

REGISTERED COMPANY NUMBER: 02504171 (England & Wales)
REGISTERED CHARITY NUMBER: 1000830
HOMES ENGLAND REGISTERED PROVIDER NUMBER: 4738

**Report of the Trustees and
Financial Statements for the year ended 31st March 2021
for**

**St Richard of Chichester Christian Care Association Ltd
Known as "Stonepillow"**

St Richard of Chichester Christian Care Association Ltd

**Contents of the Financial Statements
for the year ended 31st March 2021**

	Page
Legal and Administrative Information	1 to 2
Report of the Chair	3
Report of the Chief Executive	4 to 5
Report of the Trustees	6 to 21
Report of the Independent Auditors	22 to 23
Statement of Comprehensive Income	24
Statement of Financial Position	25
Cash Flow Statement	26
Notes to the Financial Statements	27 to 34
Detailed Income and Expenditure Account	35

St Richard of Chichester Christian Care Association Ltd

**Legal and Administrative Information
for the year ended 31st March 2021**

Mission Statement

Stonepillow support and empower homeless and vulnerable people to achieve sustainable independence and wellbeing.

LEGAL AND ADMINISTRATIVE INFORMATION

Constitution

St Richard of Chichester Christian Care Association is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. The company was incorporated on 21 May 1990 (company number 2504171) and was registered as a charity (number 1000830), as defined by the Charities Act 2011, on 9th November 1990.

The company trading name is **STONEPILLOW**.

Directors and Trustees

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Trustees are appointed at the AGM by the members in accordance with Article 35 of the Articles of Association or by the trustees under Article 36.

The trustees serving during the year and since the year end were as follows:

Chair of Trustees

Shelagh Legrave CBE DL

Vice Chair

Yvonne Thomson

Trustees

Clare Apel

Martyn Bell

David Coulthard

Anthony Fawcett

Andrew Harrop - Appointed 3 December 2020

Greg Mahon

Peter Stevens

Amanda Worne - Appointed 3 December 2020

Hannah Worricker - Appointed 3 December 2020

Chief Executive

Hilary Bartle

Company Secretary

Tim O'Reilly

Principal and Registered Office

39 Southgate

Chichester

West Sussex

PO19 1DP

LEGAL AND ADMINISTRATIVE INFORMATION

Auditors

Sheen Stickland

Chartered Accountants and Registered Auditors

7 East Pallant

Chichester

West Sussex

PO19 1TR

Solicitors

Irwin Mitchell LLP

Thomas Eggar House

Friary Lane

Chichester

West Sussex

PO19 1UF

Bankers

Barclays Bank plc

74/75 East Street

Chichester

West Sussex

PO19 1HT

**Report of the Chair
for the year ended 31st March 2021**

It has been an extraordinary year for Stonepillow during the Covid-19 pandemic. However, it has continued to deliver its mission to support and empower homeless and vulnerable people to achieve sustainable independence and wellbeing through the provision of outreach services, hub day services, hostels, move-on accommodation and work skills training. It has launched new projects to meet need and the expansion has seen growth from 52 employees in March 2020 to 70 in July 2021.

The impact of the lockdown between March and June 2020 and again in January to March 2021 has been significant. Our social enterprise Restore had to close for seven months, using the Government's furlough scheme to support its staff. A business continuity plan and daily steering group meetings ensured services stayed open and staff and clients were kept safe. The day hubs also changed their model of delivery following a short closure at the start of the first lockdown.

One very positive impact of the pandemic has been the opportunity to strengthen partnerships with Chichester and Arun District Councils through the collaboration that enabled rough sleepers to be accommodated in hotels. Moreover, some people who had been homeless for many years found through this opportunity to access self-contained emergency accommodation that they could adapt to a safer and more secure lifestyle longer term. Stonepillow has worked with other agencies to find appropriate move-on accommodation for those ready to make this change. It has been supported by MHCLG, Homes England and Chichester District Council to purchase another house in Chichester and build six new studio flats by adding a second floor to the Lodge, located next to the Chichester Hostel in Hunston, now known as Hicks House.

The Recovery Service (SANDS), which provides support for those choosing to recover from substance misuse through abstinence, has delivered amazing outcomes for its clients. It has now achieved registered status with the Care Quality Commission (CQC).

