

# Shelter Housing Advice and Research Project (Leicester)

England & Wales · Charity number 1000515

## Details

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Other names	SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER) ALSO KNOWN AS SHARP
Status	Registered
Legal form	Charitable company
Company number	<a href="#">02516047</a>
Registered	1990-10-04
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	S.h.a.r.p. (Leicester) 13 Welford Road Leicester LE2 7AD
Phone	01162546064
Email	<a href="mailto:info@leicestershelter.org.uk">info@leicestershelter.org.uk</a>
Website	<a href="http://www.leicestershelter.org.uk">www.leicestershelter.org.uk</a>

## Activities

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**Objects:** A) TO PREVENT AND RELIEVE HARDSHIP AND DISTRESS AMONG PERSONS WHO ARE HOMELESS AND/OR LIVING IN ADVERSE HOUSING CONDITIONS B) TO PROMOTE RESEARCH ABOUT HOUSING CONDITIONS, HOUSING PROBLEMS AND THE CIRCUMSTANCES OF PERSONS WHO ARE HOMELESS AND THE DISSEMINATION OF THE USEFUL RESULTS OF SUCH RESEARCH C) TO ADVANCE SUPPORT AND PROMOTE THE CHARITABLE WORK OF SHELTER (THE NATIONAL CAMPAIGN FOR THE HOMELESS) AND D) GENERALLY TO ADVANCE EDUCATION, RELIEVE POVERTY AND FURTHER OTHER CHARITABLE PURPOSES BENEFICIAL TO THE COMMUNITY

**Activities:** To prevent and relieve hardship and distress amongst persons who are (or who have been) homeless; living in adverse housing conditions; unemployed; and/or experiencing social exclusion and to provide to such persons support appropriate to their needs.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** General Charitable Purposes, Education/training, The Prevention Or Relief Of Poverty, Accommodation/housing, Economic/community Development/employment
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

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- **Area of benefit:** LEICESTERSHIRE, DERBYSHIRE, LINCOLNSHIRE, NORTHAMPTONSHIRE
- Derby City
- Derbyshire
- Leicester City
- Leicestershire
- Lincolnshire
- Northamptonshire
- Nottingham City
- Nottinghamshire
- Rutland

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£146,232	£140,565	-	-
2024-03-31	£121,972	£134,152	-	-
2023-03-31	£138,299	£146,867	-	-
2022-03-31	£158,515	£158,023	-	-
2021-03-31	£167,666	£153,585	-	-

## Trustees

Name	Role	Appointed
<b>FRAZER RODERIC CALDER ROBSON</b>	Chair	
Andrew John Morley		2016-04-15
David John Brazier MCIH		2025-11-11
Dr Laura Jane Hancox		2024-02-26
Feroza Narma		2024-05-28
Hina Thakrar		2025-11-11
<b>JANE TAYLOR</b>		
Junaid Vindhani		2019-11-27
Kaseem Chaudry		2019-11-27
Margaret Gillian Robinson		2024-03-29

**Shelter Housing Advice and Research Project (Leicester)**

England & Wales - Charity number 1000515

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# Accounts

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**Company registration number 02516047 (England and Wales)**

**Charity registration number 1000515 (England and Wales)**

**SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2025**

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Frazer Robson Jane Taylor Andrew Morley Kaseem Chaudry Junaid Rafiq Vindhani Laura Hancox Margaret Robinson Feroza Narma	(Appointed 28 May 2024)
<b>Secretary</b>	David Brazier	
<b>Senior Management</b>	David Brazier Mara Forana	Executive Adviser Senior Case Worker & Project Lead
<b>Country of Incorporation</b>	United Kingdom (England and Wales)	02516047
<b>Charity registration</b>	England and Wales	1000515
<b>Principal address</b>	13 Welford Road Leicester LE2 7AD	
<b>Registered office</b>	13 Welford Road Leicester LE2 7AD	
<b>Independent examiner</b>	Thomas Mayfield BA FCA Mayfield & Co (Accountants) Ltd 2 Merus Court Meridian Business Park Leicester LE19 1RJ	
<b>Bankers</b>	HSBC Bank 2 TO 6 Gallowtree Gate Leicester LE1 1DA	
<b>Solicitors</b>	Knights Plc 34 Pocklington Walk Leicester LE1 6BU	

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# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

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# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2025**

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The trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives and activities**

The objects of the charity, principal activities and organisation of our work:

The objects of SHARP are as follows:

- a. To prevent and relieve hardship and distress among persons who are homeless and/or living in adverse housing conditions.
- b. To promote research about housing conditions, housing problems and the circumstances of persons who are homeless and/or living in adverse housing conditions, and the dissemination of the useful results of such research.
- c. As long as Shelter (National Campaign for the Homeless) remains established for charitable purposes under the Law of England and Wales, to advance, support and promote the charitable work thereof.
- d. Generally to advance education, relieve poverty and further other charitable purposes beneficial to the community.

SHARP's vision is that every person will have a decent, safe and affordable place to live.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

The Shelter Housing Advice and Research Project (Leicester), known as SHARP, was established as an independent charitable trust by members of the Leicester Shelter Group in 1974. It was incorporated as a company limited by guarantee in 1990. 2024 was therefore our 50th anniversary year. This in itself is a very considerable achievement. 20 years ago, there were Independent Housing Advice Centres operating in Brighton, Derby, Gloucester, Kirklees, Leicester, Oxford, North Yorkshire, Nottingham, and Taunton. Despite the increase in housing need in the intervening period only Brighton, Kirklees and Leicester have been able to sustain themselves. We are very proud of the continuous service we have been able to provide to the people of Leicester, Leicestershire, and Rutland for over 50 years.

In working towards its objects SHARP undertakes three main types of activity.

First and foremost, we provide housing advice to people who are homeless or poorly housed. This includes the provision of information, advice, practical assistance, and advocacy to persons in need. This service is designed to prevent people from becoming homeless. If this is not possible, we aim to help people to find another home. Since October 2013 we have recorded and monitored this activity using a web-based casework management programme called 'Advice-Pro'. This programme has been designed by Advice UK, the national umbrella body for advice service providers. SHARP is a member of Advice UK. 'Advice-Pro' is regularly updated and is fully compliant with the requirements of the General Data Protection Regulations.

During the course of 2024/25 we were able to provide this service to 607 new clients. In the previous year we were able to provide our service to 565 new clients. This modest increase of just over 7% in the number of new clients we were able to help reflects the continuity of the services we are able to provide.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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New clients seen in 2024/25 continued to present a range of all too familiar Housing Problems. Such problems as Eviction; Homelessness; Overcrowding; Disrepair; Relationship Breakdown (including far too many instances of Domestic Violence); and all types of Housing Problem related to low income and ill-health. The higher prevalence of mental ill-health noted in our Annual Report for 2022 has continued ever since.

Appreciating the scale of the problem related to mental ill-health in early 2021 SHARP sought additional funding to try to address this need. Fortunately, our application to the Carlton Hayes Mental Health charity was successful. In November 2021, our new part-time Mental Health Support Worker commenced work with our clients. This post was funded for two years. Unfortunately, this funding was not renewed. However, despite this disappointment, SHARP has been able to secure ongoing mental health support for our clients.

This support is now being provided by arrangement with The Olive Trust, another Leicester based charity (registered charity number 1181558). Furthermore, the transfer of service provision was seamless. The mental health support worker employed by SHARP until November 2023 was employed by the Olive Trust in the same role and with the same client group with effect from December 2023. It helps of course to facilitate this partnership that the two charities have some trustees in common.

The case-studies below illustrate the kind of appalling housing conditions that SHARP clients all too often experience.

#### **Ms. Reed**

*Ms Reed was a woman with 3 children aged 17, 15 & 7. The family were private renting. The 17 year old had an e-scooter, which he left to charge overnight in the hallway. During the night a huge fire broke out which caused extensive damage to the property. Fortunately, the family were not hurt. The family contacted the council for help with temporary accommodation, to be told that the landlord should have a 'Rent to Buy' insurance policy that included help with temporary housing costs, so the landlord should temporarily re-house them. It transpired that the landlord did not have insurance. The family contacted SHARP to explain the above circumstances and seek assistance. After a lot of discussions and insistence by SHARP upon the council's legal obligations, the family were housed in temporary accommodation.*

#### **Mr. Cleverly**

*Mr Cleverly was a 32-year-old man who was street homeless. He had a serious illness – cardiomegaly (an enlarged heart), which could lead to heart failure, stroke, or sudden death, he was also Bi-Polar and epileptic. He had been sleeping on the streets for over 2 years having lost 3 tenancies. The Council concerned insisted he was intentionally homeless because of the previous tenancies and arrears on two of those properties. SHARP referred the client to Adult Social Care for an assessment, and this was completed. The client was found to be both mentally and physically very poorly. He was eventually rehoused in supported accommodation. Having checked on his progress, 2 months after moving into his property, the client was managing really well, was now on all the appropriate medication and his Bi-Polar and epilepsy were now under control.*

Please note that in these case-studies the name of the client has been changed.

Secondly, SHARP provides free information about homelessness, housing conditions, and the work of SHARP to members of the public. For example, we can give short presentations concerning homelessness to various church and community groups and offer training sessions to local agencies. Furthermore, with the assistance of volunteers, SHARP has, for example, continued to provide up to date information about a wide variety of topics. Including lists of Hostels, Housing Associations, Private Rented Sector Landlords, and places where food can be obtained free of charge by homeless people. 2024/25 saw continuing improvements in both the quantity and quality of the information available on our website see:- <https://www.leicestershelter.org.uk/>. We have also established a much greater presence on TikTok, and on X (formerly Twitter) using Social Media to disseminate information about SHARP and indeed about homelessness more generally. For example, our post on TikTok about how to prevent mould and damp has been viewed on over 3000 occasions.

Thirdly, SHARP has been funded by the National Lottery Community Fund to develop a volunteer cohort, supporting people, many of whom are ex-service users, to learn life and vocational skills. This has the dual benefit of increasing the volume of the work that SHARP can do, whilst simultaneously improving the confidence and employability of many of its volunteers. This programme commenced in August 2019, was suspended during the 'lockdown' and recommenced in June 2021. Since the start of this programme, we have worked with 80 volunteers, at least 28 of whom have gone on to find paid employment.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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### **SHARP Volunteering Case study – Ms Amos**

*Ms Amos joined SHARP after being out of employment for six years, due to childcare responsibilities. She faced mobility challenges and was trying to manage her borderline personality disorder, both of which significantly impacted her daily life. Despite actively applying for jobs, she rarely received interview invitations. Ms Amos had limited administrative experience, having previously worked in a funeral home. We began working together to build and enhance her skills, and she gradually started making progress. She also successfully conducted client feedback calls, which further developed her confidence and communication abilities. As we moved on to job search strategies and interview preparation, we observed that she had difficulty staying focused during responses—often veering off topic. To address this, we practiced structured answering techniques, emphasizing clarity and relevance. Together, we created a reference sheet outlining her key skills, strengths, and challenging tasks she had overcome to help her stay focused during interviews. By Week 5, Ms Amos was invited to an interview at a local bookmakers. We conducted mock interviews in preparation, and her performance had significantly improved. She reported feeling much more confident, crediting the reference sheet as a helpful tool for staying on track. Her hard work paid off—she was offered the post.*

Please note that in this case-study the name of the volunteer has been changed.

In October 2018, the Bishop of Leicester, the Right Reverend Martyn Snow, and Sir Peter Soulsby Leicester's City Mayor launched a Homelessness Charter for Leicester. The Charter brought together a wide range of local people & organisations determined to bring homelessness and in particular street homelessness in Leicester to an end. SHARP was one of the original signatories to the Charter. We work cooperatively with a wide range of other local charities and organisations to fulfil the ambitions set out in the Charter which we continue to fully support. Our work with the Olive Trust (described earlier) is an excellent example of how such cooperation can be of benefit to homeless and poorly housed people.

SHARP, in addition to its volunteers, employs staff to provide the above services. In 2024/25 there were an average of 4 full-time equivalent paid staff. As of 31 March 2025, there were two full-time members of staff - Mara Forana (Housing Advice Specialist Caseworker and Project Leader) , and Deepa Bhogal (Caseworker and Volunteer Coordinator). And two part-time members of staff – Yasin Koya (Administrator Receptionist), and David Brazier (Executive Advisor), The Trustee Board wishes to thank all SHARP's volunteers and paid members of staff. They have worked tirelessly throughout the year to deliver our services.

The Trustee Board meets monthly to monitor the work of the project and to set its overall policies. There is a subcommittee that deals with Fundraising and Communications. And occasionally another sub-committee may be formed for a specific purpose, e.g., recruitment of staff.

#### **Public Benefit**

We have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives, and in planning our future activities.

The charity believes it has provided a public benefit during the year through the areas outlined in the section of this Report headed Achievements and performance.

As, trustees we take our charitable role very seriously and the charity works hard to make sure that it provides charitable services that are socially inclusive.

#### **Financial review**

The Board of Trustees recognises we are continuing to operate in very challenging times with 'austerity' resulting in reductions of local authority expenditure of about 40%. These financial constraints impact significantly upon a charity such as ourselves who work with some of the most economically disadvantaged members of society.

The statement of financial activities (on Page 9) shows a total income of £146,232 and expenditure of £140,565. This results in a surplus for the year of £5,667. We started the year with fund balances of £46,104 and the surplus for the year of £5,667 after all charitable activities had been financed, leaves fund balances carried forward of £51,771. These are comprised of unrestricted funds amounting to £44,761 and restricted funds of £7,010.

# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2025**

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For SHARP, from a purely financial perspective 2024/25 was a year of modest gains. During most of 2024/25 we were relying upon our National Lottery Community Fund 5-year grant of £399,999, donations of almost £38,000, and earned income of about £31,000. These latter income items total almost £69,000 including our regular donors, gift-aid, our Christmas Appeal, small grants, legacies, and the sale of services to other not-for-profit organisations. Such diversity of income is most welcome but remains too low to sustain SHARP without the vital support SHARP receives from the National Lottery Community Fund.

We would like to thank the National Lottery Community Fund, the Edith Murphy Foundation, the Leicester Social Economy Consortium and all our other supporters for their financial help over the year.

#### **Reserves Policy**

The Trustees have given some thought as to what level of reserves is appropriate for a charity such as SHARP. The charity had closing reserves of £51,771 as at the 31 March 2025 a modest increase from the figure at the end of the previous year. As a result, the Charity still has sufficient unrestricted funds to act as a contingency reserve equivalent to almost four month's expenditure, for use to cover the work of the charity in the event that other funding should cease. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities whilst consideration is given to ways in which savings can be achieved or additional funds raised.

#### **Principal funding sources**

The charity considers itself to be extremely fortunate to have received considerable financial and other support from a large number of funders, trusts, organisations, and individuals. The following noted contributors' have been really important to the charity's work, and we wish to thank them for their contributions.

#### **Major Funders**

National Lottery Community Fund

Leicester Social Economy Consortium Ltd

#### **Charitable Trusts**

The Edith Murphy Foundation

Florence Turner Charitable Trust

The Archer Trust

The Charities Trust

The J R Corah Foundation

The Olive Trust

#### **Individuals**

Helen Ingall

Mrs M Knott

Rev A L Lattimore

Ms R.E.Marshall

Noel Oldershaw

Daniel Smith

Dr Andrew Teuten

Gill Taylor

# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2025**

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### **Housing Associations**

EMH Housing Association

Nottingham Community H A

Orbit Housing Association

Riverside Housing Association

Platform Housing Association

### **Churches**

Christ Gospel Church

St Mary's Church, Barkby

Blessed Sacrament Church & St Peter

Sacred Heart and St Margarets

Market Harborough Anglicans

All Saints Church, Sapcote

Enderby Parish Church

St Nicholas Church, Mowsley

Leicester All Nations Church

Blaby Congregational Church

Bardon Hill PCC

Saffron Lane URC

Great Glen Methodist Church

Harborough Congregational Ch

St Andrews, Carlton PCC

Holy Trinity, Ashby, PCC

Christchurch, Clarendon Park

St Mary's Church, Anstey

St Mary's, Quenilborough

St Bartholomew's Church

All Saints, Dunton Bassett

St Peter's Church Claybrooke

South Wigston URC

St Michels & All Angels, Thurm

St Mary's PCC Bruntingthorpe

Churches Together in Leicestershire

Leicester Cathedral

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# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2025**

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Leicester Quaker Meeting House

Our Lady of Victories Church, Lutterworth

St Edwards House, Aylestone

Stuart Court Chapel, Kibworth

Westcotes URC

Wigston URC

#### **Other Organisations**

DSC Regen Limited

Earl Shilton Building Society

Hormann (UK) Ltd

Leicester Charity Link

NEXT Holdings Ltd

Vicar's Relief Fund, St Martin-in-the-Fields

Wyggestons Hospital

And many, many, many more

#### **Risk Management**

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

#### **Plans for future periods**

The trustees were pleased to announce in last year's Annual Report that on 5th March 2024, the charity secured funding of £399,000 from the National Lottery Community Fund. This funding is for a 5-year project that started in June 2024. The project is called the SHARP Homelessness Prevention and Support Project, a project intended to support 350 unique individuals and 450 unique families. The total cost of the project including the grant from the NLCF is £555,823. The additional 'matched funding' of approximately £155,824 has been pledged to SHARP by Leicester Social Economy Consortium Ltd over a 5-year period. It is intended that this project will have a major impact on many people's lives.

#### **Structure, governance and management**

The charity is constituted as a company limited by guarantee, number 02516047 and is therefore governed by its Memorandum and Articles of Association, as amended by special resolution dated 23rd August 1990. SHARP was initially established as a charitable trust in 1974 and was subsequently incorporated as a company limited by guarantee in 1990.

SHARP's vision is that every person will have a decent, safe and affordable place to live. We believe that a home is a basic human right that could and should be available to everyone.

The charity is organised so that Trustees meet regularly ten times each year to manage its affairs. The paid staff, as directed by the Trustee Board, are responsible for the day-to-day administration of the charity and the delivery of its services.

# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2025**

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The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Frazer Robson

Jane Taylor

Andrew Morley

Kaseem Chaudry

Junaïd Rafiq Vindhani

Laura Hancox

Margaret Robinson

Feroza Narma

(Appointed 28 May 2024)

The Trustees/Directors are elected by majority vote at the Annual General Meeting. Their period of office ends at the following Annual General Meeting when they are eligible to stand for re-election.

No Director/Trustee received any remuneration for services or expenses as a Director/ Trustee.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees report was approved by the Board of Trustees.



Frazer Robson

Trustee

25 November 2025

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

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I report to the trustees on my examination of the financial statements of Shelter Housing Advice and Research Project (Leicester) Ltd (the charity) for the year ended 31 March 2025.

#### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



**Thomas Mayfield BA FCA**  
Mayfield & Co (Accountants) Ltd

2 Merus Court  
Meridian Business Park  
Leicester  
LE19 1RJ

25 November 2025

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
<b>Income from:</b>							
Donations and legacies	3	37,767	76,864	114,631	27,532	70,242	97,774
Other trading activities	4	31,138	-	31,138	23,940	-	23,940
Investments	5	463	-	463	258	-	258
<b>Total income</b>		<b>69,368</b>	<b>76,864</b>	<b>146,232</b>	<b>51,730</b>	<b>70,242</b>	<b>121,972</b>
<b>Expenditure on:</b>							
Charitable activities	6	70,711	69,854	140,565	49,630	84,522	134,152
<b>Total expenditure</b>		<b>70,711</b>	<b>69,854</b>	<b>140,565</b>	<b>49,630</b>	<b>84,522</b>	<b>134,152</b>
<b>Net income/(expenditure)</b>		<b>(1,343)</b>	<b>7,010</b>	<b>5,667</b>	<b>2,100</b>	<b>(14,280)</b>	<b>(12,180)</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>(6,826)</b>	<b>6,826</b>	<b>-</b>
<b>Net movement in funds</b>	8	<b>(1,343)</b>	<b>7,010</b>	<b>5,667</b>	<b>(4,726)</b>	<b>(7,454)</b>	<b>(12,180)</b>
<b>Reconciliation of funds:</b>							
Fund balances at 1 April 2024		46,104	-	46,104	50,830	7,454	58,284
<b>Fund balances at 31 March 2025</b>		<b>44,761</b>	<b>7,010</b>	<b>51,771</b>	<b>46,104</b>	<b>-</b>	<b>46,104</b>

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

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
<b>Current assets</b>					
Debtors	12	84,185		84,792	
Cash at bank and in hand		28,149		21,565	
		<u>112,334</u>		<u>106,357</u>	
<b>Creditors: amounts falling due within one year</b>	13	(10,563)		(10,253)	
<b>Net current assets</b>			101,771		96,104
<b>Creditors: amounts falling due after more than one year</b>	14		(50,000)		(50,000)
<b>Net assets</b>			<u>51,771</u>		<u>46,104</u>
<b>The funds of the charity</b>					
Restricted Income funds	16		7,010		
Unrestricted funds	17		44,761		46,104
			<u>51,771</u>		<u>46,104</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 25 November 2025

Andrew Morley  
Trustee



# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2025

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#### 1 Accounting policies

##### Charity Information

Shelter Housing Advice and Research Project (Leicester) Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 13 Welford Road, Leicester, LE2 7AD.

#### 1.1 Basis of preparation

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

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

All costs are allocated between the 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 on an appropriate basis.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

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

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.7 Financial Instruments

The charity 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.

##### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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### 1 Accounting policies

(Continued)

#### 1.10 Equipment, fixtures and fittings

Expenditure on equipment, fixtures and fittings is written off against grant income in the year in which expenditure is incurred.

#### 1.11 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2025	Total 2024
	£	£	£	£
Donations and legacies	37,767	-	37,767	27,532
Grants receivable	-	76,864	76,864	70,242
	<u>37,767</u>	<u>76,864</u>	<u>114,631</u>	<u>97,774</u>
<b>For the year ended 31 March 2024</b>	<u>27,532</u>	<u>70,242</u>		<u>97,774</u>
<b>Donations and legacies</b>				
Regular donations and gift aid	15,160	-	15,160	8,610
Other donations and appeals	17,707	-	17,707	18,922
Edith Murphy Foundation	3,600	-	3,600	-
Leicester Social Economy Consortium	1,300	-	1,300	-
	<u>37,767</u>	<u>-</u>	<u>37,767</u>	<u>27,532</u>
<b>Grants receivable for core activities</b>				
The National Lottery Community Fund	-	76,864	76,864	61,242
Henry Smith	-	-	-	9,000
	<u>-</u>	<u>76,864</u>	<u>76,864</u>	<u>70,242</u>

### 4 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Services provided	<u>31,138</u>	<u>23,940</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

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**5 Income from Investments**

	<b>Unrestricted funds 2025 £</b>	<b>Unrestricted funds 2024 £</b>
Interest receivable	463	258

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 6 Charitable activities

	Unrestricted funds expenditure	National Lottery Community fund	Carlton Hayes £	Henry Smith £	Total 2025 £	Total 2024 £
Staff costs	47,609	54,556	-	-	102,165	89,945
Rent, rates and service charges	4,619	5,262	-	-	9,881	9,864
Light and heat	932	1,111	-	-	2,043	4,374
Telephone	2,143	2,551	-	-	4,694	4,296
Insurance	547	685	-	-	1,232	1,980
Travel, training and conference expenses	54	54	-	-	108	426
VAT input tax not reclaimable	2,766	-	-	-	2,766	3,919
Printing, postage and stationery	1,347	1,405	-	-	2,752	4,107
Computer equipment and licences	1,871	1,870	-	-	3,741	2,245
Loan interest	1,250	-	-	-	1,250	1,300
Maintenance, repairs and sundry equipment	632	632	-	-	1,264	1,983
Miscellaneous expenses	833	600	-	-	1,433	1,287
Payments to clients	88	-	-	-	88	37
Consultancy	-	-	-	-	-	628
	<u>64,691</u>	<u>68,726</u>	<u>-</u>	<u>-</u>	<u>133,417</u>	<u>126,391</u>
Share of governance costs (see note 7)	6,020	1,128	-	-	7,148	7,761
	<u>70,711</u>	<u>69,854</u>	<u>-</u>	<u>-</u>	<u>140,565</u>	<u>134,152</u>
<b>Analysis by fund</b>						
Unrestricted funds - general	70,711	-	-	-	70,711	
Restricted funds	-	69,854	-	-	69,854	
	<u>70,711</u>	<u>69,854</u>	<u>-</u>	<u>-</u>	<u>140,565</u>	
<b>For the year ended 31 March 2024</b>						
Unrestricted funds - general	49,630	-	-	-		49,630
Restricted funds	-	59,949	13,225	11,348		84,522
	<u>49,630</u>	<u>59,949</u>	<u>13,225</u>	<u>11,348</u>		<u>134,152</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

7 Support costs	Support costs	Governance costs	2025	2024
	£	£	£	£
Staff costs	-	2,940	2,940	2,837
Independent examiner fees	-	2,255	2,255	2,250
Bank charges	-	133	133	76
Rent	-	642	642	858
Light and heat	-	178	178	380
Telephone	-	408	408	374
VAT Input tax not reclaimable	-	241	241	341
Other governance costs including insurance, cleaning, miscellaneous and PPS	-	351	351	645
	<u>-</u>	<u>7,148</u>	<u>7,148</u>	<u>7,761</u>
Analysed between				
Charitable activities	<u>-</u>	<u>7,148</u>	<u>7,148</u>	<u>7,761</u>

Governance costs includes payments to the independent examiners of £2,255 (2024- £2,250) for examination fees.

8 Net movement in funds	2025	2024
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	<u>2,255</u>	<u>2,250</u>

## 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year and none of them were reimbursed for travelling expenses (2024- £nil).

## 10 Employees

The average monthly number of employees during the year was:

	2025	2024
	Number	Number
Provision of housing advice support	<u>5</u>	<u>5</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

<b>10 Employees</b>	<b>(Continued)</b>	
<b>Employment costs</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Wages and salaries	102,745	91,620
Other pension costs	1,368	1,162
	<u>105,105</u>	<u>92,782</u>

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

### Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Aggregate compensation	<u>61,582</u>	<u>59,595</u>

## 11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

## 12 Debtors

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Trade debtors	79,606	79,772
Other debtors	2,980	1,661
Prepayments and accrued income	1,599	3,359
	<u>84,185</u>	<u>84,792</u>

## 13 Creditors: amounts falling due within one year

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Other taxation and social security	3,244	3,446
Other creditors	264	207
Accruals and deferred income	7,055	6,600
	<u>10,563</u>	<u>10,253</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 14 Creditors: amounts falling due after more than one year

**2025**                      **2024**  
£                                      £

Other creditors	50,000	50,000
	<u>          </u>	<u>          </u>

#### 15 Retirement benefit schemes

**2025**                      **2024**  
£                                      £

##### Defined contribution schemes

Charge to profit or loss in respect of defined contribution schemes	1,368	1,162
	<u>          </u>	<u>          </u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

#### 16 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
The National Lottery Community Fund	-	76,864	(69,854)	-	7,010
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Previous year:</b>	<b>At 1 April 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2024</b>
	£	£	£	£	£
The National Lottery Community Fund	(6,507)	61,242	(59,949)	5,214	-
Carlton Hayes	11,730	-	(13,225)	1,495	-
Henry Smith	2,231	9,000	(11,348)	117	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	7,454	70,242	(84,522)	6,826	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 17 Unrestricted funds

The unrestricted funds of the charity include donations and grants from a variety of sources and they enable the charity to pursue its general charitable activities:

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
General funds	46,104	69,368	(70,711)	-	44,761
	<u>46,104</u>	<u>69,368</u>	<u>(70,711)</u>	<u>-</u>	<u>44,761</u>
<b>Previous year:</b>	<b>At 1 April 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2024</b>
	£	£	£	£	£
General funds	50,830	51,730	(49,630)	(6,826)	46,104
	<u>50,830</u>	<u>51,730</u>	<u>(49,630)</u>	<u>(6,826)</u>	<u>46,104</u>

#### 18 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2025	2025	2025
	£	£	£
<b>At 31 March 2025:</b>			
Current assets/(liabilities)	94,761	7,010	101,771
Long term liabilities	(50,000)	-	(50,000)
	<u>44,761</u>	<u>7,010</u>	<u>51,771</u>
	<u>44,761</u>	<u>7,010</u>	<u>51,771</u>
	Unrestricted funds	Restricted funds	Total
	2024	2024	2024
	£	£	£
<b>At 31 March 2024:</b>			
Current assets/(liabilities)	96,104	-	96,104
Long term liabilities	(50,000)	-	(50,000)
	<u>46,104</u>	<u>-</u>	<u>46,104</u>
	<u>46,104</u>	<u>-</u>	<u>46,104</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 19 Operating lease commitments

#### **Lessee**

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025	2024
	£	£
Within one year	9,500	9,500
Between two and five years	9,500	19,000
	<u>19,000</u>	<u>28,500</u>

#### **Lessor**

The operating leases represent rental leases of premises which are fixed at £9,500 per annum until 2027.

### 20 Related party transactions

#### **HITS Home Trust**

Mr David Brazier, who is a member of staff of Shelter Housing Aid Research Project (SHARP) is also a Director of HITS Home Trust.

SHARP received a loan of £50,000 from HITS Home Trust repayable over 3 years. The balance outstanding as at the year ended 31<sup>st</sup> March 2025 is £50,000 (2024: £50,000) and the interest paid this year £1,300 (to date on the interest on the loan was £15,100).

#### **Leicester Social Economy Consortium (LSEC)**

Frazer Robson and Jane Taylor, are trustees of Shelter Housing Aid Research Project (SHARP) and Mr David Brazier, is a member of staff of Shelter Housing Aid Research Project (SHARP), and all three are directors of LSEC.

During the year SHARP recharged management fees of £22,500 (2024: £22,500) to LSEC. One staff member of SHARP was seconded on a part-time basis to cover for a member of LSEC staff who was on maternity leave. SHARP invoiced LSEC £7,726 during the course of the year in relation to this secondment. During the course of the year LSEC made a donation to SHARP of £1,300. As at the 31 March 2025 SHARP was owed £79,654 (2024: £79,231) in respect of management fees and the commission on rental income during the normal course of business.

**Shelter Housing Advice and Research Project (Leicester)**

England & Wales - Charity number 1000515

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# Accounts

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# SHARP

Shelter Housing Aid  
and Research Project

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**Annual Report  
& Accounts**

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**2024**

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**Charity registration number 1000515**

**Company registration number 02516047 (England and Wales)**

**SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	<b>Frazer Robson Jane Taylor Andrew Morley Kaseem Chaudry Junaid Rafiq Vindhani Laura Hancox Margaret Robinson Feroza Narma</b>	<b>(Appointed 28 May 2024)</b>
<b>Secretary</b>	<b>David Brazier</b>	
<b>Senior Management</b>	<b>David Brazier Mara Forana</b>	<b>Executive Adviser Senior Case Worker &amp; Project Lead</b>
<b>Charity number</b>	<b>1000515</b>	
<b>Company number</b>	<b>02516047</b>	
<b>Principal address</b>	<b>13 Welford Road Leicester LE2 7AD</b>	
<b>Registered office</b>	<b>13 Welford Road Leicester LE2 7AD</b>	
<b>Independent examiner</b>	<b>Thomas Mayfield BA FCA Mayfield &amp; Co 2 Merus Court Meridian Business Park Leicester LE19 1RJ</b>	
<b>Bankers</b>	<b>HSBC Bank 2 TO 6 Gallowtree Gate Leicester LE1 1DA</b>	
<b>Solicitors</b>	<b>Knights Plc 34 Pocklington Walk Leicester LE1 6BU</b>	

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# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

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# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 MARCH 2024**

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The trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

### **Objectives and activities**

The objects of the charity, principal activities and organisation of our work:

The objects of SHARP are as follows:

- a. To prevent and relieve hardship and distress among persons who are homeless and/or living in adverse housing conditions.
- b. To promote research about housing conditions, housing problems and the circumstances of persons who are homeless and/or living in adverse housing conditions, and the dissemination of the useful results of such research.
- c. As long as Shelter (National Campaign for the Homeless) remains established for charitable purposes under the Law of England and Wales, to advance, support and promote the charitable work thereof.
- d. Generally to advance education, relieve poverty and further other charitable purposes beneficial to the community.

SHARP's vision is that every person will have a decent, safe and affordable place to live.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

### **Achievements and performance**

The Shelter Housing Advice and Research Project (Leicester), known as SHARP, was established as an independent charitable trust by members of the Leicester Shelter Group in 1974. It was incorporated as a company limited by guarantee in 1990. 2024 is therefore our 50th anniversary. This in itself is a very considerable achievement. 20 years ago there were independent Housing Advice Centres operating in Brighton, Derby, Gloucester, Kirklees, Leicester, Oxford, North Yorkshire, Nottingham and Taunton. Despite increasing housing need only Brighton, Kirklees and Leicester have been able to sustain themselves. We are very proud of the continuous service we have been able to provide to the people of Leicester, Leicestershire, and Rutland for the last 50 years.

In working towards its objects SHARP undertakes three main types of activity.

First and foremost, we provide housing advice to people who are homeless or poorly housed. This includes the provision of information, advice, practical assistance, and advocacy to persons in need. This service is designed to prevent people from becoming homeless. If this is not possible, we aim to help people to find another home. Since October 2013 we have recorded and monitored this activity using a web-based casework management programme called 'Advice-Pro'. This programme has been designed by Advice UK the national umbrella body for advice service providers. SHARP is a member of Advice UK. 'Advice-Pro' is regularly updated and is fully compliant with the requirements of the General Data Protection Regulations.

During the course of 2023/24 we were able to provide this service to 565 new clients. In the previous year we were able to provide our service to 551 new clients. This modest increase in the number of new clients we were able to help reflects the continuity of the services we are able to provide.

New clients seen in 2023/24 continued to present a range of all too familiar housing problems. Such problems as Evictions; Homelessness; Overcrowding; Disrepair; Relationship Breakdown (including far too many instances of Domestic Violence); and all types of housing problem related to low income and ill-health. The higher prevalence of mental ill-health noted in our Annual Report for 2022 has continued ever since.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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Appreciating the scale of the problem related to mental ill-health in early 2021 SHARP sought additional funding to try to address this need. Fortunately, our application to the Carlton Hayes Mental Health charity was successful. In November 2021, our new part-time Mental Health Support Worker commenced work with our clients. This post was funded for two years. Unfortunately this funding was not renewed. However, despite this disappointment, SHARP has been able to secure ongoing mental health support for our clients.

This support is now being provided by arrangement with The Olive Trust, another Leicester based charity (registered charity number 1181558). Furthermore the transfer of service provision was seamless. The mental health support worker employed by SHARP until November 2023 was employed by the Olive Trust in the same role and with the same client group with effect from December 2023. It helps of course to facilitate this partnership that the two charities have some trustees in common.

The case-studies below illustrate the kind of appalling housing conditions that SHARP clients all too often experience.

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### ***Ms Pennycook***

***A client with 2 children in a 2 bed ground floor council tenancy. The water tank in the flat above burst, flooding the whole of the ground floor flat. The Council temporarily housed the clients for just two weeks in a hotel. However, after two weeks, the flat had not dried out, all the bedding, all their clothing, carpets, settee, cooker, toys etc. were still wringing wet. The Council still insisted that the client move back into the property. Our Caseworker did a home visit and found the flat to be absolutely dire. The children and client had no dry clothing, the electrics and gas had been turned off. After several meetings with the Housing Officer, the head of maintenance and the Council's legal team, who were of no help, the Caseworker approached the Director of Housing, sent him photographs and explained that the electric and gas had been turned off. The Director agreed to allow the family to stay in a hotel until the flat was habitable.***

### ***Ms Hollinrake***

***A young mother with 3 children under the age of 10 who was a domestic abuse survivor was living in a private rented 3-bedroom property above an empty shop. All the rooms in the property were covered with damp and mould. Her children's bedroom had water running down the walls. The child had constant chest infections, and at one stage was admitted to hospital. The property was let to Ms Hollinrake by a lettings agent, who it transpired was growing cannabis in the empty shop downstairs and the client's electricity was rigged to pay for the growing of the cannabis. The owners of the property also refused to carry out any maintenance work to solve the extreme damp problems. This was an excellent example of the type of collaborative working that SHARP caseworkers can initiate involving the Police, the Environmental Health Department, the City Council Housing Options Team and Lawstop, the solicitors that SHARP used in this case.***

***The clients were eventually re-housed in a Council property and the owners of the Lettings Agent were charged and given a custodial sentence.***

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Please note that in these case-studies the name of the client has been changed.

