824	-	14,756	426,580
Creditors: amounts falling due within one year	(186,905)	-	-	(186,905)
Creditors: amounts falling due after more than one year	(205,442)	-	-	(205,442)
	<u>3,096,405</u>	<u>-</u>	<u>14,756</u>	<u>3,111,161</u>

WORTHING CHURCHES HOMELESS PROJECTS

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

21 Commitments under operating leases

At 31 March 2016 the company had total commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2016	2015
	£	£
Expiry date:		
Within one year	14,400	-
Between two and five years	142,205	219,240
	<u>156,605</u>	<u>219,240</u>

Lease payments recognised as an expense in the period amounted to £62,635 (2015: 62,635).

22 Capital commitments

At the year end the charity had a capital commitment of £228,452 (2015: £443,304) in relation to a signed contract to refurbish 13 Grafton Road, Worthing.

23 Control

The charity is under the control of the Trustees.

24 Related party transactions

There were no related party transactions during the year other than with key management personnel as detailed in note 10.

25 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2016	2015
	£	£
Net income/(expenditure) for the reporting period	93,902	182,376
Adjustments for:		
Depreciation of tangible fixed assets	256,059	46,916
Investment interest	(3,080)	(6,412)
Increase/(Decrease) in creditors	8,277	43,467
(Increase)/decrease in debtors	70,896	(35,694)
Net cash (outflow)/inflow from operating activities	<u>426,054</u>	<u>230,653</u>