The Resource Hub which opened in March 2020 next to the Bognor Regis Hostel, had to be repurposed over the course of the pandemic. However, following the end of the second lockdown, it has now reopened and in collaboration with other agencies is now delivering its core purpose to support the health and wellbeing of clients, in particular those on their journey to recovery.

Stonepillow could not continue to operate without the extremely generous donations from local churches and private individuals. During Covid-19, the charity has been able to access specific grants to support homeless people which has been incredibly helpful in supporting rough sleepers, those leaving hospital who are homeless, feeding those who moved to emergency hotel accommodation during lockdown, and launching Housing First. Stonepillow also had a huge success with its May 2020 event the 'Little Big Sleep out At Home', where people slept in unusual places such as a bath, porch or garden. The donations from those who support the charity either directly or through their church, are hugely appreciated.

Financially Stonepillow has achieved a strong position, mainly due to the receipt of ring-fenced grants to provide support through the pandemic. However, these focused on new Covid-19 related projects and necessities and were expended in full by the end of March 2021. It made a surplus of £520,345. Its cash reserves include ring-fenced funds for its capital strategy associated with completing the additional rooms at Hicks House and establishing additional move-on accommodation.

Hilary Bartle, the Chief Executive, has been extremely effective in her leadership of collaborative projects across organisations in West Sussex who support homelessness. West Sussex County Council have continued to support Stonepillow through its Supported Accommodation contract but there is still a risk of further funding cuts in the future.

Stonepillow's staff have been heroes this year. It could not be successful in helping vulnerable people without the extraordinary support of its excellent staff who work extremely hard with passion and professionalism, sometimes in very challenging circumstances and particularly during the Covid-19 pandemic. I also want to thank my fellow Trustees and all the volunteers who give their time and expertise to support the charity.

Shelagh Legrave CBE DL, Chair of the Trustees of Stonepillow

**Chief Executive Report
for the year ended 31st March 2021**

The saying 'hope over adversity' is a true description of the past year. In April 2020 we had managed to get well over 60 people off the streets of Arun and Chichester; we focused on keeping clients, staff, volunteers and community safe, but at the same time we aspired and strove to build hope and to facilitate change for those who often had been on the streets for many years.

Our Restore shops were compelled to close and staff were furloughed which created a huge gap in our funding envelope and was a challenge for those staff who now were unable to attend work. Fundraising events had been halted although through the innovation of our Head of Fundraising we were the first to host the 'Little Big Sleep Out' event online. Who would have thought that the Big Sleep out could be done in this way? These new online opportunities gave all our communities the ability to engage, no matter what age. It was embraced and was extremely successful and some extraordinary places were chosen to sleep.

We all became familiar with a new 'Covid' language and this included becoming experts in Zoom and Teams conferencing. Countless additional laptops, phones and pieces of new IT equipment were needed to support staff and clients to continue to deal with everyday life, and these helped to enable the online sessions with mental health, substance abuse, medical and wellbeing services that became the norm.

Robust business continuity planning enabled us to keep services up and running, but we also needed to expand in order to rise to the challenge of the increased levels of intensive support required by many of the rough sleepers now in hotel accommodation. Partnership was critical with all the agencies surrounding us; both voluntary, private and statutory sectors. Thanks to the dedicated work of my staff, senior leaders and management, Stonepillow's services were able to operate safely. We could see the devastation happening within the older peoples' residential care sector and it was vitally important that we took learning on board from this sector and bubble our own staff and clients. Volunteers couldn't be in service but supported us in other ways, particularly by distributing food packages across Arun and Chichester to keep clients fed and in receipt of essential supplies. Without their help we could not have achieved this. I would particularly like to thank Chichester District Council staff who supported us by running this process and locating themselves at the Chichester Hub which was transformed into a distribution centre. We provided food to over 160 people per day and delivered over 21,000 meals throughout the year.

During this challenging period we were also provided with fantastic opportunities to expand our client service offer and enable those in emergency accommodation to envisage a more stable and independent future away from the streets. Key service development and initiatives which we had in our 5 year strategy had to be brought forward and with financial support and backing from local government, central government, trusts, foundations, and the local community we were able to really move at pace on getting some critical services up and running -