Secondly, SHARP provides free information about homelessness, housing conditions and the work of SHARP to members of the public. For example, we can give short presentations concerning homelessness to various church and community groups and offer training sessions to local agencies. Furthermore with the assistance of volunteers, SHARP has, for example, continued to provide up to date information about a wide variety of topics. Including lists of Hostels, Housing Associations, Private Rented Sector Landlords, and places where food can be obtained free of charge by homeless people. 2023/24 saw continuing improvements in both the quantity and quality of the information available on our website see:- <https://leicestershelter.org.uk/>. We have also established a much greater presence on TikTok, and on X (formerly Twitter) using these Social Media to disseminate information about SHARP and indeed about homelessness more generally. For example our post on TikTok about how to prevent mould and damp has been viewed on over 3000 occasions.

Thirdly, SHARP has been funded by the National Lottery to develop a volunteer cohort, supporting people, many of whom are ex-service users, to learn life and vocational skills. This has the dual benefit of increasing the volume of the work that SHARP can do, whilst simultaneously improving the confidence and employability of many of its volunteers. This programme commenced in August 2019, was suspended during the 'lockdown' and recommenced in June 2021. Since the start of this lottery programme we have worked with 62 volunteers at least 20 of whom have gone on to find paid employment.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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### *SHARP Volunteering Case study – Ms Davey*

*Ms Davey came to us after being unemployed for many years due to poor mental health, mainly anxiety. Once the placement began, our Volunteer Co-ordinator quickly noticed how quiet Ms Davey was towards our Co-ordinator and the rest of the team. Ms Davey would sit and watch the other volunteers have a conversation but looked too anxious to interact with them herself. We encouraged Ms Davey to come out of her shell more, by having group meetings with her and the other volunteers weekly, along with 1-1 meetings. From week 3 onwards, we did notice Ms Davey started to interact with other volunteers more and with SHARP staff. Ms Davey even started a conversation and began to ask more questions about housing and the work set out. Ms Davey picked up the admin work very quickly, always using the handbook provided to double check her work was correct. As a group we did feedback phone calls to clients and Ms Davey successfully completed 2 feedback forms without any issues. As we progressed onto gaining employment we updated her CV and began to look at interview techniques, which she picked up really well. By the beginning of week 6, she had secured employment at a waste management company in administration.*

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Please note that in this case-study the name of the volunteer has been changed.

In October 2018, the Bishop of Leicester, the Right Reverend Martyn Snow, and Sir Peter Soulsby Leicester's City Mayor launched a Homelessness Charter for Leicester. The Charter brought together a wide range of local people & organisations determined to bring homelessness and in particular street homelessness in Leicester to an end. SHARP was one of the original signatories to the Charter. We work cooperatively with a wide range of other local charities and organisations to fulfil the ambitions set out in the Charter which we continue to fully support. Our work with the Olive Trust is an excellent example of how such cooperation can be of benefit to homeless and poorly housed people.

SHARP, in addition to its volunteers, employs staff to provide the above services. In 2023/24 there were an average of 4 full-time equivalent paid staff. As of 31 March 2024 there were two full-time members of staff - Mara Forana (Housing Advice Specialist Caseworker and Project Leader), and Deepa Bhogal (Volunteer Coordinator). And two part-time members of staff - Yasin Koya (Administrator Receptionist), and David Brazler (Executive Advisor). The Trustee Board wishes to thank all SHARP's volunteers and paid members of staff. They have worked tirelessly throughout the year to deliver our services.

The Trustee Board meets monthly to monitor the work of the project and to set its overall policies. There is a subcommittee that deals with Fundraising and Communications. And occasionally another sub-committee maybe formed for a specific purpose, e.g. recruitment of staff.

### **Public Benefit**

We have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives, and in planning our future activities.

The charity believes it has provided a public benefit during the year through the areas outlined in the section of this Report headed Achievements and performance.

As, trustees we take our charitable role very seriously and the charity works hard to make sure that it provides charitable services that are socially inclusive.

### **Financial review**

The Board of Trustees recognises we are continuing to operate in very challenging times with 'austerity' resulting in reductions of local authority expenditure of about 40%. These financial constraints impact significantly upon a charity such as ourselves who work with some of the most economically disadvantaged members of society.

The statement of financial activities (on Page 11) shows a total income of £121,972 and expenditure of £134,152. This results in a deficit for the year of £12,180. We started the year with fund balances of £58,284 and the deficit for the year of £12,180 after all charitable activities had been financed leaves fund balances carried forward of £46,104. These are comprised entirely of unrestricted funds after transferring £6,826 to restricted funds to settle overspend on 3 projects which are ending.

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# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2024**

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For SHARP, from a purely financial perspective 2023/24 was a year of modest losses. During 2023/24 we were relying upon our National Lottery Community Fund 5-year grant of £306,326, the grant from Henry Smith £9,000 and some £51,730 in other income. This £51,730 includes our regular donors, gift-aid, our Christmas Appeal, small grants, legacies, and the sale of services to other not-for-profit organisations. Such diversity of income is most welcome but remains too low to sustain SHARP without support from the National Lottery Community Fund.

We would like to thank the National Lottery, the Carlton Hayes Mental Health Charity, the Henry Smith Charity and all our other supporters for their financial help over the year.

### **Reserves Policy**

The Trustees have given some thought as to what level of reserves is appropriate for a charity such as SHARP. The charity had closing reserves of £46,104 as at the 31 March 2024 a decrease from the figure at the end of the previous year. Despite this somewhat disappointing result the Charity still has sufficient unrestricted funds to act as a contingency reserve equivalent to almost four month's expenditure, for use to cover the work of the charity in the event that other funding should cease. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities whilst consideration is given to ways in which additional funds may be raised.

### **Principal funding sources**

The charity considers itself to be extremely fortunate to have received considerable financial support from a large number of funders, trusts, organisations and individuals. The following noted contributors have been really important to the charity's work and we wish to thank them for their contributions

### **Major Funders**

National Lottery Community Fund  
Carlton Hayes Mental Health Charity  
Leicester Social Economy Consortium Ltd

### **Charitable Trusts**

The Helen Jean Cope Charity  
The J R Corah Foundation  
The Maud Elkington Charitable Trust  
P & C Hickinbotham Charitable Trust  
The Edith Murphy Foundation  
Saint Martin de Porres Foundation  
The Henry Smith Charity  
Florence Turner Charitable Trust

### **Individuals**

Katherine Burns  
Katie Hutchinson  
Helen Ingall  
Rev A L Lattimore  
R. E. Marshall  
M.A. McKay  
Noel Oldershaw  
Dr Andrew Teuten  
Gill Taylor

### **Housing Associations**

EMH Housing Association  
Nottingham Community H A  
Riverside Housing Association  
Waterloo Housing Association

# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2024**

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### **Churches**

All Saints Church Kirby Mallory  
Ashby Parva P.C.C.  
Breedon P.C.C.  
Blaby Congregational Church  
Blessed Sacrament Church & St Peter  
Christ Gospel Church  
Christchurch, Clarendon Park, Leicester  
Churches Together in Leicestershire  
Enderby URC  
Great Glen Methodist Church  
Holy Trinity, Leicester, PCC  
Immaculate Conception R C Church  
Leicester Cathedral  
Leicester Quaker Meeting House  
Markfield Congregational Church  
Market Harborough Congregational Church  
Mayflower Methodist Church  
Narborough Congregational Church  
Newton Burgoland Congregational Church  
Our Lady of Victories Church, Lutterworth  
Oadby Methodist Church  
Sacred Heart and St Margarets  
Saffron Lane URC  
Sheepy Parish Church  
South Wigston URC  
St Bartholomews Church  
St Edwards House, Aylestone  
St Margarets Church, Leicester  
St Marys Church, Anstey  
St Marys Church, Barkby  
St Marys Church, Osgathorpe  
St Marys P.C.C.  
St Nicholas Church, Mowsley  
St Peters Church Tilton on the Hill  
St Pauls Woodhouse Eaves  
St Theresas & Sacred Heart Birstall  
St Thomas Moore Parish  
St Wilfrids Church, Kibworth  
Stuart Court Chapel, Kibworth  
Supernumerary Methodist Church  
Westcotes URC  
Wigston URC

### **Other Organisations**

Asda Foundation  
Charities Trust  
Earl Shilton Building Society  
Hormann (UK) Ltd  
Leicester Charity Link  
NEXT Holdings Ltd  
Rotary Club – Leicester  
Vicar's Relief Fund, St Martin-in-the-Fields  
Wyggestons Hospital

And many, many, many more

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# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2024**

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### **Risk Management**

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

### **Plans for future periods**

The trustees are pleased to announce that on 5th March 2024, the charity has secured funding of £399,000 from the National Lottery Community Fund for a 5 year project starting in 2024-25 as part of a spending pledge costing £555,823 which will have a major impact on people's lives. The funding will be provided over the five year period in instalments starting in June 2024. This funding is for the SHARP Homelessness Prevention and Support Project, a project that will support 350 unique individuals and 450 unique families.

### **Structure, governance and management**

The charity is constituted as a company limited by guarantee, number 02516047 and is therefore governed by its Memorandum and Articles of Association, as amended by special resolution dated 23rd August 1990. SHARP was initially established as a charitable trust in 1974 and was subsequently incorporated as a company limited by guarantee in 1990.

SHARP's vision is that every person will have a decent, safe and affordable place to live. We believe that a home is a basic human right that could and should be available to everyone.

The charity is organised so that Trustees meet regularly ten times each year to manage its affairs. The paid staff, as directed by the Trustee Board, are responsible for the day-to-day administration of the charity and the delivery of its services.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Frazer Robson

Jane Taylor

Robert Eglington

(Resigned 5 October 2023)

David Fawcett

(Resigned 28 November 2023)

Andrew Morley

Kaseem Chaudry

Junaid Rafiq Vindhani

Laura Hancox

Margaret Robinson

Feroza Narma

(Appointed 28 May 2024)

The Trustees/Directors are elected by majority vote at the Annual General Meeting. Their period of office ends at the following Annual General Meeting when they are eligible to stand for re-election.

No Director/Trustee received any remuneration for services or expenses as a Director/Trustee.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees report was approved by the Board of Trustees.



Frazer Robson

Trustee

26 November 2024

# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **50TH ANNIVERSARY - SPECIAL REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2024**

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In 2024 we celebrated 50 years of charitable service. None of this could have been achieved without the wonderful commitment of our trustees. We wish to thank all of those trustees below who provided such wonderful service to the charity.

Cron Ager	Andrew John Morley
Edith Barbara Elliott	Junald Rafiq Vindhani
John Elliott	Kaseem Chaudry
Paul Raymond Herrington	Laura Jane Hancox
David Robert Hewitt	Margaret Gillian Robinson
George Samuel Inglis	Feroza Narma
Peter Geoffrey Scalfe	
Gertrud Traub	
Mavis Brown	
Jane Taylor	
Catherine Twelvetrees	
Brian Griffiths	
Malwyn Robert Collins	
Frazer Roderic Calder Robson	
John Lewis Copeland	
Iain Davidson	
Robert Minors Edge	
Patricia Jean Hobbs	
Robert John Line	
Mandy McCrory	
Anil Bhadressa	
Bharat Sachdev	
Sangeeta Patel	
Nathalie Riordan	
Ian Morton	
Chandrakant Kataria	
Vinu Vaghela	
Angela Maye	
Jaqueline Lesley Eastbrook	
Mary Hannah Griffin	
Nitin Kumar Shukla	
Jaqueline Esther O'Brien	
Martin George Laidler	
Lorna Brabin-Smith	
Mark Tristram Stott	
Suzanne Jennifer McClure	
Sarah Anne Hodgkinson	
Sarah Hughes	
Rosalyn Janina Hunt	
Simon Turner Watkiss	
Richard Alfred Lount	
Judith Cox	
Peter Grindley Smith	
Michelle Arthur	
Timothy James Abbott	
Denise O'Sullivan	
Beverley Anne Hall	
Diane Kaczmar	
Andrew Keith McNeill	
Narendra Kumar Mehta	
Robert Eglington	
David Anthony Fawcett	

# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **50TH ANNIVERSARY - SPECIAL REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2024**

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In addition to the wonderful contributions made by our trustees we wish to thank the following staff members too.

John Walker	Alison Roper
Linda Stevens	Kay Wright
Nigel Kitt	Dragan Aleksov
Jackie King (nee Lawton)	Fiona Gorham
David Brazier	Samira Sulleman
Ian Nicholson	Diane Welnowski
Jim Mullineaux	Shelly Arthur
Charlie De Podesta	Kaseem Chaudry
Andrew Brooks	Mara Forana
Alexcis Hall	Rachel Devonshire
Parmjit Dharmi	Debbie Coles
Mandy McCrory	Elizabeth Glover
Sandra Branch	Rebecca Pallett
Iain Davidson	Kirit Patel
Tracey Ford	Frances Wrench
Jude Crieghton	Tim Port
Suchila Shah	Chris Haylett
Jill Taylor	Abby Lockwood-Jones
Kim Walsh	Chris Poole
Annette Ansell	David Waddington
Philip Dodd	Amelia Dyson
Mary Mills	Babara Clifton
Lynda Zablok	Karon Phillips
Sonny Allen	Kathy Harriman
Ann Bates	Danny Collyer
Angie Maye	Johara Allen
Paul Morris	Jenny Atter
David Glynn	Lara Lish
Julle Bew	Sam Poole
Tracy Andrew	Sam O'Flaherty
Sara Davies	Paula Skinner
Phill Saunders	David BATTERY
Anthony Smith	Wilber Carruthers
Jo Wright	Ailce Garner
Maria Bush	Anita Kumari-Bhardwaj
Gemma Jones	Judy Dawson
Melanie McCrory	Sue Nice
Pat Stacey	Kat Taylor
Dan Moody	Deepa Bhogal
Greg West	Rebecca Toone
Ceri Baldwin	Amany Jabir
Elaine Phillips	Hope Gray
Amina Haji	Jonathan Parker
Brian Hitchcock	Nikita Williams Gardner
Jean Wynd	Vishal Sedani
Tina Young	Shannon Woolman
Mark Gardner	Yasin Koya
Phil Tulba	Amy Whitmore
Chris Lincoln	
Michael Clements	
Helen Howson	
Paul Linnell	
Carole Hammond	
Leyla Ozkan	

# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **50TH ANNIVERSARY - SPECIAL REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2024**

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In our 50 years of providing charitable service we have recorded a staggering 42,433 new cases and enquiries. This is spread over the following years as set out below.

<b>April</b>	<b>March</b>	<b>Number</b>	<b>April</b>	<b>March</b>	<b>Number</b>
1974	1975	416	1999	2000	953
1975	1976	916	2000	2001	1025
1976	1977	668	2001	2002	840
1977	1978	568	2002	2003	930
1978	1979	662	2003	2004	964
1979	1980	811	2004	2005	747
1980	1981	840	2005	2006	643
1981	1982	975	2006	2007	653
1982	1983	938	2007	2008	570
1983	1984	944	2008	2009	237
1984	1985	1313	2009	2010	307
1985	1986	1326	2010	2011	556
1986	1987	1514	2011	2012	538
1987	1988	1395	2012	2013	635
1988	1989	1466	2013	2014	722
1989	1990	1351	2014	2015	747
1990	1991	1188	2015	2016	842
1991	1992	1049	2016	2017	726
1992	1993	1029	2017	2018	754
1993	1994	980	2018	2019	230
1994	1995	1371	2019	2020	411
1995	1996	1300	2020	2021	416
1996	1997	1168	2021	2022	510
1997	1998	1102	2022	2023	551
1998	1999	1071	2023	2024	565

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

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I report to the trustees on my examination of the financial statements of Shelter Housing Advice and Research Project (Leicester) Ltd (the charity) for the year ended 31 March 2024.

#### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for Independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an Independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Thomas Mayfield BA FCA

Mayfield & Co  
2 Merus Court  
Meridian Business Park  
Leicester  
LE19 1RJ

Dated: 26 November 2024

## SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>Income from:</b>							
Donations and legacies	3	27,532	70,242	97,774	29,964	84,926	114,890
Other trading activities	4	23,940	-	23,940	23,300	-	23,300
Investments	5	258	-	258	109	-	109
<b>Total income</b>		<b>51,730</b>	<b>70,242</b>	<b>121,972</b>	<b>53,373</b>	<b>84,926</b>	<b>138,299</b>
<b>Expenditure on:</b>							
Charitable activities	6	49,630	84,522	134,152	53,539	93,328	146,867
<b>Total expenditure</b>		<b>49,630</b>	<b>84,522</b>	<b>134,152</b>	<b>53,539</b>	<b>93,328</b>	<b>146,867</b>
<b>Net income/(expenditure)</b>		<b>2,100</b>	<b>(14,280)</b>	<b>(12,180)</b>	<b>(166)</b>	<b>(8,402)</b>	<b>(8,568)</b>
Transfers between funds		(6,826)	6,826	-	-	-	-
<b>Net movement in funds</b>	8	<b>(4,726)</b>	<b>(7,454)</b>	<b>(12,180)</b>	<b>(166)</b>	<b>(8,402)</b>	<b>(8,568)</b>
<b>Reconciliation of funds:</b>							
Fund balances at 1 April 2023		50,830	7,454	58,284	50,996	15,856	66,852
<b>Fund balances at 31 March 2024</b>		<b>46,104</b>	<b>-</b>	<b>46,104</b>	<b>50,830</b>	<b>7,454</b>	<b>58,284</b>

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

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
<b>Current assets</b>					
Debtors	12	84,792		85,878	
Cash at bank and in hand		21,565		29,762	
		<u>106,357</u>		<u>115,640</u>	
Creditors: amounts falling due within one year	13	(10,253)		(7,356)	
<b>Net current assets</b>			96,104		108,284
Creditors: amounts falling due after more than one year	14		(50,000)		(50,000)
<b>Net assets excluding pension liability</b>			<u>46,104</u>		<u>58,284</u>
<b>Net assets</b>			<u>46,104</u>		<u>58,284</u>
<b>The funds of the charity</b>					
Restricted income funds	16		-		7,454
Unrestricted funds			46,104		50,830
			<u>46,104</u>		<u>58,284</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 26 November 2024

  
Andrew Morley  
Trustee

Company registration number 02516047 (England and Wales)

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 1 Accounting policies

##### Charity information

Shelter Housing Advice and Research Project (Leicester) Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 13 Welford Road, Leicester, LE2 7AD.

##### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

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

All costs are allocated between the 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 on an appropriate basis.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

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

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.7 Financial Instruments

The charity 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.

##### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2024**

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### **1 Accounting policies**

**(Continued)**

#### **1.10 Equipment, fixtures and fittings**

Expenditure on equipment, fixtures and fittings is written off against grant income in the year in which expenditure is incurred.

#### **1.11 Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

### **2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2024	Total 2023
	£	£	£	£
Donations and legacies	27,532	-	27,532	27,464
Grants receivable	-	70,242	70,242	87,426
	<u>27,532</u>	<u>70,242</u>	<u>97,774</u>	<u>114,890</u>
<b>For the year ended 31 March 2023</b>	<u>29,964</u>	<u>84,926</u>		<u>114,890</u>
<b>Donations and legacies</b>				
Regular donations and gift aid	8,610	-	8,610	10,806
Other donations and appeals	18,922	-	18,922	16,658
	<u>27,532</u>	<u>-</u>	<u>27,532</u>	<u>27,464</u>
<b>Grants receivable for core activities</b>				
The National Lottery Community Fund	-	61,242	61,242	60,926
Henry Smith	-	9,000	9,000	9,000
Edith Murphy	-	-	-	2,500
Carlton Hayes MH Charity	-	-	-	15,000
	<u>-</u>	<u>70,242</u>	<u>70,242</u>	<u>87,426</u>

### 4 Income from other trading activities

	Unrestricted funds 2024	Unrestricted funds 2023
	£	£
Services provided	<u>23,940</u>	<u>23,300</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2024**

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**5 Income from investments**

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	258	109

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 6 Charitable activities

	Unrestricted funds expenditure	National Lottery Community fund	Carlton Hayes £	Henry Smith £	Total 2024 £	Total 2023 £
Staff costs	23,938	43,809	10,850	11,348	89,945	99,610
Rent, rates and service charges	2,502	4,987	2,375	-	9,864	11,357
Light and heat	2,178	2,196	-	-	4,374	6,948
Telephone	1,895	2,401	-	-	4,296	3,014
Insurance	1,072	908	-	-	1,980	1,433
Travel, training and conference expenses	47	379	-	-	426	1,035
VAT input tax not reclaimable	3,919	-	-	-	3,919	4,191
Printing, postage and stationery	2,756	1,351	-	-	4,107	2,796
Computer equipment and licences	1,157	1,088	-	-	2,245	2,732
Loan interest	1,300	-	-	-	1,300	1,715
Maintenance, repairs and sundry equipment	1,603	380	-	-	1,983	2,433
Miscellaneous expenses	540	747	-	-	1,287	48
Payments to clients	37	-	-	-	37	188
Consultancy	-	628	-	-	628	495
	<u>42,944</u>	<u>58,874</u>	<u>13,225</u>	<u>11,348</u>	<u>126,391</u>	<u>137,995</u>
Share of governance costs (see note 7)	6,686	1,075	-	-	7,761	8,872
	<u>49,630</u>	<u>59,949</u>	<u>13,225</u>	<u>11,348</u>	<u>134,152</u>	<u>146,867</u>
<b>Analysis by fund</b>						
Unrestricted funds - general	49,630	-	-	-	49,630	
Restricted funds	-	59,949	13,225	11,348	84,522	
	<u>49,630</u>	<u>59,949</u>	<u>13,225</u>	<u>11,348</u>	<u>134,152</u>	
<b>For the year ended 31 March 2023</b>						
Unrestricted funds - general	53,539	-	-	-		53,539
Restricted funds	-	71,289	15,270	6,769		93,328
	<u>53,539</u>	<u>71,289</u>	<u>15,270</u>	<u>6,769</u>		<u>146,867</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

7 Support costs	Support costs	Governance costs	2024	2023
	£	£	£	£
Staff costs	-	2,837	2,837	2,712
Independent examiner fees	-	2,250	2,250	2,150
Legal and professional fees	-	-	-	1,300
Bank charges	-	76	76	85
Rent	-	858	858	988
Light and heat	-	380	380	604
Telephone	-	374	374	262
VAT input tax not reclaimable	-	341	341	364
Other governance costs including insurance, cleaning, miscellaneous and PPS	-	645	645	407
	<u>-</u>	<u>7,761</u>	<u>7,761</u>	<u>8,872</u>
Analysed between				
Charitable activities	<u>-</u>	<u>7,761</u>	<u>7,761</u>	<u>8,872</u>

Governance costs includes payments to the independent examiners of £2,250 (2023- £2,150) for examination fees.

8 Net movement in funds	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	<u>2,250</u>	<u>2,150</u>

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year and none of them were reimbursed for travelling expenses (2023- £nil).

### 10 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
Provision of housing advice support	<u>5</u>	<u>4</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

<b>10</b>	<b>Employees</b>		<b>(Continued)</b>
	<b>Employment costs</b>	<b>2024</b>	<b>2023</b>
		£	£
	Wages and salaries	91,620	101,002
	Other pension costs	1,162	1,320
		<u>92,782</u>	<u>102,322</u>

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

### Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	<b>2024</b>	<b>2023</b>
	£	£
Aggregate compensation	<u>59,595</u>	<u>56,699</u>

## 11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

## 12 Debtors

	<b>2024</b>	<b>2023</b>
	£	£
Amounts falling due within one year:		
Trade debtors	79,772	79,231
Other debtors	1,661	5,326
Prepayments and accrued income	3,359	1,321
	<u>84,792</u>	<u>85,878</u>

## 13 Creditors: amounts falling due within one year

	<b>2024</b>	<b>2023</b>
	£	£
Other taxation and social security	3,446	3,006
Other creditors	207	-
Accruals and deferred income	6,600	4,350
	<u>10,253</u>	<u>7,356</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

**14 Creditors: amounts falling due after more than one year**

	2024	2023
	£	£
Other creditors	50,000	50,000
	<u>50,000</u>	<u>50,000</u>

**15 Retirement benefit schemes**

	2024	2023
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	1,162	1,320
	<u>1,162</u>	<u>1,320</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

**16 Restricted funds**

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
The National Lottery Community Fund	(6,507)	61,242	(59,949)	5,214	-
Carlton Hayes	11,730	-	(13,225)	1,495	-
Henry Smith	2,231	9,000	(11,348)	117	-
	<u>7,454</u>	<u>70,242</u>	<u>(84,522)</u>	<u>6,826</u>	<u>-</u>

**Previous year:**

	At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
	£	£	£	£	£
The National Lottery Community Fund	3,856	60,926	(71,289)	-	(6,507)
Carlton Hayes	12,000	15,000	(15,270)	-	11,730
Henry Smith	-	9,000	(6,769)	-	2,231
	<u>15,856</u>	<u>84,926</u>	<u>(93,328)</u>	<u>-</u>	<u>7,454</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 17 Unrestricted funds

The unrestricted funds of the charity include donations and grants from a variety of sources and they enable the charity to pursue its general charitable activities:

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
General funds	50,830	51,730	(49,630)	(6,826)	46,104
	<u>50,830</u>	<u>51,730</u>	<u>(49,630)</u>	<u>(6,826)</u>	<u>46,104</u>
<b>Previous year:</b>	<b>At 1 April 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2023</b>
	£	£	£	£	£
General funds	50,996	53,373	(53,539)	-	50,830
	<u>50,996</u>	<u>53,373</u>	<u>(53,539)</u>	<u>-</u>	<u>50,830</u>

#### 18 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2024	2024	2024
	£	£	£
<b>At 31 March 2024:</b>			
Current assets/(liabilities)	96,104	-	96,104
Long term liabilities	(50,000)	-	(50,000)
	<u>46,104</u>	<u>-</u>	<u>46,104</u>
	<u>46,104</u>	<u>-</u>	<u>46,104</u>
	Unrestricted funds	Restricted funds	Total
	2023	2023	2023
	£	£	£
<b>At 31 March 2023:</b>			
Current assets/(liabilities)	100,830	7,454	108,284
Long term liabilities	(50,000)	-	(50,000)
	<u>50,830</u>	<u>7,454</u>	<u>58,284</u>
	<u>50,830</u>	<u>7,454</u>	<u>58,284</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 19 Operating lease commitments

#### Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024	2023
	£	£
Within one year	9,500	9,500
Between two and five years	19,000	28,500
	<u>28,500</u>	<u>38,000</u>

#### Lessor

The operating leases represent rental leases of premises which are fixed at £9,500 per annum until 2027.

### 20 Related party transactions

#### HITS Home Trust

Mr David Brazler, who is a member of staff of Shelter Housing Aid Research Project (SHARP) is also a Director of HITS Home Trust.

SHARP received a loan of £50,000 from HITS Home Trust repayable over 3 years. The balance outstanding as at the year ended 31<sup>st</sup> March 2024 is £50,000 (2023: £50,000) and the interest paid this year £1,300 (to date on the interest on the loan was £13,800).

#### Leicester Social Economy Consortium (LSEC)

Frazer Robson and Jane Taylor, are trustees of Shelter Housing Aid Research Project (SHARP) and Mr David Brazler, is a member of staff of Shelter Housing Aid Research Project (SHARP), and all three are directors of LSEC.

During the year SHARP recharged management fees of £22,500 (2023: £22,500) to LSEC. As at the 31 March 2024 SHARP was owed £79,231 (2023: £79,231) in respect of management fees and the commission on rental income during the normal course of business.

**Shelter Housing Advice and Research Project (Leicester)**

England & Wales - Charity number 1000515

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# Accounts

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Shelter Housing Advice  
and Research Project

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Annual Report &  
Accounts

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**2023**

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**Charity registration number 1000515**

**Company registration number 02516047 (England and Wales)**

**SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Frazer Robson Jane Taylor Robert Eglington David Fawcett Andrew Morley Kaseem Chaudry Junaid Rafiq Vindhani Laura Hancox Margaret Robinson	(Appointed 13 February 2023) (Appointed 29 March 2023)
<b>Secretary</b>	David Brazler	
<b>Charity number</b>	1000515	
<b>Company number</b>	02516047	
<b>Principal address</b>	13 Welford Road Leicester LE2 7AD	
<b>Registered office</b>	13 Welford Road Leicester LE2 7AD	
<b>Independent examiner</b>	Thomas Mayfield BA ACA Mayfield & Co 2 Merus Court Meridian Business Park Leicester LE19 1RJ	
<b>Bankers</b>	HSBC Bank 2 TO 6 Gallowtree Gate Leicester LE1 1DA	
<b>Solicitors</b>	Knights Plc 34 Pocklington Walk Leicester LE1 6BU	

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# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

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# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2023**

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The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives and activities**

The objects of the charity, principal activities and organisation of our work:

The objects of SHARP are as follows:

- a. To prevent and relieve hardship and distress among persons who are homeless and/or living in adverse housing conditions.
- b. To promote research about housing conditions, housing problems and the circumstances of persons who are homeless and/or living in adverse housing conditions, and the dissemination of the useful results of such research.
- c. As long as Shelter (National Campaign for the Homeless) remains established for charitable purposes under the Law of England and Wales, to advance, support and promote the charitable work thereof.
- d. Generally to advance education, relieve poverty and further other charitable purposes beneficial to the community.

SHARP's vision is that every person will have a decent, safe and affordable place to live.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

Following the Coronavirus Pandemic, 2022/23 saw only a partial return to 'business as usual'. The Coronavirus Pandemic 'lockdown' that started in March 2020 had effects that continued through until at least July 2021. In Leicester, this 'lockdown' had continued for longer than almost any other City in the country. And indeed it seems quite likely that the aftereffects of Covid 19 will be with us for many years to come.

In working towards its objects SHARP undertakes three main types of activity.

First and foremost, we provide housing advice to people who are homeless or poorly housed. This includes the provision of information, advice, practical assistance, and advocacy to persons in need. This service is designed to prevent people from becoming homeless. If this is not possible, we aim to help people to find another home. Since October 2013 we have recorded and monitored this activity using a web-based casework management programme called "Advice-Pro". This programme has been designed by Advice UK the national umbrella body for advice service providers of which SHARP is a member. It is regularly updated and is fully compliant with the requirements of the General Data Protection Regulations.

During the course of 2022/23 we were able to provide this service to 551 new clients. In the previous year we were able to provide our service to 510 new clients. This 8% increase in the number of new clients we were able to help is a considerable achievement.

New clients seen in 2022/23 continued to present a range of all too familiar Housing Problems. Such problems as Evictions; Homelessness; Overcrowding; Disrepair; Relationship Breakdown (including far too many instances of Domestic Violence); and all types of Housing Problem related to low income and ill-health. The higher prevalence of mental ill-health noted in 2021/22 continued into 2022/23. We recorded 276 clients as experiencing some form of mental ill-health almost exactly 50% of all new clients.

## **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

### **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

#### **FOR THE YEAR ENDED 31 MARCH 2023**

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Appreciating the scale of the problem related to mental ill-health in early 2021 SHARP sought additional funding to try to address this need. Fortunately, our application to the Carlton Hayes Mental Health charity was successful. In November 2021, our new part-time Mental Health Support Worker commenced work with our clients. This post has been funded for at least two years. It represents a very welcome addition to our staff complement. It enables our other staff to concentrate upon resolving a client's housing problems whilst the Mental Health Support Worker addresses problems related to mental ill-health. Mental ill-health is widely recognised to be simultaneously both a cause and a consequence of homelessness.

The case-studies below illustrate the point that whilst homelessness and poor housing conditions are typically problems experienced by younger people they can affect anyone at any age.

#### **Case 1 – Mrs Truss**

*Mrs Truss was in her mid-70's. She had mobility problems, mental health issues, and was very lonely. Mrs Truss contacted SHARP to explain that she had lived in her property for 70 years (born in the property) with her parents, who were deceased. The property was owned by a landlord, who passed the property onto their son, who had not completed any works in the property for 70 years. The property had no central heating, an electric hot water heater was the only form of hot water. The whole property needed to be refurbished. Our client had tried to discuss a total upgrade of the property on several occasions but was ignored. Our client only had a niece to try and support her. On contacting the landlord, it was clear, he wanted the tenant to leave so he could upgrade the property and charge more rent. SHARP contacted the Environmental Health Department who condemned the property. SHARP helped the client register with the Council for supported accommodation. This resulted in the client moving into a warm, environmentally friendly bedsit. She has made friends with the other residents, and stated she felt her life was, once again, worth living. The client continued to have mental health support until she had settled into the property and made friends. The landlord was also given advice on landlord obligations and legal requirements.*

#### **Case 2 – Mrs Rayner**

*A young Mother with 3 children under the age of 10. She was a domestic abuse survivor and was living in a private rented 3-bedroom property above an empty shop. All the rooms in the property were covered with damp and mould. Her children's bedroom had water running down the walls. The child had constant chest infections, and at one stage was admitted to hospital. The property was let to Mrs Rayner by a letting's agent, who it transpired was growing cannabis in the empty shop downstairs and the client's electricity was rigged to pay for the growing of the cannabis. The owners of the property also refused to carry out any maintenance work to solve the extreme damp problems. This was a good case for collaborative working with the Police, the Environmental Health Department, Leicester City Council, the Housing Options Team and Lawstop, the solicitors that SHARP uses. Mrs Rayner was eventually re-housed in a council property and the owners of the Lettings Agent were charged with criminal offences and given a custodial sentence.*

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Please note that in these case-studies the name of the client has been changed.

Secondly, SHARP provides free information about homelessness, housing conditions and the work of SHARP to members of the public. For example, we can give short presentations concerning homelessness to various church and community groups and offer training sessions to local agencies. Furthermore with the assistance of volunteers, SHARP has, for example, continued to provide up to date information about a wide variety of topics. Including lists of Hostels, Housing Associations, Private Rented Sector Landlords, and places where food can be obtained free of charge by homeless people. 2022/23 also saw a dramatic improvement in both the quantity and quality of the information available on our website see:- <https://leicestershelter.org.uk/>. An improvement that would not have been possible without the help of a volunteer with a strong interest in and knowledge of Information Technology. We have also established a much greater presence on Facebook and Twitter using these Social Media to disseminate information about SHARP and indeed about homelessness more generally. For example our post on Tik Tok about how to prevent mould and damp has been viewed on almost 3000 occasions.

Thirdly, SHARP has been funded by the National Lottery to develop a volunteer cohort, supporting people, many of whom are ex-service users, to learn life and vocational skills. This has the dual benefit of increasing the volume of the work that SHARP can do, whilst simultaneously improving the confidence and employability of many of its ex-service users. This programme commenced in August 2019, was suspended during the 'lockdown' and recommenced in June 2021. Since the start of this lottery programme we have worked with 62 volunteers at least 15 of whom have gone on to find paid employment.