- We strengthened our operational model by training staff and implementing a trauma and psychologically informed approach.
- We developed partnerships with Hyde, Clarion and Worthing Homes and delivered our Housing First Project which is going from strength to strength and housing some of our most multi-disadvantaged clients.
- We commenced the extension work to the Lodge - adding an additional 6 units of self-contained accommodation to strengthen our Rough Sleeper support.
- We expanded our Homeless Prevention Support to those living within the community who may be struggling to sustain their homes and prevent evictions through Pathways Home.
- Through funding from Public Health England, we established HARP (Hospital Admission Reduction Program) – a project which bases a homelessness support navigator in St. Richards Hospital alongside health professionals working to provide triage on the street. HARP reduces unnecessary or inappropriate admissions to hospital and focuses on getting people linked into primary care services. This is mirrored across West Sussex and delivered by their local providers Turning Tides and Crawley Open House with support from CGL (Change Grow Live) and Emerging Futures. The impact is astounding and freeing up clinical time within the hospital.
- We collaborated with West Sussex County Council (WSCC), the district and boroughs, NHS and other statutory services countywide to strategically respond to the needs of rough sleeping. For the first time we have produced a clear picture of countywide Rough Sleeper needs and this has led to some focused funding from WSCC to provide wider and more innovative services.
- We expanded our outreach support with funding from the Ministry of Housing, Communities and Local Government and the District Councils. This provided more intensive support to those in emergency Covid 19 hotel placements and new people presenting who had no home.

**Chief Executive Report
for the year ended 31st March 2021**

Public Health teams have worked closely with us to ensure that staff, volunteers and clients were supported in their health and wellbeing, ensuring that front line staff were vaccinated early and had access to ongoing testing plus PPE which was essential in keeping our face to face services running safely. Our partnership with Chichester University continued and we had more of our clients complete the bridging course and take up their places at university. This was largely conducted online; but we now have another cohort of students starting degree courses at the university this September.

Looking ahead to the next financial year 2021/22, we have designated capital funds to enable Stonepillow to pursue the expansion of our accommodation offer for those who are single, homeless and have multiple complex needs, including significant care needs. This is in line with our long-term strategy to increase the supply of suitable social housing and to end rough sleeping.

My personal thanks goes to all Stonepillow staff across the organisation who worked tirelessly in an ever changing world to focus on delivering our mission and promoting our values. They continued throughout working face to face and on site without complaint. They were true heroes. Looking to the future, although the pandemic is not yet over the majority of both clients and staff are vaccinated and our objectives for the next year are to stabilise and embed new services, to expand where needed, to address service gaps and to build on our strong and cohesive teams of staff, clients, volunteers and partnerships to meet the new challenges and opportunities that lay ahead. I want to particularly thank our local communities for all their support both with time, commitment, donations and their own personal Stonepillow fundraising. Without you, we could not do what we do.

Hilary Bartle, CEO of Stonepillow

**Report of the Trustees
for the year ended 31st March 2021**

The trustees are pleased to present their report together with the financial statements for the year ended 31st March 2021.

Legal and administrative information set out on page 1 forms part of this report. The financial statements have been prepared in accordance with applicable accounting standards including the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Statement of Recommended Practice for Social Housing Providers 2018, and with the Accounting Direction for private registered providers of social housing in England 2015.

STRUCTURE, GOVERNANCE AND MANAGEMENT

St. Richard of Chichester Christian Care Association (Stonepillow) is a company limited by guarantee. The members of the company appoint trustees at the AGM with one third of the existing Trustee Board coming up for reappointment each year. The number of trustees is flexible. The Trustee Board may co-opt new trustees during the year but such persons have to present themselves for appointment by the members at the next AGM. Trustees elect their own officers annually and appoint a Company Secretary. There are written statements outlining the roles and responsibilities of the Chair of the Trustee Board and of individual trustees, standing orders governing Trustee Board procedures and a Trustee Code of Conduct. All members of the board give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 5 of the accounts. There is a formal induction process for new trustees which aims to provide them with an understanding of the organisation and Trustees are encouraged to undertake any training course relevant to the performance of their duties.

The trustees have joint corporate responsibility for all the activities of Stonepillow but, apart from the statutory obligations that fall directly upon them as a Board, exercise much of that responsibility through controlled delegation. This involves setting policies, arranging for them to be carried out with agreed resources and then monitoring operational and financial performance. Implementation of agreed policies involving day-by-day management of the staff and work of Stonepillow is the responsibility of the Chief Executive, appointed by the trustees and answerable to them. Long term strategic development and the yearly update of the Business Plan are discussed jointly by the Trustee Board and the Chief Executive. There is a joint commitment between the Trustee Board and the Chief Executive to carry out the agreed Business Plan. Implementation of project and service development set out in the Business plan is primarily the responsibility of the Chief Executive, monitored through regular progress reports. A Finance and Internal Audit sub-committee acts on behalf of the Board in relation to the regular monitoring of Stonepillow's finances and the preliminary appraisal of other financial matters, including internal procedures.

The trustees confirm that they have complied with their duty under section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in deciding what activities the charity should undertake.

Risk management

The charity's activities are subject to a variety of regulations and legal compliance. By applying appropriate governance and management structures, risk is adequately managed. The Board of Trustees acknowledges its ultimate responsibility for monitoring and reviewing the risks Stonepillow faces through a risk register which is scrutinised and updated by the Finance & Audit Committee on behalf of the trustees. The CEO and the management team are responsible for implementing all practical measures that can be taken to reduce or eliminate the risks identified at that time. The system of internal control is designed to provide reasonable assurance that key business objectives will be achieved and the charity's assets safeguarded.

Stonepillow identifies the key risks, the likelihood of those risks occurring, their potential impact and the actions being taken to reduce and mitigate the risks. Risks are prioritised using a consistent scoring system.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

Key	
E	Extreme risk, immediate action. Escalate as an issue.
H	High risk, action should be taken to compensate.
M	Moderate risk, action should be taken to monitor.
L	Low risk, routine acceptance of risk.

STONEPILLOW RISK REGISTER		IMPACT	MITIGATION
Governance			
1	The charity lacks direction, strategy and forward planning.	E	H
2	Board of Trustees fail to have the right skills, knowledge and understanding of the governance structures in place, preventing effective accountability and oversight of regulatory obligations which include the Care Quality Commission (CQC) and Charity Commission.	H	L
3	Inadequate or inaccurate information is reported to Trustees, resulting in poor quality decision making.	H	M
4	Negative PR and/or media coverage.	E	M
5	Failure to achieve registration under the CQC regulatory framework. Failure to secure a Registered Manager.	E	H
Financial			
6	Finance and resources dependent upon a limited number of contracts.	E	H
7	Poor contract delivery and service provision.	H	M
8	Inaccurate financial reporting and ineffective budgetary control.	H	M
9	Failure to deliver on fundraising ambitions due to lack of coherent fundraising strategy and loss of community commitment.	H	M
Operational			
10	Lack of clear management structure, leading to uncertainty amongst staff of roles and duties.	H	M
11	Failure to adhere to Health and Safety regulations, policies and regulatory requirements. Poor security of staff, arising from lack of knowledge of procedures and policies. Action being taken without proper authority, caused by lack of induction/training.	E	H
12	Failure to adhere to regulatory framework of CQC.	H	M
13	Employment issues arising from a failure to follow effective policies and procedures to regulate staff and volunteers' activities. Lack of managerial oversight and monitoring of work, conduct and performance. Non-compliance by staff and volunteers with CQC requirements, H&S legislation and regulations.	E	H
14	Poor disaster recovery and business continuity planning, leading to computer system failures or loss of data, the destruction of property, equipment, records through fire, flood or similar damage.	H	M
15	Failure to comply with GDPR requirements for clients, staff and donors.	H	L
16	Nationwide Pandemic.	H	M

Remuneration policy

Salaries are reviewed on an annual basis and bench marked against the National Joint Council (NJC) scales. There is no commitment to match the latest scale value, increases are only applied after consideration of financial viability.

Stonepillow- What we do and how we do it

Stonepillow provides vital support to homeless and vulnerable people, empowering them to rebuild their lives and achieve sustainable independence and wellbeing. We accommodate 96 people on any given night, and we have supported 441 people over the past year across our range of services. Our aim is to end rough sleeping in the areas where we work and to support individuals to overcome barriers and to take the first step towards living independent lives and achieving their potential.

ACHIEVEMENTS AND PERFORMANCE

Stonepillow- What we do and how we do it

In 20/21, we have supported 169 clients to move in a planned and positive way

In total we have supported 236 individuals through our outreach team, in our hostels, supported accommodation, recovery service and move on houses.

Many of these people also accessed our day services, and through these hubs we have supported 401 individuals

154 clients successfully moved on in a planned way either into our hostels, into their own tenancies or back into family homes.