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# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

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### **SHARP Volunteering Case study – Ms Moran**

*Ms Moran started volunteering with us in January 2023. She was referred to us by the Job Centre as she had been out of work for over 3 ½ years. She was looking for a job in administration but was struggling due to having no previous administrative experience. She was also lacking in confidence due to being out of work for so long. She began her volunteering with us and started to gain improved skills and greater confidence. During this time, she applied for a job as an administrator in the Child Maintenance section of the DWP and was successful in getting an interview for this role. We worked with her on prepping her for her interview. We also helped her develop the skills she would need for this prospective role which included telephone work, using a client database and becoming proficient in the use of Microsoft Office software packages. At the end of her volunteering with us she found out she had been successful in getting the job. She started her new job in March 2023.*

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Please note that in this case-study the name of the client has been changed.

In October 2018, the Bishop of Leicester, the Right Reverend Martyn Snow, and Sir Peter Soulsby Leicester's City Mayor launched a Homelessness Charter for Leicester. The Charter brought together a wide range of local people & organisations determined to bring homelessness and in particular street homelessness in Leicester to an end. SHARP was one of the original signatories to the Charter. We work cooperatively with a wide range of other local charities and organisations to fulfil the ambitions set out in the Charter which we continue to fully support.

SHARP, in addition to its volunteers, employs staff to provide the above services. In 2022/23 there were an average of 4 full-time equivalent paid staff. As of 31 March 2023 there were two full-time members of staff - Mara Forana (Housing Advice Specialist Caseworker and Project Leader) , and Rebecca Toone (Volunteer Coordinator). And three part-time members of staff - Deepa Bhogal (Administrator Receptionist), David Brazler (Executive Advisor), and Shannon Woolman (Mental Health Support Worker). The Trustee Board wishes to thank all SHARP's volunteers and paid members of staff. They have worked tirelessly throughout the year to deliver our services.

The Trustee Board meets monthly to monitor the work of the project and to set its overall policies. There is a subcommittee that deals with Fundraising and Communications. And occasionally another sub-committee maybe formed for a specific purpose, e.g. recruitment of staff.

### **Public Benefit**

We have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives, and in planning our future activities.

The charity believes it has provided a public benefit during the year through the areas outlined in the section of this Report headed Achievements and performance.

As, trustees we take our charitable role very seriously and the charity works hard to make sure that it provides charitable services that are socially inclusive.

### **Financial review**

The Board of Trustees recognises we are continuing to operate in very challenging times with 'austerity' resulting in reductions of local authority expenditure of about 40%. These difficulties have been added to by the effects of the Coronavirus Pandemic that started in late 2019/20. These financial constraints impact significantly upon a charity such as ourselves who work with some of the most economically disadvantaged members of society.

The statement of financial activities (on Page 7) shows a total income of £138,299 and expenditure of £146,867. This results in a deficit for the year of £8,568. We started the year with fund balances of £66,852 and the deficit for the year of £8,568 after all charitable activities had been financed leaves fund balances carried forward of £58,284. These are comprised of £50,830 in unrestricted funds and a further £7,454 in restricted funds.

# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2023**

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For SHARP, from a purely financial perspective 2022/23 was a year of modest losses. The additional grant we had received in previous years from the National Lottery Community Fund as a result of our additional work during the Corona Virus Pandemic came to an end. This had enabled SHARP to employ an extra full-time Housing Advice Caseworker from the summer of 2020 through to the end of November 2021. The DWP kickstart scheme that had funded two additional part-time workers came to an end at the same time. During 2022/23 we were therefore relying upon our National Lottery Community Fund 5-year grant of £306,326, the grant (£15,000) from the Carlton Hayes Mental Health charity, and some £53,373 in other income. This £53,373 includes our regular donors, gift-aid, our Christmas Appeal, small grants, legacies, and the sale of services to other not-for-profit organisations. Such diversity of income is most welcome but remains too low to sustain SHARP without support from the National Lottery Community Fund.

We would like to thank the National Lottery, the Carlton Hayes Mental Health Charity, the Henry Smith Charity and all our other supporters for their financial help over the year.

#### **Reserves Policy**

The Trustees have given some thought as to what level of reserves is appropriate for a charity such as SHARP. The charity had closing reserves of £58,284 as at the 31 March 2023 a decrease from the figure at the end of the previous year. Despite this somewhat disappointing result the Charity still has sufficient unrestricted funds to act as a contingency reserve equivalent to almost four month's expenditure, for use to cover the work of the charity in the event that other funding should cease. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities whilst consideration is given to ways in which additional funds may be raised.

#### **Risk Management**

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

#### **Structure, governance and management**

The charity is constituted as a company limited by guarantee, number 02516047 and is therefore governed by its Memorandum and Articles of Association, as amended by special resolution dated 23rd August 1990. SHARP was initially established as a charitable trust in 1974 and was subsequently incorporated as a company limited by guarantee in 1990.

SHARP's vision is that every person will have a decent, safe and affordable place to live. We believe that a home is a basic human right that could and should be available to everyone.

The charity is organised so that Trustees meet regularly ten times each year to manage its affairs. The paid staff, as directed by the Trustee Board, are responsible for the day-to-day administration of the charity and the delivery of its services.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Andrew McNeill

(Resigned 30 June 2022)

Frazer Robson

Jane Taylor

Robert Eglington

Patricia Hobbs

(Resigned 13 February 2023)

David Fawcett

Andrew Morley

Kaseem Chaudry

Junaid Rafiq Vindhani

Laura Hancox

(Appointed 13 February 2023)

Margaret Robinson

(Appointed 29 March 2023)

## **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

### **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 MARCH 2023**

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The Trustees/Directors are elected by majority vote at the Annual General Meeting. Their period of office ends at the following Annual General Meeting when they are eligible to stand for re-election.

No Director/Trustee received any remuneration for services or expenses as a Director/ Trustee.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

#### **Change of Name**

The charity officially changed its name on the 5 March 2021 from Shelter Housing Aid and Research Project (Leicester) Ltd to Shelter Housing Advice and Research Project (Leicester) Ltd, by virtue of a written resolution. We believe that this change of name reflects more accurately what SHARP actually does.

The trustees report was approved by the Board of Trustees.



**Frazer Robson**

Trustee

Dated: 28 November 2023

# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

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I report to the trustees on my examination of the financial statements of Shelter Housing Advice and Research Project (Leicester) Ltd (the charity) for the year ended 31 March 2023.

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

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



**Thomas Mayfield BA ACA**

**Mayfield & Co  
2 Merus Court  
Meridian Business Park  
Leicester  
LE19 1RJ**

**Dated: 28 November 2023**

## SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2023**

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	29,964	84,926	114,890	36,514	91,689	128,203
Raising funds	4	23,300	-	23,300	30,307	-	30,307
Investments	5	109	-	109	5	-	5
<b>Total income</b>		<b>53,373</b>	<b>84,926</b>	<b>138,299</b>	<b>66,826</b>	<b>91,689</b>	<b>158,515</b>
<b>Expenditure on:</b>							
Charitable activities	6	53,539	93,328	146,867	53,515	104,508	158,023
<b>Net (expenditure)/income for the year/</b>		<b>(166)</b>	<b>(8,402)</b>	<b>(8,568)</b>	<b>13,311</b>	<b>(12,819)</b>	<b>492</b>
Gross transfers between funds		-	-	-	(219)	219	-
<b>Net movement in funds</b>		<b>(166)</b>	<b>(8,402)</b>	<b>(8,568)</b>	<b>13,092</b>	<b>(12,600)</b>	<b>492</b>
Fund balances at 1 April 2022		50,996	15,856	66,852	37,904	28,456	66,360
<b>Fund balances at 31 March 2023</b>		<b>50,830</b>	<b>7,454</b>	<b>58,284</b>	<b>50,996</b>	<b>15,856</b>	<b>66,852</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Current assets</b>					
Debtors	11	85,878		87,384	
Cash at bank and in hand		29,762		35,827	
		<u>115,640</u>		<u>123,211</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(7,356)</u>		<u>(6,359)</u>	
<b>Net current assets</b>			108,284		116,852
<b>Creditors: amounts falling due after more than one year</b>	13		(50,000)		(50,000)
<b>Net assets</b>			<u>58,284</u>		<u>66,852</u>
<b>Income funds</b>					
Restricted funds	15		7,454		15,856
Unrestricted funds - general			50,830		50,996
			<u>58,284</u>		<u>66,852</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on ..... 28/11/2023 .

.....  
Andrew Morley  
Trustee

Company registration number 02516047

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2023

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#### 1 Accounting policies

##### Charity information

Shelter Housing Advice and Research Project (Leicester) Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 13 Welford Road, Leicester, LE2 7AD.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies (Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

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

All costs are allocated between the 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 on an appropriate basis.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

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

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.7 Financial Instruments

The charity 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.

##### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2023**

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**1 Accounting policies (Continued)**

**1.10 Equipment, fixtures and fittings**

Expenditure on equipment, fixtures and fittings is written off against grant income in the year in which expenditure is incurred.

**1.11 Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£
Donations and legacies	27,464	-	27,464	27,614
Grants receivable	2,500	84,926	87,426	100,589
	<u>29,964</u>	<u>84,926</u>	<u>114,890</u>	<u>128,203</u>
For the year ended 31 March 2022	<u>36,514</u>	<u>91,689</u>		<u>128,203</u>
<b>Donations and legacies</b>				
Donations and gift aid	10,806	-	10,806	15,196
Unsolicited donations	16,658	-	16,658	12,418
	<u>27,464</u>	<u>-</u>	<u>27,464</u>	<u>27,614</u>
<b>Grants receivable for core activities</b>				
The National Lottery Community Fund	-	60,926	60,926	60,235
Henry Smith	-	9,000	9,000	-
Vicars Relief Fund	-	-	-	1,325
Haramead Grant	-	-	-	5,000
Edith Murphy	2,500	-	2,500	-
Carlton Hayes MH Charity	-	15,000	15,000	18,000
Kickstart	-	-	-	14,529
Other	-	-	-	1,500
	<u>2,500</u>	<u>84,926</u>	<u>87,426</u>	<u>100,589</u>

### 4 Raising funds

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Services provided	<u>23,300</u>	<u>30,307</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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### 5 Investments

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Interest receivable	109	5

**SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2023**

6 Charitable activities	Unrestricted funds expenditure	National Lottery Community fund	Lloyds Bank Foundation expenditure	Carlton Hayes	Kickstart	Vicars	Henry Smith	Total 2023	Total 2022
	£	£	£	£	£	£	£	£	£
Staff costs	24,760	52,811	-	15,270	-	-	6,769	99,610	111,086
Rent, rates and service charges	5,624	5,733	-	-	-	-	-	11,357	11,753
Light and heat	3,130	3,818	-	-	-	-	-	6,948	3,866
Telephone	1,326	1,688	-	-	-	-	-	3,014	3,612
Insurance	554	879	-	-	-	-	-	1,433	1,496
Travel, training and conference expenses	1,035	-	-	-	-	-	-	1,035	227
VAT input tax not reclaimable	4,191	-	-	-	-	-	-	4,191	4,653
Printing, postage and stationery	751	2,045	-	-	-	-	-	2,796	3,142
Computer equipment and licences	1,493	1,239	-	-	-	-	-	2,732	2,915
Loan interest	1,300	415	-	-	-	-	-	1,715	1,200
Maintenance, repairs and sundry equipment	1,777	656	-	-	-	-	-	2,433	3,722
Miscellaneous expenses	48	-	-	-	-	-	-	48	1,258
Payments to clients	188	-	-	-	-	-	-	188	1,985
Consultancy	-	495	-	-	-	-	-	495	-
	<u>46,177</u>	<u>69,779</u>	<u>-</u>	<u>15,270</u>	<u>-</u>	<u>-</u>	<u>6,769</u>	<u>137,995</u>	<u>150,915</u>
Share of governance costs (see note 7)	7,362	1,510	-	-	-	-	-	8,872	7,108
	<u>53,539</u>	<u>71,289</u>	<u>-</u>	<u>15,270</u>	<u>-</u>	<u>-</u>	<u>6,769</u>	<u>146,867</u>	<u>158,023</u>
<b>Analysis by fund</b>									
Unrestricted funds - general	53,539	-	-	-	-	-	-	53,539	-
Restricted funds	-	71,289	-	15,270	-	-	6,769	93,328	158,023

**SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2023**

6 Charitable activities	(Continued)										
	53,539	71,289	-	15,270	-	-	-	6,769	146,867	-	-
	53,515	82,716	-	6,000	12,129	1,805	-	-	53,515	104,508	-
For the year ended 31 March 2022	-	-	-	-	-	-	-	-	-	-	-
Unrestricted funds - general	-	82,716	1,858	6,000	12,129	1,805	-	-	53,515	104,508	-
Restricted funds	53,515	82,716	1,858	6,000	12,129	1,805	-	-	158,023	-	-

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

7 Support costs	Support costs	Governance costs	2023	2022
	£	£	£	£
Staff costs	-	2,712	2,712	2,581
Independent examiner fees	-	2,150	2,150	1,900
Legal and professional fees	-	1,300	1,300	-
Bank charges	-	85	85	38
Rent	-	988	988	1,022
Light and heat	-	604	604	336
Telephone	-	262	262	314
VAT input tax not reclaimable	-	364	364	405
Other governance costs including insurance, cleaning, miscellaneous and PPS	-	407	407	512
	-	8,872	8,872	7,108
Analysed between				
Charitable activities	-	8,872	8,872	7,108

Governance costs Includes payments to the Independent examiners of £2,150 (2022- £1,900) for examination fees.

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year and none of them were reimbursed for travelling expenses (2022- £nil).

### 9 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Provision of housing advice support	4	5
Employment costs		
	2023 £	2022 £
Wages and salaries	101,002	112,396
Other pension costs	1,320	1,271
	102,322	113,667

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

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 10 Taxation

The charity is exempt from tax on Income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 11 Debtors

	2023	2022
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	79,231	79,415
Other debtors	5,326	6,482
Prepayments and accrued income	1,321	1,487
	<u>85,878</u>	<u>87,384</u>

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

	2023	2022
	£	£
Other taxation and social security	3,006	2,802
Accruals and deferred income	4,350	3,557
	<u>7,356</u>	<u>6,359</u>

### 13 Creditors: amounts falling due after more than one year

	2023	2022
	£	£
Other creditors	<u>50,000</u>	<u>50,000</u>

**SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2023**

14 Unrestricted funds	Balance at 1 April 2021		Movement in funds		Transfers	Balance at 1 April 2022		Movement in funds		Balance at 31 March 2023
	£	£	Income	Expenditure		Income	Expenditure	Income	Expenditure	
Unrestricted funds	37,904		66,826	(53,515)	(219)	50,996	53,373	(53,539)	50,830	
	37,904		66,826	(53,515)	(219)	50,996	53,373	(53,539)	50,830	

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

#### 15 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 2021		Movement in funds		Transfers	Balance at 1 April 2022		Movement in funds		Balance at 31 March 2023
	£	£	Income	Expenditure		Income	Expenditure	Income	Expenditure	
The National Lottery Community Fund	26,337		60,235	(82,716)	-	3,856	60,926	(71,289)	(6,507)	
Lloyds Bank Foundation	1,858		-	(1,858)	-	-	-	-	-	
Vicars Relief Fund	480		1,325	(1,805)	-	-	-	-	-	
CAF Resilience Fund	(87)		-	-	87	-	-	-	-	
MHCLG Via Homeless Link	(132)		-	-	132	-	-	-	-	
Kickstart	-		12,129	(12,129)	-	-	-	-	-	
Carlton Hayes	-		18,000	(6,000)	-	12,000	15,000	(15,270)	11,730	
Henry Smith	-		-	-	-	-	9,000	(6,769)	2,231	
	<u>28,456</u>		<u>91,689</u>	<u>(104,508)</u>	<u>219</u>	<u>15,856</u>	<u>84,926</u>	<u>(93,328)</u>	<u>7,454</u>	

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 16 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:						
Current assets/(liabilities)	100,830	7,454	108,284	100,996	15,856	116,852
Long term liabilities	(50,000)	-	(50,000)	(50,000)	-	(50,000)
	<u>50,830</u>	<u>7,454</u>	<u>58,284</u>	<u>50,996</u>	<u>15,856</u>	<u>66,852</u>

### 17 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	9,500	9,500
Between two and five years	28,500	38,000
	<u>38,000</u>	<u>47,500</u>

The operating leases represent rental leases of premises which are fixed at £9,500 per annum until 2027.

### 18 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2023 £	2022 £
Aggregate compensation	<u>56,699</u>	<u>54,009</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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### 18 Related party transactions

(Continued)

#### HITS Home Trust

Mr David Brazier, who is a member of staff of Shelter Housing Aid Research Project (SHARP) is also a Director of HITS Home Trust.

SHARP received a loan of £50,000 from HITS Home Trust repayable over 3 years. The balance outstanding as at the year ended 31<sup>st</sup> March 2023 is £50,000 (2022: £50,000) and the interest paid this year £1,300 (to date on the interest on the loan was £12,500).

#### Leicester Social Economy Consortium (LSEC)

Frazer Robson and Jane Taylor, are trustees of Shelter Housing Aid Research Project (SHARP) and Mr David Brazier, is a member of staff of Shelter Housing Aid Research Project (SHARP), and all three are directors of LSEC.

During the year SHARP recharged management fees of £22,500 (2022: £30,154) to LSEC. LSEC made donations to the charity of £Nil (2022: £Nil). As at the 31 March 2023 SHARP was owed £79,231 (2022: £79,415) in respect of management fees and the commission on rental income during the normal course of business.