Stonepillow - who we are

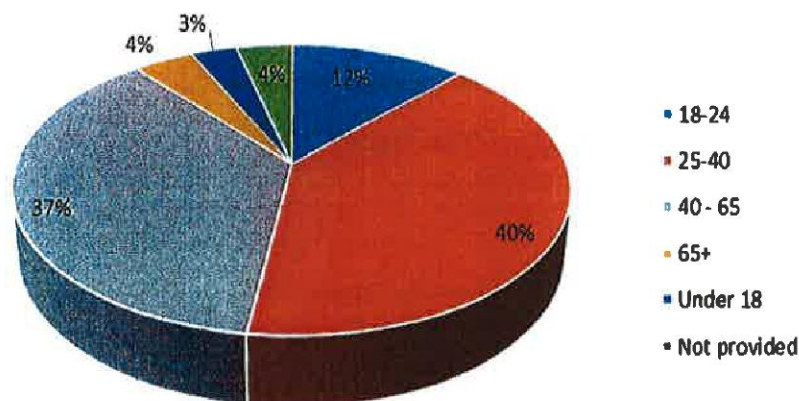
Clients

Homelessness services are essential to providing a safety net for those in the community who are vulnerable and do not have a secure place to reside due to a variety of reasons. Stonepillow places all our clients at the heart of what we do. The services we deliver focus on support planning, which is co-produced with the clients. The partnerships we establish aim to make wider service provision more accessible and more integrated to enable clients to have a smoother journey navigating through complex services. The quote often used is 'it is not me who is complex but the services around me'. Stonepillow is committed to an enabling and empowering model of service, which always puts clients at the centre. Staff are trained and skilled with this approach of working. The values of the organisation reinforce this approach by expecting all staff to live the core values set out.

However, we can always improve, and a key objective within the 5-year strategy is to improve how clients can be meaningfully involved at all levels of the organisation. In particular, we are reviewing how they are actively participating in the governance of the charity. In 2020 we appointed a Client Engagement Coordinator (with lived experience) to help develop a clear and transparent approach coproduced with present and past clients. This will provide us with a road map to achieve full engagement and involvement throughout governance, strategic and operation approaches.

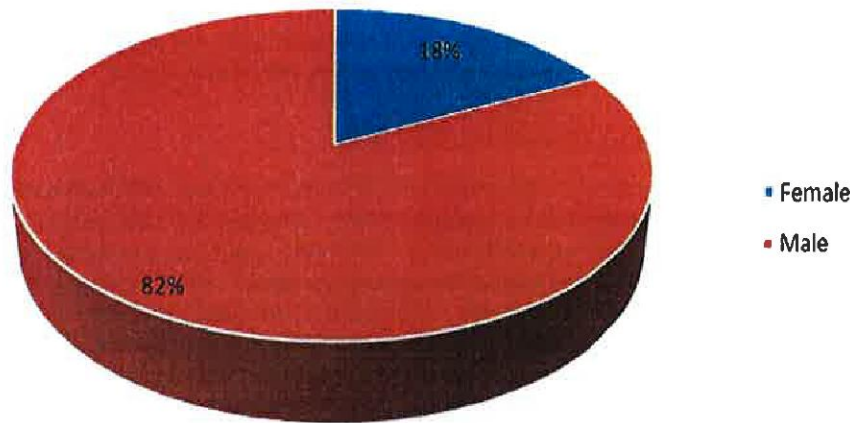
Demographics - our clients in 2020/21

Age range of clients supported in 20/21

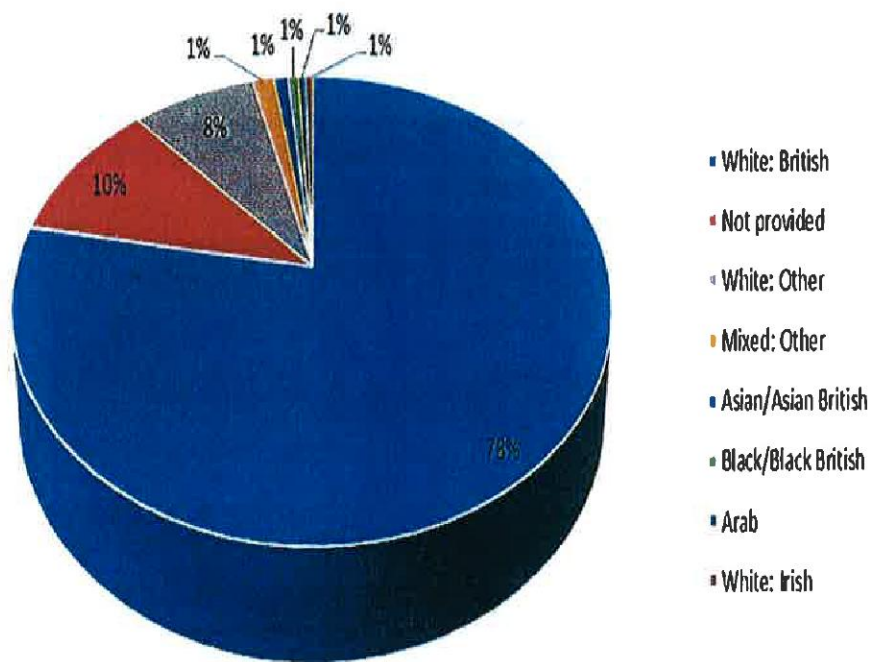


ACHIEVEMENTS AND PERFORMANCE

Gender of clients supported in 20/21



Ethnic origin of clients supported in 20/21



**Report of the Trustees
for the year ended 31st March 2021**

ACHIEVEMENTS AND PERFORMANCE

Staff

On average over FY20/21 Stonepillow employed 60 staff, plus the equivalent relief hours worked over the year equate to 7 full time staff to cover for staff sickness and holiday. During 2020/21 our staff numbers continued to grow with the commencement of the government Rough Sleeper Initiative, in July 21 we had 70 posts.

Stonepillow is working on a comprehensive training programme for all staff, and each job role has a tailored training profile to ensure staff have the skills and knowledge required to provide a safe, supportive and effective service.

Volunteers

Due to government guidelines and the need to keep our volunteers safe and secure, for most of this year we were unable to allow volunteers into our services to perform their usual roles, particularly with food preparation and cooking. But as the pandemic unfolded it brought out the collective strength and generosity in our community; with business, district council and community volunteers pulling together to support Stonepillow and our partner agencies to protect one of the most vulnerable groups in our society – our rough sleepers. As they were housed, often isolating, in local hotels and B&Bs, volunteers adapted to play an integral role in supporting an extra 60 clients with food and essential items. Chichester Hub was turned into a food & donations distribution centre as we collected huge amounts of food from closing businesses and provided food packages and hot meals for those in need. We are so grateful to the volunteers who helped to distribute these packages and make hot lunches for those temporarily housed during Everyone In, which was a government initiative. This care and support has helped us make huge progress with those who were previously on the streets, most of whom have now not returned to the streets but to safe and permanent / supported accommodation. In the last year our volunteers have also collected over 1,000 food donations from local retail outlets and supermarkets.

We are so grateful for the many community partnerships that have been built and benefitted our organisation and our clients during this time. A WhatsApp group has been created with these partners, and through this simple collaboration we can address the needs of the community in a more effective and timely way. Stonepillow clients have benefitted from this as we are now able to source much needed food items and share donations with partners who are also in need and reduce wastage. We are looking forward to the continued success of this initiative.

For those unable to continue volunteering, we managed to keep in touch with regular newsletters and updates on how they could be involved from afar, and added a bit of fun with a weekly quiz. Lots of volunteers got involved, motivated by the chance to win a melon!

As lockdown eased we introduced limited numbers back into our services and in the last 4 months of the financial year over 4,000 volunteer hours have been logged. This is an incredible testament to our wonderful volunteers and their dedication to supporting our clients.

ACHIEVEMENTS AND PERFORMANCE

Stonepillow Hubs

Stonepillow day centres (known as hubs) provide support and advice for people who are rough sleeping, homeless or vulnerably housed. We operate two hubs, one in Chichester city centre and one in Bognor Regis town centre. They are the first point of contact for people accessing Stonepillow services.

The hubs offer a range of facilities including breakfast, lunch, hot drinks, GP surgery, needle exchange, shower and laundry facilities. Support staff facilitate the coordination of clients' cases which may include working with other agencies such as GPs, Housing Options teams, substance misuse and mental health support services. Staff can also provide the first point of contact for those who find themselves homeless or threatened with homelessness.

This year, from March 2020 our Hub services have had to adapt and change in line with the Covid-19 pandemic. For the first lockdown, both Chichester and Bognor Regis Hub had to reduce the service to rough sleepers to ensure staff and client safety.