**Shelter Housing Advice and Research Project (Leicester)**

England & Wales - Charity number 1000515

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# Accounts

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# Shelter Housing Advice and Research Project

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Annual Report &  
Accounts

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**2022**

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**Charity registration number 1000515**

**Company registration number 02516047 (England and Wales)**

**SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Frazer Robson Jane Taylor Robert Eglington Patricia Hobbs David Fawcett Andrew Morley Kaseem Chaudry Junaid Rafiq Vindhani
<b>Secretary</b>	David Brazler
<b>Charity number</b>	1000515
<b>Company number</b>	02516047
<b>Principal address</b>	13 Welford Road Leicester LE2 7AD
<b>Registered office</b>	13 Welford Road Leicester LE2 7AD
<b>Independent examiner</b>	David T Mayfield Mayfield & Co (Accountants) Ltd 2 Merus Court Meridian Business Park Leicester LE19 1RJ
<b>Bankers</b>	HSBC Bank 2 TO 6 Gallowtree Gate Leicester LE1 1DA
<b>Solicitors</b>	Knights Plc 34 Pocklington Walk Leicester LE1 6BU

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# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

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# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives and activities**

The objects of the charity, principal activities and organisation of our work:

The objects of SHARP are as follows:

- a. To prevent and relieve hardship and distress among persons who are homeless and/or living in adverse housing conditions.
- b. To promote research about housing conditions, housing problems and the circumstances of persons who are homeless and/or living in adverse housing conditions, and the dissemination of the useful results of such research.
- c. As long as Shelter (National Campaign for the Homeless) remains established for charitable purposes under the Law of England and Wales, to advance, support and promote the charitable work thereof.
- d. Generally to advance education, relieve poverty and further other charitable purposes beneficial to the community.

SHARP's vision is that every person will have a decent, safe and affordable place to live.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

Following the Coronavirus Pandemic, 2021/22 saw only a partial return to 'business as usual'. The Coronavirus Pandemic 'lockdown' that started in March 2020 had effects that continued through until at least July 2021. In Leicester, this 'lockdown' had continued for longer than almost any other City in the country. And indeed it seems likely that the aftereffects of Covid 19 will be with us for many months if not years to come.

Despite the Pandemic SHARP remained continuously up and running throughout the period of the 'lockdown' from March 2020 through to July 2021. During this period help for our clients was delivered mostly over the phone, by email, and via social media. Albeit that some limited face to face interviews occurred in the summer of 2020 and from the June of 2021 onwards. Despite this change in our principal method of service delivery the nature of the work we undertake remained quite similar to that done in previous years. Albeit that for the duration of the 'lockdown' the Leicester County Court was closed and the number of evictions occurring by due process of law reduced to virtually zero. Unfortunately the 'lockdown' did result in an increase in the number of informal evictions when friends and families could no longer tolerate living in the same accommodation.

In working towards its objects SHARP undertakes three main types of activity.

First and foremost, we provide Housing Aid to people who are homeless or poorly housed. This includes the provision of information, advice, practical assistance, and advocacy to persons in need. This service is designed to prevent people from becoming homeless. If this is not possible, we aim to help people find another home.

Since October 2013 we have recorded and monitored this activity using a web-based casework management programme called "Advice-Pro". This programme has been designed by AdviceUK the national umbrella body for advice service providers of which SHARP is a member. It is regularly updated and is fully compliant with the requirements of the General Data Protection Regulations.

## **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

### **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

#### **FOR THE YEAR ENDED 31 MARCH 2022**

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During the course of 2021/22 we were able to provide this service to 510 new clients. In the previous year we were able to provide our service to 418 new clients. This 22% increase in the number of new clients we were able to help is a considerable achievement given the very extended 'lockdown' experienced in Leicester.

Despite the aftereffects the Coronavirus Pandemic, new clients seen in 2021/22 continued to present a range of all too familiar Housing Problems. Such problems as Evictions; Homelessness; Overcrowding; Disrepair; Relationship Breakdown (Including far too many instances of Domestic Violence); and all types of Housing Problem related to low income and ill-health. Notable in 2021/22 was a significantly higher prevalence of mental ill-health.

Appreciating the scale of the problem related to mental ill-health in early 2021 SHARP sought additional funding to try to address this need. Fortunately, our application to the Carlton Hayes Mental Health charity was successful. In November 2021, our new part-time Mental Health Support Worker commenced work with our clients. This post has been funded for at least two years. It represents a very welcome addition to our staff complement. It enables our other staff to concentrate upon resolving a client's housing problems whilst the Mental Health Support Worker addresses problems related to mental ill-health. Mental ill-health is widely recognised to be simultaneously both a cause and a consequence of homelessness.

The case-studies below illustrate the point that whilst homelessness and poor housing conditions are typically problems experienced by younger people they can affect anyone at any age.

#### **Case 1 – Mr Biden**

*Referred to us by a social prescriber. This 88-year-old client was an owner/occupier whose house burnt down at 3 am in the morning. His two daughters lived in Devon. Fortunately, Mr Biden was not injured. Hospital contacted the Red Cross who contacted Oadby & Wigston Borough Council who placed him in a Premier Inn, but only for two nights. We contacted the daughters who were on their way to visit their father. We discussed the loss adjuster paying for accommodation, but this was not possible. Eventually we arranged for Oadby & Wigston Council to continue to pay for his stay at the Premier Inn for two weeks till all legalities and accommodation issues could be sorted.*

#### **Case 2 – Mrs Clinton**

*Another case referred to us by a social prescriber from a GP surgery – a 95-year-old woman caring for her 70-year-old son. Son had suffered a stroke, and both mother and son needed adaptations in the home. Both were unable to climb the stairs to access the bathroom and bedrooms. The Housing Association's housing officer, visited on several occasions but did nothing to help them with their mobility difficulties around the house. This Housing Association had no ground floor properties to move our client into, and no properties with the appropriate adaptations. An urgent application was made to Leicester City Council and the couple were re-housed in semi-supported ground floor accommodation, with all the aids and adaptations required to live comfortably. Social Services were also contacted to arrange a home assessment to look at providing home support.*

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Please note that in these case-studies the name of the client has been changed.

In 2021/22 SHARP continued to assist our clients to obtain small grants. Normally these grants are used to prevent eviction or to secure a new place to live. We are very grateful for the funding we have received on behalf of our clients from the Vicar's Relief Fund based at St Martins in the Fields church in London and from the Olive Trust.

Secondly, SHARP provides free information about homelessness, housing conditions and the work of SHARP to members of the public. For example, we can give short presentations concerning homelessness to various church and community groups and offer training sessions to local agencies. Naturally, this work was brought to an abrupt halt by the Coronavirus Pandemic. However, with the assistance of volunteers, SHARP has, for example, continued to provide up to date information about a wide variety of topics. Including lists of Hostels, Housing Associations, Private Rented Sector Landlords, and places where food can be obtained free of charge by homeless people. 2021/22 also saw a dramatic improvement in both the quantity and quality of the information available on our website see:- <https://leicestershelter.org.uk/>. An improvement that would not have been possible without the help of a volunteer with a strong interest in and knowledge of Information Technology. We have also established a much greater presence on Facebook and Twitter using these Social Media to disseminate information about SHARP and indeed about homelessness more generally.

## SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

### TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

#### FOR THE YEAR ENDED 31 MARCH 2022

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During the course of 2021/22 from May to November SHARP was able to employ two additional part-time members of staff by making use of the Kickstart Scheme. The Kickstart Scheme was funded by the Department of Work and Pensions (DWP). The Kickstart Scheme paid qualifying organisations to employ people aged 18 to 24 years who had previously been in receipt of out of work benefits. Funding was limited to the employment costs of someone working for 25 hours per week at the National Minimum Wage for up to 6 months. Using the Kickstart Scheme SHARP employed a Data Inputting Assistant and an Assistant Volunteer Coordinator. And with help from the Data Inputting Assistant we were able to produce a report entitled 'SHARP Research and Evaluation Report Leicester August 2019 to May 2021'. This report is available to download from:

<https://leicestershelter.org.uk/wp-content/uploads/2022/04/SHARP-Research-Project-Final-26-01-22.pdf>

Thirdly, SHARP has been funded by the National Lottery to develop a volunteer cohort, supporting people, many of whom are ex-service users, to learn life and vocational skills. This has the dual benefit of increasing the volume of the work that SHARP can do, whilst simultaneously improving the confidence and employability of many of its ex-service users. This programme commenced in August 2019, was suspended during the 'lockdown' and recommenced in June 2021. During what remained of 2021/22 we worked with at least 14 new volunteers. An example of the type of work we do with volunteers is set out below.

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#### **SHARP Volunteering Case study – Ms Reeves**

*Ms Reeves was a woman in her fifties who had been out of work for over 3 years and had completely lost her confidence and had very low self-esteem. During her 6 weeks volunteering with us she gained new skills and worked specifically on her interview skills, confidence and self-esteem. This enabled her to feel confident in applying for jobs. A few months later we received a reference request from a potential employer, and a few weeks after that, the Volunteer contacted us to say that she had got a job in a school thanks to this reference and the skills she gained during her time volunteering with us.*

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Please note that in this case-study the name of the client has been changed.

In October 2018, the Bishop of Leicester, the Right Reverend Martyn Snow, and Sir Peter Soulsby Leicester's City Mayor launched a Homelessness Charter for Leicester. The Charter brought together a wide range of local people & organisations determined to bring homelessness and in particular street homelessness in Leicester to an end. SHARP was one of the original signatories to the Charter. We work cooperatively with a wide range of other local charities and organisations to fulfil the ambitions set out in the Charter which we continue to fully support.

SHARP, in addition to its volunteers, employs staff to provide the above services. In 2021/22 there were an average of five full-time equivalent paid staff. As of 31 March 2022 there were two full-time members of staff - Mara Forana (Housing Advice Specialist Caseworker and Project Leader) , and Rebecca Toone (Volunteer Coordinator). And three part-time members of staff - Deepa Bhogal (Administrator Receptionist), David Brazier (Executive Advisor), and Shannon Woolman (Mental Health Support Worker). The Trustee Board wishes to thank all SHARP's volunteers and paid members of staff who have worked tirelessly throughout the year to deliver our services.

The Trustee Board meets monthly to monitor the work of the project and to set its overall policies. There is a sub-committee that deals with Fundraising and Communications. And occasionally another sub-committee maybe formed for a specific purpose, e.g. recruitment of staff.

#### **Public Benefit**

We have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives, and in planning our future activities.

The charity believes it has provided a public benefit during the year through the areas outlined in the section of this Report headed Achievements and performance.

As, trustees we take our charitable role very seriously and the charity works hard to make sure that it provides charitable services that are socially inclusive.

# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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#### **Financial review**

The Board of Trustees recognises we are continuing to operate in very challenging times with 'austerity' resulting in reductions of local authority expenditure of about 40%. These difficulties have been added to by the effects of the Coronavirus Pandemic that started in late 2019/20. These financial constraints impact significantly upon a charity such as ourselves who work with some of the most economically disadvantaged members of society.

The statement of financial activities (on Page 7) shows a total income of £158,515 and expenditure of £158,023. This results in a very small surplus for the year of £492. We started the year with fund balances of £66,360 and the surplus for the year of £492 after all charitable activities had been financed leaves fund balances carried forward of £66,852. These are comprised of £50,956 in unrestricted funds and a further £15,856 in restricted funds.

For SHARP, from a purely financial perspective 2021/22 was a year of modest gains. In addition to our National Lottery Community Fund 5-year grant of £306,326 we were able to intentionally carry forward a further £26,337 of lottery funding into 2021/22. This enabled SHARP to employ an extra full-time Housing Advice Caseworker from April to November. And as described earlier in this Trustees Report in October we also received a grant of £18,000 from the Carlton Hayes Mental Health charity. Most of this grant (£12,000) has been carried forward into 2022/23 to enable us to continue to employ a Mental Health Support Worker. Also as described earlier we received funding of £14,529 from the DWP Kickstart Scheme to employ two part-time members of staff for six months.

#### **Reserves Policy**

The Trustees have given some thought as to what level of reserves is appropriate for a charity such as SHARP. The charity had closing reserves of £66,852 as at the 31 March 2022 a very small increase from the figure at the end of the previous year. As a result the Charity now has sufficient unrestricted funds to act as a contingency reserve equivalent to almost four month's expenditure, for use to cover the work of the charity in the event that other funding should cease. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities whilst consideration is given to ways in which additional funds may be raised.

#### **Risk Management**

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

#### **Structure, governance and management**

The charity is constituted as a company limited by guarantee, number 02516047 and is therefore governed by its Memorandum and Articles of Association, as amended by special resolution dated 23rd August 1990. SHARP was initially established as a charitable trust in 1974 and was subsequently incorporated as a company limited by guarantee in 1990.

SHARP's vision is that every person will have a decent, safe and affordable place to live. We believe that a home is a basic human right that could and should be available to everyone.

The charity is organised so that Trustees meet regularly ten times each year to manage its affairs. The paid staff, as directed by the Trustee Board, are responsible for the day-to-day administration of the charity and the delivery of its services.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Andrew McNeill

(Resigned 30 June 2022)

Frazer Robson

Jane Taylor

Robert Eglinton

Patricia Hobbs

David Fawcett

Andrew Morley

Kaseem Chaudry

Junaid Rafiq Vindhani

## **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

### **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 MARCH 2022**

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The Trustees/Directors are elected by majority vote at the Annual General Meeting. Their period of office ends at the following Annual General Meeting when they are eligible to stand for re-election.

No Director/Trustee received any remuneration for services or expenses as a Director/Trustee (2019 - £nil).

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

#### **Change of Name**

The charity officially changed its name on the 5 March 2021 from Shelter Housing Aid and Research Project (Leicester) Ltd to Shelter Housing Advice and Research Project (Leicester) Ltd, by virtue of a written resolution. We believe that this change of name reflects more accurately what SHARP actually does.

#### **John Elliott and Margaret Herrington**

The Trustees wish to place on record their thanks to John Elliott and Margaret Herrington.

John together with his late wife Barbara was a founder member of the Leicester Shelter Group in the late 1960s. He went on to be one of the original trustees of the Shelter Housing Aid and Research Project (Leicester) and a subscriber to the Company Limited by Guarantee that was incorporated in 1990. John was an indefatigable advocate on behalf of homeless people. And for more than 25 years he and members of his family ran the Leicester Shelter Emergency out of hours telephone line from his own home. Describing in vivid detail the tales of those who called him on rainy nights from a telephone box with a baby in their arms.

Margaret Herrington too, with her late husband Paul, was an early member of the Leicester Shelter Group. She established in the early 1970s the Leicester Shelter Group research sub-committee. Producing a series of detailed reports based upon close analysis of the casework undertaken by the Group's volunteer Housing Aid Workers. The forensic detail of these reports was the basis for the research arm of the Shelter Housing Aid and Research Project.

John and Margaret were both exceptional people. Their contributions towards the development of SHARP were immeasurable. Both died in 2022. They will be missed.

The trustees report was approved by the Board of Trustees.



**Frazer Robson**

Trustee

Dated: 30 November 2022



# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

---

I report to the trustees on my examination of the financial statements of Shelter Housing Advice and Research Project (Leicester) Ltd (the charity) for the year ended 31 March 2022.

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

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

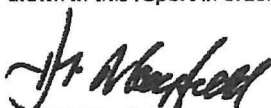
Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

  
David T Mayfield

Mayfield & Co (Accountants) Ltd  
2 Merus Court  
Meridian Business Park  
Leicester  
LE19 1RU

Dated: 30 November 2022



## SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<b>Income from:</b>							
Donations and legacies	3	36,514	91,689	128,203	36,551	116,104	152,655
Raising funds	4	30,307	-	30,307	15,000	-	15,000
Investments	5	5	-	5	11	-	11
<b>Total Income</b>		<b>66,826</b>	<b>91,689</b>	<b>158,515</b>	<b>51,562</b>	<b>116,104</b>	<b>167,666</b>
<b>Expenditure on:</b>							
Charitable activities	6	53,515	104,508	158,023	40,420	113,165	153,585
<b>Net income/(expenditure) before transfers</b>		<b>13,311</b>	<b>(12,819)</b>	<b>492</b>	<b>11,142</b>	<b>2,939</b>	<b>14,081</b>
Gross transfers between funds		(219)	219	-	-	-	-
<b>Net income/(expenditure) for the year</b>							
<b>Net movement in funds</b>		<b>13,092</b>	<b>(12,600)</b>	<b>492</b>	<b>11,142</b>	<b>2,939</b>	<b>14,081</b>
Fund balances at 1 April 2021		37,904	28,456	66,360	26,762	25,517	52,279
<b>Fund balances at 31 March 2022</b>		<b>50,996</b>	<b>15,856</b>	<b>66,852</b>	<b>37,904</b>	<b>28,456</b>	<b>66,360</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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



# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Current assets</b>					
Debtors	10	87,384		84,451	
Cash at bank and in hand		35,827		37,577	
		<u>123,211</u>		<u>122,028</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(6,359)</u>		<u>(5,668)</u>	
<b>Net current assets</b>			116,852		116,360
<b>Creditors: amounts falling due after more than one year</b>	12		(50,000)		(50,000)
<b>Net assets</b>			<u>66,852</u>		<u>66,360</u>
<b>Income funds</b>					
Restricted funds	14		15,856		28,456
Unrestricted funds - general			50,996		37,904
			<u>66,852</u>		<u>66,360</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 30 November 2022

  
Andrew Morley  
Trustee

Company registration number 02516047

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

---

### 1 Accounting policies

#### Charity Information

Shelter Housing Advice and Research Project (Leicester) Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 13 Welford Road, Leicester, LE2 7AD.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

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

All costs are allocated between the 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 on an appropriate basis.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

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

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.7 Financial Instruments

The charity 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.

#### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

## **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

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**1 Accounting policies** **(Continued)**

**1.10 Equipment, fixtures and fittings**

Expenditure on equipment, fixtures and fittings is written off against grant income in the year in which expenditure is incurred.

**1.11 Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

## SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

#### 3 Donations and legacies

	Unrestricted funds general	Restricted funds	Total 2022	Total 2021
	£	£	£	£
Donations and legacies	27,614	-	27,614	20,333
Grants receivable	8,900	91,689	100,589	132,322
	<u>36,514</u>	<u>91,689</u>	<u>128,203</u>	<u>152,655</u>
For the year ended 31 March 2021	<u>36,551</u>	<u>116,104</u>		<u>152,655</u>
<b>Donations and legacies</b>				
Donations and gift aid	15,196	-	15,196	12,288
Unsolicited donations	12,418	-	12,418	8,045
	<u>27,614</u>	<u>-</u>	<u>27,614</u>	<u>20,333</u>
<b>Grants receivable for core activities</b>				
The National Lottery Community Fund	-	60,235	60,235	87,068
Lloyds Bank Foundation	-	-	-	7,125
Vicars Relief Fund	-	1,325	1,325	1,531
Haramead Grant	5,000	-	5,000	-
MHCLG Via Homeless Link	-	-	-	10,100
CAF Resilience Fund	-	-	-	10,280
Leicester City Council	-	-	-	15,000
Job Retention Scheme	-	-	-	1,218
Carlton Hayes MH Charity	-	18,000	18,000	-
Kickstart	2,400	12,129	14,529	-
Other	1,500	-	1,500	-
	<u>8,900</u>	<u>91,689</u>	<u>100,589</u>	<u>132,322</u>

#### 4 Raising funds

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
LSEC services provided	<u>30,307</u>	<u>15,000</u>

**SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

---

**5 Investments**

	<b>Unrestricted funds general 2022 £</b>	<b>Unrestricted funds general 2021 £</b>
Interest receivable	<u>5</u>	<u>11</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

6 Charitable activities	Unrestricted funds	National Lottery fund	Lloyds Bank Foundation	Carlton Hayes	Kickstart	Vicars	Total	
							2022	2021
	£	£	£	£	£	£	£	
Staff costs	28,483	63,991	483	6,000	12,129	-	111,086	
Rent, rates and service charges	4,663	6,340	750	-	-	-	11,753	
Light and heat	1,390	1,976	500	-	-	-	3,866	
Telephone	1,524	1,963	125	-	-	-	3,612	
Insurance	679	817	-	-	-	-	1,496	
Travel, training and conference expenses	227	-	-	-	-	-	227	
VAT input tax not reclaimable	4,653	-	-	-	-	-	4,653	
Printing, postage and stationery	510	2,632	-	-	-	-	3,142	
Computer equipment and licences	1,453	1,462	-	-	-	-	2,915	
Loan interest	1,200	-	-	-	-	-	1,200	
Maintenance, repairs and sundry equipment	1,927	1,795	-	-	-	-	3,722	
Miscellaneous expenses	518	740	-	-	-	-	1,258	
Payments to clients	180	-	-	-	-	1,805	1,985	
Consultancy	-	-	-	-	-	-	-	
	47,407	81,716	1,858	6,000	12,129	1,805	150,915	
Share of governance costs (see note 7)	6,108	1,000	-	-	-	-	7,108	
	53,515	82,716	1,858	6,000	12,129	1,805	158,023	
<b>Analysis by fund</b>								
Unrestricted funds - general	53,515	-	-	-	-	-	53,515	
Restricted funds	-	82,716	1,858	6,000	12,129	1,805	104,508	

**SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

6 Charitable activities	(Continued)						
	53,515	82,716	1,858	6,000	12,129	1,805	158,023
	40,420	-	-	-	-	-	40,420
For the year ended 31 March 2021	-	77,723	13,792	21,650	-	-	113,165
Unrestricted funds - general	40,420	77,723	13,792	21,650	-	-	153,585
Restricted funds							

## SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

7 Support costs	Support costs	Governance costs	2022	2021
	£	£	£	£
Staff costs	-	2,581	2,581	3,774
Audit fees	-	1,900	1,900	1,500
Bank charges	-	38	38	30
Rent	-	1,022	1,022	892
Light and heat	-	336	336	235
Telephone	-	314	314	391
VAT Input tax not reclaimable	-	405	405	472
Other governance costs Including insurance, cleaning, miscellaneous and PPS	-	512	512	462
	-	7,108	7,108	7,756
Analysed between Charitable activities	-	7,108	7,108	7,756

Governance costs Includes payments to the Independent examiners of £1,900 (2021- £1,500) for examination fees.

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year and none of them were reimbursed for travelling expenses (2021- £nil).

### 9 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Provision of housing advice support	5	5
Employment costs		
	2022 £	2021 £
Wages and salaries	112,396	99,842
Other pension costs	1,271	1,243
	113,667	101,085

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

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

<b>10 Debtors</b>		
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Trade debtors	79,415	79,231
Other debtors	6,482	3,750
Prepayments and accrued income	1,487	1,470
	<u>87,384</u>	<u>84,451</u>
	<u><u>87,384</u></u>	<u><u>84,451</u></u>
<b>11 Creditors: amounts falling due within one year</b>		
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Other taxation and social security	2,802	2,370
Accruals and deferred income	3,557	3,298
	<u>6,359</u>	<u>5,668</u>
	<u><u>6,359</u></u>	<u><u>5,668</u></u>
<b>12 Creditors: amounts falling due after more than one year</b>		
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Other creditors	50,000	50,000
	<u>50,000</u>	<u>50,000</u>
	<u><u>50,000</u></u>	<u><u>50,000</u></u>

**SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

**13 Unrestricted funds**

	Movement in funds		Movement in funds		Movement in funds		Transfers	Balance at 31 March 2022
	Income	Expenditure	Income	Expenditure	Income	Expenditure		
	£	£	£	£	£	£	£	£
Balance at 1 April 2020	26,762							
			51,562	(40,420)	66,826	(53,515)	(219)	50,996
Unrestricted funds	26,762		51,562	(40,420)	66,826	(53,515)	(219)	50,996
Balance at 1 April 2021			37,904					

**SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

**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 2020		Movement in funds		Balance at 1 April 2021		Movement in funds		Balance at 31 March 2022	
	£	£	Income	Expenditure	Income	Expenditure	Income	Expenditure	Transfers	£
The National Lottery Community Fund	16,992		87,068	(77,723)	26,337		60,235	(82,716)	-	3,856
Lloyds Bank Foundation	8,525		7,125	(13,792)	1,858		-	(1,858)	-	-
Vicars Relief Fund	-		1,531	(1,051)	480		1,325	(1,805)	-	-
CAF Resilience Fund	-		10,280	(10,367)	(87)		-	-	87	-
MHCLG Via Homeless Link	-		10,100	(10,232)	(132)		-	-	132	-
Kickstart	-		-	-	-		12,129	(12,129)	-	-
Carlton Hayes	-		-	-	-		18,000	(6,000)	-	12,000
	<u>25,517</u>		<u>116,104</u>	<u>(113,165)</u>	<u>28,456</u>		<u>91,689</u>	<u>(104,508)</u>	<u>219</u>	<u>15,856</u>

**SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

**15 Analysis of net assets between funds**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Current assets/(liabilities)	100,996	15,856	116,852	87,904	28,456	116,360
Long term liabilities	(50,000)	-	(50,000)	(50,000)	-	(50,000)
	<u>50,996</u>	<u>15,856</u>	<u>66,852</u>	<u>37,904</u>	<u>28,456</u>	<u>66,360</u>

**16 Operating lease commitments**

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	9,500	9,500
Between two and five years	38,000	38,000
In over five years	-	9,500
	<u>47,500</u>	<u>57,000</u>

The operating leases represent rental leases of premises which are fixed at £9,500 per annum until 2027.

**17 Related party transactions**

**Remuneration of key management personnel**

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	<u>54,009</u>	<u>52,683</u>

## **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

---

**17 Related party transactions**

**(Continued)**

**HITS Home Trust**

Mr David Brazier, who is a member of staff of Shelter Housing Aid Research Project (SHARP) is also a Director of HITS Home Trust.

SHARP received a loan of £50,000 from HITS Home Trust repayable over 3 years. The balance outstanding as at the year ended 31<sup>st</sup> March 2022 is £50,000 (2021: £50,000) and the interest paid this year £1,200 (to date on the loan was £11,200).

**Leicester Social Economy Consortium (LSEC)**

Frazer Robson and Jane Taylor, are trustees of Shelter Housing Aid Research Project (SHARP) and Mr David Brazier, is a member of staff of Shelter Housing Aid Research Project (SHARP), and all three are directors of LSEC.

During the year SHARP recharged management fees of £30,154 (2021: £15,000) to LSEC. LSEC made donations to the charity of £Nil (2021: £5,800). As at the 31 March 2022 SHARP was owed £79,415 (2021: £79,231) in respect of management fees and the commission on rental income during the normal course of business.

**SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2022**

**Restricted funds:**

	CAF	Lloyds	Homeless Link	Vicars	Lottery	Kickstart	Carlton Hayes	Total 2022	2021
<b>Income:</b>									
Grants	-	-	-	1,325	60,235	12,129	18,000	91,689	116,104
<b>Less Expenditure:</b>									
Computer Software	-	-	-	-	1,462	-	-	1,462	2,673
Consultancy	-	-	-	-	-	-	-	-	8,541
General running expenses	-	-	-	-	2,632	-	-	2,632	459
Independent examination	-	-	-	-	1,000	-	-	1,000	2,150
Insurance	-	-	-	-	817	-	-	817	968
Light & Heat	-	500	-	-	1,976	-	-	2,476	1,775
Payments to clients	-	-	-	1,805	-	-	-	1,805	6,258
PPS	-	-	-	-	-	-	-	-	1,811
Professional fees & Accountancy	-	-	-	-	-	-	-	-	452
Publications & Subs	-	-	-	-	150	-	-	150	56
Rent & Rates and service chg	-	750	-	-	6,340	-	-	7,090	6,744
Repairs & Maint	-	-	-	-	1,795	-	-	1,795	918
Staff Costs	-	483	-	-	63,991	12,129	6,000	82,603	77,343
Staff recruitment	-	-	-	-	590	-	-	590	-
Telephone	-	125	-	-	1,963	-	-	2,088	3,017
	-	1,858	-	1,805	82,716	12,129	6,000	104,508	113,165
<b>(Deficit)/Surplus for the year</b>	-	(1,858)	-	(480)	(22,481)	-	12,000	(12,819)	2,939
Transfer between reserves	87	-	132	-	-	-	-	219	-
<b>Surplus brought forward</b>	(87)	1,858	(132)	480	26,337	-	-	28,456	25,517
<b>Surplus carried forward</b>	-	-	-	-	3,856	-	12,000	15,856	28,456

**SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)**  
**NOTES TO THE INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022**

**Unrestricted funds:**

	<u>2022</u>	<u>2021</u>
	£	£
<b>Income</b>	66,826	51,562
<b>Less Expenditure</b>		
Accountancy fees	-	-
Bank charges	38	33
Computer equipment and licences	1,453	1,056
Fundraising costs	-	-
Independent examination	900	1,500
Insurance	809	498
Light and heat	1,726	924
Loan Interest	1,200	1,200
Maintenance, repairs and sundry equipment	1,927	687
Miscellaneous	627	1,168
Payments to clients	180	130
Rent, rates and service charge	5,685	3,510
Salaries and related employment costs	31,064	21,962
Stationery, postage and photocopying	783	802
Telephone	1,838	1,479
Training and conference	227	41
VAT input tax not reclaimable	5,058	5,430
	<u>53,515</u>	<u>40,420</u>
<b>Surplus/(Deficit) for the Year</b>	13,311	11,142
<b>Transfer between reserves</b>	(219)	-
<b>Surplus brought forward</b>	37,904	26,762
<b>Surplus carried forward</b>	<u>50,996</u>	<u>37,904</u>

**SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)**  
**NOTES TO THE INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2022**

1. Income is made up of:

	<u>2022</u>	<u>2021</u>
	£	£
<b>(a) Legacies, donations and covenanted income</b>	27,614	20,333
<b>(b) Fundraising, Management charges and Commission from related parties</b>	30,307	15,000
<b>(c) Grants Received</b>	8,900	16,218
Interest received	5	11
	<hr/> 66,826	<hr/> 51,562
 <b>(a) Legacies and donations</b>		
Donations and gift aid	15,196	6,488
Unsolicited donations	12,418	8,045
LSEC Donations	-	5,800
	<hr/> 27,614	<hr/> 20,333
 <b>(b) Fundraising, management charges and commission from related parties:</b>		
LSEC services provided	30,000	15,000
Payroll Services	307	-
	<hr/> 30,307	<hr/> 15,000
 <b>(c) Grants Received:</b>		
Job Retention Scheme	-	1,218
Leicester City Council Covid Response Grants	-	15,000
Kickstart Grants	2,400	-
Haramead Grant	5,000	-
Helen Jean Cope Grant	1,000	-
Martin de Porres Grant	500	-
	<hr/> 8,900	<hr/> 16,218

## **Thank You**

### **Major Funders**

National Lottery Community Fund  
Carlton Hayes Mental Health Charity  
Leicester Social Economy Consortium Ltd

### **Charitable Trusts**

The Haremead Trust  
The Helen Jean Cope Charity  
E. G. Chadwick's Charitable Settlement  
The J R Corah Foundation  
The Maud Elkington Charitable Trust  
P & C Hickinbotham Charitable Trust  
The Edith Murphy Foundation  
Saint Martin de Porres Foundation  
Florence Turner Charitable Trust

### **Individuals**

Katherine Burns  
Professor Martin Gill  
Angela Jennings  
Rev A L Lattimore  
Jamie and Lynn Lewis  
Dr Andrew Teuten  
Rev T R J Thomas

### **Churches**

Blaby Congregational Church  
Braunstone URC  
Blessed Sacrament Church, Leicester  
Church of St Winefride's, Shepshed  
Christ Gospel Church  
Christchurch, Clarendon Park, Leicester  
Churches Together in Leicestershire  
Enderby URC  
Great Glen Methodist Church  
Groby United Reformed Church  
Harvest Community Church  
Holy Trinity, Leicester, PCC  
Immaculate Conception RC Church

Leicester Cathedral  
Leicester Quaker Meeting House  
Mount St Bernard Abbey  
Our Lady of Victories Church  
Parish of Our Lady of Good Counsel  
Rothley Baptist Church  
Rothley Methodist Church  
Saffron Lane URC  
South Wigston URC  
St Edwards House, Aylestone  
St Margaret's Church, Leicester  
St Mary Magdalene, Peckleton  
St Mary's RC Church, Loughborough  
St Nicholas Church, Mowsley  
St Patrick's Parish  
St Paul's Church, Woodhouse Eaves  
St Theresa's & Sacred Heart, Birstall  
St Thomas Moore Parish  
Trinity Methodist Church, Oadby  
St Wilfrid's Church, Kibworth  
Westcotes URC  
Whetstone URC  
Wigston URC

### **Housing Associations**

EMH Housing Association  
Nottingham Community H A  
Riverside Housing Association  
Waterloo Housing Association

### **Other Organisations**

Charities Trust  
Leicester Charity Link  
John Lewis Partnership  
NEXT Holdings Ltd  
Red Leicester Choir  
Rotary Club – Leicester  
Staff at Europcar Group UK Ltd  
Vicar's Relief Fund, St Martin-in-the-Fields  
Wyggeston's Hospital

And many, many, many more..

**Shelter Housing Advice and Research Project (Leicester)**

England & Wales - Charity number 1000515

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# Accounts

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Charity Registration No. 1000515

Company Registration No. 02516047 (England and Wales)

**SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Andrew McNeill Frazer Robson Jane Taylor Robert Eglinton Patricia Hobbs David Fawcett Andrew Morley Kaseem Chaudry Junaid Rafiq Vindhani	(Appointed 24 June 2020) (Appointed 24 June 2020)
<b>Secretary</b>	David Brazier	
<b>Charity number</b>	1000515	
<b>Company number</b>	02516047	
<b>Principal address</b>	13 Welford Road Leicester LE2 7AD	
<b>Registered office</b>	13 Welford Road Leicester LE2 7AD	
<b>Independent examiner</b>	David T Mayfield Mayfield & Co (Accountants) Ltd 2 Merus Court Meridian Business Park Leicester LE19 1RJ	
<b>Bankers</b>	HSBC Bank 2 TO 6 Gallowtree Gate Leicester LE1 1DA	
<b>Solicitors</b>	Knights Plc 34 Pocklingtons Walk Leicester LE1 6BU	

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# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

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# **SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees present their annual report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives and activities**

The objects of the charity, principal activities and organisation of our work:

The objects of SHARP are as follows:

- a. To prevent and relieve hardship and distress among persons who are homeless and/or living in adverse housing conditions.
- b. To promote research about housing conditions, housing problems and the circumstances of persons who are homeless and/or living in adverse housing conditions, and the dissemination of the useful results of such research.
- c. As long as Shelter (National Campaign for the Homeless) remains established for charitable purposes under the Law of England and Wales, to advance, support and promote the charitable work thereof.
- d. Generally to advance education, relieve poverty and further other charitable purposes beneficial to the community.

SHARP's vision is that every person will have a decent, safe and affordable place to live.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

2020/21 was an exceptional year. The Coronavirus Pandemic resulted in a national 'Lockdown' that started in March 2020. In Leicester, this lockdown continued unabated throughout most of the year. In order to protect our clients and our staff, face to face contact with members of the public was dramatically curtailed. However SHARP remained continuously up and running throughout 2020/21. Help for our clients was delivered mostly over the phone, by email, and via social media. Despite this change in our principal method of service delivery the nature of the work we undertake remained similar to that done in previous years.

In working towards its objects SHARP undertakes three main types of activity.

First and foremost, we provide Housing Aid to people who are homeless or poorly housed. This includes the provision of information, advice, practical assistance, and advocacy to persons in need. This service is designed to prevent people from becoming homeless. If this is not possible, we aim to help people find another home.

Since October 2013 we have recorded and monitored this activity using a web-based casework management programme called "Advice-Pro". This programme has been designed by AdviceUK the national umbrella body for advice service providers of which SHARP is a member. It is regularly updated and is fully compliant with the requirements of the General Data Protection Regulations.

During the course of 2020/21 we provided this service to 418 new clients. In the previous year we were able to provide our service to 411 new clients. This small increase in the number of new clients we were able to help is a considerable achievement given the very extended 'lockdown' experienced in Leicester.

In September 2019, SHARP was subject to an external audit of our systems and procedures relating to advice service delivery. Subsequently we were very pleased to be awarded the Legal Aid Agency Specialist Quality Mark (SQM) for Housing Advice Services. We believe that we are one of only 2 Charities in Leicestershire that has the SQM for Housing.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2021

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Despite the Coronavirus Pandemic, new clients seen in 2020/21 continued to present a range of all too familiar Housing Problems. Such as Evictions; Homelessness; Overcrowding; Disrepair; Relationship Breakdown (including far too many instances of Domestic Violence); and all types of Housing Problem related to low income and ill-health. Notable in 2020/21 was a significantly higher prevalence of mental ill-health.

The case-studies below give just a brief glimpse into the kind of problems that some SHARP clients experience.

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#### **Case 1 – Ms Stibbe**

*An 18-year-old girl contacted SHARP. She is a vulnerable young person as her mother left the country when the client was still a child and had a bitter relationship with her father. The relationship became so difficult that before the first lockdown Ms Stibbe left her father's house and moved in with a friend, but as her friend had her own two children, Ms Stibbe was living and studying in overcrowded conditions. We contacted the Council to register client on the housing list and put her in the highest priority band. And when she was offered a property, we supported her with the first rent and some basic items, including a fridge and a bed, through applications to various charitable funds.*

#### **Case 2 – Mr Olusoga**

*A 30-year-old man originally from Africa. Mr Olusoga suffers from various health issues, including tuberculosis, and had been homeless for months. The Council had been ignoring his calls and requests for temporary accommodation. We kept contacting the Council several times a week until we got a successful outcome: Mr Olusoga has now been placed into a hotel room and no longer has to sleep in the streets, allowing him to focus on recovering his health.*

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Please note that in these case-studies the name of the client has been changed.

In 2020/21 SHARP continued to assist our clients to obtain small grants. These grants are used to prevent eviction or to secure a new place to live. Our work in this respect was expanded during the Pandemic by the provision of an additional fund of just over £5000 from the Ministry of Housing, Communities, and Local Government distributed to local charities such as SHARP via Homeless Link.

Secondly, SHARP provides free information about homelessness, housing conditions and the work of SHARP to members of the public. For example, we can give short presentations concerning homelessness to various church and community groups and offer training sessions to local agencies. This work has been restricted by the departure of our information officer some years ago and our lack of funds with which to employ a replacement member of staff, however, with the assistance of volunteers, SHARP has, for example, continued to provide up to date information about a wide variety of topics. Including lists of Hostels, Housing Associations, Private Rented Sector Landlords, and places where food can be obtained free of charge by homeless people.

Thirdly, SHARP has been funded by the National Lottery to develop a volunteer cohort, supporting people, many of whom are ex-service users to learn life and vocational skills. This has the dual benefits of increasing the volume of the work that SHARP can do, whilst simultaneously improving the confidence and employability of many of its ex-service users. The National Lottery funding for this programme recommenced in June 2019. Unfortunately during the year we were only able to provide two such placements due to lockdown restrictions arising as result of the Coronavirus Pandemic.

In October 2018, the Bishop of Leicester, the Right Reverend Martyn Snow, and Sir Peter Soulsby Leicester's City Mayor launched a Homelessness Charter for Leicester. The Charter brought together a wide range of local people & organisations determined to bring homelessness and in particular street homelessness in Leicester to an end. SHARP was one of the original signatories to the Charter and continues to try to progress its work.

SHARP, in addition to its volunteers, employs staff to provide the above services. In 2020/21 there were an average of five full-time equivalent paid staff. As of 31 March 2021 there were three full-time members of staff - Mara Forana, Amany Jabir, and Rebecca Toone. And three part-time members of staff - Deepa Bhogal, David Brazier, and Hope Gray.

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# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2021

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David Brazier is Executive Advisor to the SHARP Trustee Board and is Company Secretary.

The Trustee Board meets monthly to monitor the work of the project and to determine its overall policies. There are Sub-Committees for Fundraising and occasionally a sub-committee is formed for a specific purpose, e.g. recruitment of staff.

#### **Public Benefit**

We have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives, and in planning our future activities.

The charity believes it has provided a public benefit during the year through the areas outlined in the section of this Report headed Achievements and performance.

As, trustees we take our charitable role very seriously and the charity works hard to make sure that it provides charitable services that are socially inclusive.

#### **Financial review**

The Board of Trustees recognises we are continuing to operate in very challenging times with 'austerity' resulting in reductions of local authority expenditure of about 40%. These difficulties have been added to by the effects of the Coronavirus Pandemic that started in late 2019/20. These financial constraints impact significantly upon a charity such as ourselves who work with some of the most economically deprived members of society.

The statement of financial activities (on Page 6) shows a total income of £167,666 and expenditure of £153,585. This results in a surplus for the year of £14,081. We started the year with fund balances of £52,279 and the surplus for the year of £14,081 after all charitable activities had been financed leaves fund balances carried forward of £66,360. These are comprised of £37,904 in unrestricted funds and a further £28,456 in restricted funds.

For SHARP, from a purely financial perspective 2020/21 was a good year. The National Lottery Community Fund were able to award SHARP grant funding of £29,000 in addition to our previously awarded 5-year grant of £306,326. As a result we were able to employ an additional full-time caseworker specifically to respond to the needs arising as a result of the Coronavirus Pandemic. Furthermore the Ministry of Housing, Communities, and Local Government, the Lloyds Bank Foundation, Leicester City Council and the Charities Aid Foundation Resilience Fund all awarded grants to SHARP in consequence of the Pandemic.

Unfortunately, additional grants excepted the Coronavirus Pandemic had a detrimental effect upon both our fundraising and our donations including donations from our associated company the Leicester Social Economy Consortium Ltd. This type of income diminished from £46,489 in 2019/20 to only £20,333 in 2020/21. Although it should be noted that around Christmastime in 2020 the number of our regular donors and the amount they donated more than doubled albeit from a quite modest starting position.

#### **Reserves Policy**

The Trustees have given some thought as to what level of reserves is appropriate for a charity such as SHARP. The charity had closing reserves of £66,360 as at the 31 March 2021 an increase from the figure at the end of the previous year. As a result the Charity now has sufficient unrestricted funds to act as a contingency reserve equivalent to three month's expenditure, for use to cover the work of the charity in the event that other funding should cease. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities whilst consideration is given to ways in which additional funds may be raised.

#### **Risk Management**

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Structure, governance and management**

The charity is constituted as a company limited by guarantee, number 02516047 and is therefore governed by its Memorandum and Articles of Association, as amended by special resolution dated 23rd August 1990. SHARP was initially established as a charitable trust in 1974 and was subsequently incorporated as a company limited by guarantee in 1990.

SHARP's vision is that every person will have a decent, safe and affordable place to live. We believe that a home is a basic human right that could and should be available to everyone.

The charity is organised so that Trustees meet regularly Ten times each year to manage its affairs. The paid staff, as directed by the Trustee Board, are responsible for the day-to-day administration of the charity and the delivery of its services.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Andrew McNeill	
Frazer Robson	
Denise O'Sullivan	(Resigned 24 June 2020)
Jane Taylor	
Robert Eglinton	
Patricia Hobbs	
David Fawcett	
Andrew Morley	
Kaseem Chaudry	(Appointed 24 June 2020)
Junaid Rafiq Vindhani	(Appointed 24 June 2020)

The Trustees/Directors are elected by majority vote at the Annual General Meeting. Their period of office ends at the following Annual General Meeting when they are eligible to stand for re-election.

No Director/Trustee received any remuneration for services or expenses as a Director/ Trustee (2019 - £nil).

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

### **Change of Name**

The charity officially changed its name on the 5 March 2021 from Shelter Housing Aid and Research Project (Leicester) Ltd to Shelter Housing Advice and Research Project (Leicester) Ltd, by virtue of a written resolution.

The trustees report was approved by the Board of Trustees.



**Frazer Robson**

Trustee

Dated: 30 November 2021

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

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I report to the trustees on my examination of the financial statements of Shelter Housing Advice and Research Project (Leicester) Ltd (the charity) for the year ended 31 March 2021.

#### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



David T Mayfield

Mayfield & Co (Accountants) Ltd  
2 Merus Court  
Meridian Business Park  
Leicester  
LE19 1RJ

Dated: 30 November 2021

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
<b>Income and endowments from:</b>							
Donations and legacies	3	36,551	116,104	152,655	46,489	77,210	123,699
Raising funds	4	15,000	-	15,000	12,846	-	12,846
Investments	5	11	-	11	26	-	26
Other income	6	-	-	-	90	-	90
<b>Total income</b>		<b>51,562</b>	<b>116,104</b>	<b>167,666</b>	<b>59,451</b>	<b>77,210</b>	<b>136,661</b>
<b>Expenditure on:</b>							
Charitable activities	7	40,420	113,165	153,585	59,890	52,043	111,933
<b>Net income for the year/ Net movement in funds</b>		<b>11,142</b>	<b>2,939</b>	<b>14,081</b>	<b>(439)</b>	<b>25,167</b>	<b>24,728</b>
Fund balances at 1 April 2020		26,762	25,517	52,279	27,201	350	27,551
<b>Fund balances at 31 March 2021</b>		<b>37,904</b>	<b>28,456</b>	<b>66,360</b>	<b>26,762</b>	<b>25,517</b>	<b>52,279</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Current assets</b>					
Debtors	11	84,451		83,987	
Cash at bank and in hand		37,577		25,668	
		<u>122,028</u>		<u>109,655</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(5,668)</u>		<u>(7,376)</u>	
Net current assets			116,360		102,279
<b>Creditors: amounts falling due after more than one year</b>	13		(50,000)		(50,000)
<b>Net assets</b>			<u>66,360</u>		<u>52,279</u>
<b>Income funds</b>					
Restricted funds	15		28,456		25,517
Unrestricted funds - general			37,904		26,762
			<u>66,360</u>		<u>52,279</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 30 November 2021



Andrew Morley  
Trustee

Company Registration No. 02516047

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2021

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#### 1 Accounting policies

##### Charity information

Shelter Housing Advice and Research Project (Leicester) Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 13 Welford Road, Leicester, LE2 7AD.

##### 1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

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

All costs are allocated between the 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 on an appropriate basis.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

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

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.7 Financial instruments

The charity 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 measures at their settlement value with the exception of bank loans, which are subsequently measured at amortised cost using the effective interest method.

##### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### 1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 1.10 Equipment, fixtures and fittings

Expenditure on equipment, fixtures and fittings is written off against grant income in the year in which expenditure is incurred.

#### 1.11 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 3 Donations and legacies

	Unrestricted funds general £	Restricted funds £	Total 2021 £	Total 2020 £
Donations and legacies	20,333	-	20,333	46,489
Grants receivable	16,218	116,104	132,322	77,210
	<u>36,551</u>	<u>116,104</u>	<u>152,655</u>	<u>123,699</u>
<b>For the year ended 31 March 2020</b>	<u>46,489</u>	<u>77,210</u>		<u>123,699</u>
<b>Donations and legacies</b>				
Donations and gift aid	12,288	-	12,288	21,109
Unsolicited donations	8,045	-	8,045	25,380
	<u>20,333</u>	<u>-</u>	<u>20,333</u>	<u>46,489</u>
<b>Grants receivable for core activities</b>				
The National Lottery Community Fund	-	87,068	87,068	65,855
Lloyds Bank Foundation	-	7,125	7,125	10,400
Vicars Relief Fund	-	1,531	1,531	955
MHCLG Via Homeless Link	-	10,100	10,100	-
CAF Resilience Fund	-	10,280	10,280	-
Leicester City Council	15,000	-	15,000	-
Job Retention Scheme	1,218	-	1,218	-
	<u>16,218</u>	<u>116,104</u>	<u>132,322</u>	<u>77,210</u>

### 4 Raising funds

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
LSEC services provided	15,000	12,846

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 5 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest receivable	11	26

### 6 Other income

	Total 2021 £	Unrestricted funds general 2020 £
Other income	-	90

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 7 Charitable activities

	Unrestricted funds expenditure	National Lottery Community fund expenditure	Lloyds Bank Foundation expenditure	Other Restricted Funds Expenditure	Total 2021	Total 2020
	£	£	£	£	£	£
Staff costs	19,968	60,089	5,251	12,003	97,311	62,848
Rent, rates and service charges	3,509	5,573	-	1,171	10,253	13,563
Light and heat	924	1,467	-	308	2,699	2,187
Telephone	1,479	2,494	-	523	4,496	3,178
Insurance	498	800	-	168	1,466	1,534
Travel, training and conference expenses	41	-	-	-	41	563
VAT input tax not reclaimable	5,430	-	-	-	5,430	4,570
Printing, postage and stationery	802	1,543	-	324	2,669	2,810
Computer equipment and licences	1,056	2,389	-	284	3,729	4,591
Loan interest	1,200	-	-	-	1,200	1,300
Maintenance, repairs and sundry equipment	687	759	-	159	1,605	2,028
Miscellaneous expenses	-	-	-	-	-	2,412
Payments to clients	131	-	-	6,258	6,389	1,158
Consultancy	-	-	8,541	-	8,541	1,875
	<u>35,725</u>	<u>75,114</u>	<u>13,792</u>	<u>21,198</u>	<u>145,829</u>	<u>104,617</u>
Share of governance costs (see note 8)	4,695	2,609	-	452	7,756	7,316
	<u>40,420</u>	<u>77,723</u>	<u>13,792</u>	<u>21,650</u>	<u>153,585</u>	<u>111,933</u>
<b>Analysis by fund</b>						
Unrestricted funds - general	40,420	-	-	-	40,420	
Restricted funds	-	77,723	13,792	21,650	113,165	
	<u>40,420</u>	<u>77,723</u>	<u>13,792</u>	<u>21,650</u>	<u>153,585</u>	
<b>For the year ended 31 March 2020</b>						
Unrestricted funds - general	59,890	-	-	-		59,890
Restricted funds	-	48,863	1,875	1,305		52,043
	<u>59,890</u>	<u>48,863</u>	<u>1,875</u>	<u>1,305</u>		<u>52,043</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7	(Continued)					
	59,890	48,863	1,875	1,305		111,933
	<u>59,890</u>	<u>48,863</u>	<u>1,875</u>	<u>1,305</u>		<u>111,933</u>
8						
Support costs	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Staff costs	-	3,774	3,774	-	3,692	3,692
Audit fees	-	1,500	1,500	-	1,900	1,900
Legal and professional	-	30	30	-	(35)	(35)
Rent	-	892	892	-	791	791
Light and heat	-	235	235	-	113	113
Telephone	-	391	391	-	160	160
VAT input tax not reclaimable	-	472	472	-	397	397
Other governance costs including insurance, cleaning, miscellaneous and PPS	-	462	462	-	298	298
	<u>-</u>	<u>7,756</u>	<u>7,756</u>	<u>-</u>	<u>7,316</u>	<u>7,316</u>
Analysed between Charitable activities	<u>-</u>	<u>7,756</u>	<u>7,756</u>	<u>-</u>	<u>7,316</u>	<u>7,316</u>

Governance costs includes payments to the independent examiners of £1,500 (2020- £2,500) for examination fees.

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year and none of them were reimbursed for travelling expenses (2020- £nil).

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 10 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Provision of housing advice support	5	4

#### Employment costs

	2021 £	2020 £
Wages and salaries	99,842	65,856
Other pension costs	1,243	684
	<u>101,085</u>	<u>66,540</u>

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

### 11 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	79,231	82,416
Other debtors	3,750	118
Prepayments and accrued income	1,470	1,453
	<u>84,451</u>	<u>83,987</u>

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

	2021 £	2020 £
Other taxation and social security	2,370	1,278
Trade creditors	-	2,400
Accruals and deferred income	3,298	3,698
	<u>5,668</u>	<u>7,376</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 13 Creditors: amounts falling due after more than one year

	2021 £	2020 £
Other creditors	50,000	50,000

### 14 Unrestricted funds

	Balance at 1 April 2020 £	Movement in funds		Balance at 31 March 2021 £
		Income £	Expenditure £	
Unrestricted funds	26,762	51,562	(40,420)	37,904
	<u>26,762</u>	<u>51,562</u>	<u>(40,420)</u>	<u>37,904</u>

### 15 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 2020 £	Movement in funds		Balance at 31 March 2021 £
		Income £	Expenditure £	
The National Lottery Community Fund	16,992	87,068	(77,723)	26,337
Lloyds Bank Foundation	8,525	7,125	(13,792)	1,858
Vicars Relief Fund	-	1,531	(1,051)	480
CAF Resilience Fund	-	10,280	(10,367)	(87)
MHCLG Via Homeless Link	-	10,100	(10,232)	(132)
	<u>25,517</u>	<u>116,104</u>	<u>(113,165)</u>	<u>28,456</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 16 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Current assets/(liabilities)	87,904	28,456	116,360	76,762	25,517	102,279
Long term liabilities	(50,000)	-	(50,000)	(50,000)	-	(50,000)
	<u>37,904</u>	<u>28,456</u>	<u>66,360</u>	<u>26,762</u>	<u>25,517</u>	<u>52,279</u>

### 17 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	9,500	9,500
Between two and five years	38,000	38,000
In over five years	9,500	19,000
	<u>57,000</u>	<u>66,500</u>

The operating leases represent rental leases of premises which are fixed at £9,500 per annum until 2027.

### 18 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2021 £	2020 £
Aggregate compensation	<u>52,683</u>	<u>43,665</u>

# SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### 18 Related party transactions

(Continued)

#### HITS Home Trust

Mr David Brazier, who is a member of staff of Shelter Housing Aid Research Project (SHARP) is also a Director of HITS Home Trust.

SHARP received a loan of £50,000 from HITS Home Trust repayable over 3 years. The balance outstanding as at the year ended 31st March 2021 is £50,000 (2020: £50,000) and the interest paid this year £1,200 (to date on the loan was £10,000).

#### Leicester Social Economy Consortium (LSEC)

Frazer Robson and Jane Taylor, are trustees of Shelter Housing Aid Research Project (SHARP) and Mr David Brazier, is a member of staff of Shelter Housing Aid Research Project (SHARP), and all three are directors of LSEC.

During the year SHARP recharged management fees of £15,000 (2020: £12,701) to LSEC. LSEC made donations to the charity of £5,800 (2020: £18,000). As at the 31 March 2021 SHARP was owed £79,231 (2020: £82,420) in respect of management fees and the commission on rental income during the normal course of business.