In Chichester, we continued to open a reduced service of 5 mornings a week to ensure clients who need emergency access to facilities and support were provided for. We used Chichester Hub as our food distribution centre for our services and the community, benefitting from CDC staff relocated as volunteers to help us provide 866 breakfasts and 1,471 lunches.

Bognor Regis Hub was closed for rough sleepers for 2 months while we moved all rough sleepers into temporary housing under the 'Everyone In' initiative – but they continued to provide 199 breakfasts and 210 lunches, with the addition of 30 food parcels every 2 days for the clients housed in Butlins.

Chichester Hub supported 261 throughout the year. Bognor Regis Hub supported 172 over 4-day openings. A total of 433 homeless and rough sleeping clients supported throughout the year.

Stonepillow Hostels

Stonepillow has two hostels in Chichester and Bognor Regis that provide short-term accommodation and offer 1 to 1 personal support to address individuals' issues and develop support plans, empowering them to move out of homelessness.

The impact of Covid-19 during the last 12 months has meant that we had to increase the infection control of the properties and support clients who may become Covid-19 positive. Our teams managed the properties and infection control to a high standard meaning that we had no case of Covid-19 within the residential services. Our teams were incredibly diligent and flexible, even bubbling the teams and working a covid response rota to reduce infection and throughput within the services. Our clients had a very settled period. Evictions were banned which resulted in an improved method of working based on Trauma-Informed Care. Over 2020 / 2021 we had only 4 evictions due to extreme violence and 3 abandonments. Our teams worked closely with the clients to build packages to alleviate boredom and put on extra sessions around community building – including car park bingo, winter BBQs and social distanced karaoke.

Bognor Regis Hostel supported and stabilised 32 clients over 12 months with only 4 evictions due to behaviour concerns.

Chichester Hostel supported 26 clients and had no evictions. There were 3 abandonments by clients who were later housed in another service. Sadly 2 clients died at the start of 2021 due to an accidental overdose and a drowning.

ACHIEVEMENTS AND PERFORMANCE

Rough Sleeping Initiative Team

The Rough Sleeper Initiative team expanded this year to develop the MHCLG goal of prevention, intervention and support. The team supported 178 clients who were rough sleepers or were at risk of rough sleeping. This included 41 clients working with our dual diagnosis teams in Bognor and Chichester to better improve their substance misuse and mental health needs. The team have created incredible working relationships with clients to ensure rough sleepers, those who are homeless or at risk of homelessness have support at the most crucial time. We have supported families who had rental debt and faced eviction, delivered food parcels to families who were struggling to cope, helped the police support vulnerable clients at risk of 'cuckooing' and supported the rough sleepers in temporary housing.

Housing First

2020 saw the launch of our Housing First pilot which was initially funded for 6 months in response to Covid-19 and the 'Everyone In' initiative. It was clear that we needed a different housing model to support the most entrenched rough sleepers to get into settled and permanent housing instead of them returning to the street after the Covid-19 response. Therefore, through 6-month funding from Big Lottery, in July 2020 we launched the Housing First model which supports clients to move into their own tenancies. Housing First launched in July 2020. We have since sourced further 1 year funding to continue the service. We have successfully housed 9 clients in their permanent homes with social housing providers and we have a further 6 clients housed in temporary housing waiting for housing opportunities. Nationally, Housing First has a 78% success rate – after 1 year of Housing First service we have achieved a 100% success rate.

Many of the clients have been long term homeless – 1 client had been homeless for 15 years and now has his own tenancy and working towards employment. Another client, who continues to struggle with substance misuse, now has a safe home for herself and her dog, where she can invite her two daughters to her home and start to rebuild her relationship with them. Care and wraparound support continuing with all of them for as long as they need.

Stonepillow Recovery

Stonepillow Recovery Service is located in Bognor Regis and uses a psychosocial abstinence-based model of accommodation and support for people who are addressing their substance misuse and addiction. It consists of a 12 bed, 24-hour service where residents take part in a recovery programme. The service includes three move-on houses to allow residents to move to the next stage of independence, whilst remaining supported by staff. In order to support clients on their recovery pathway clients are encouraged to access Change Grow Live (CGL), Narcotics Anonymous (NA) and Alcoholics Anonymous (AA).

The Recovery Service had to introduce a new support model during Covid-19 due to the national eviction ban which meant we couldn't ask those who used substances to leave immediately. The team enabled a warning procedure to ensure that clients who relapsed had another chance to continue their abstinence without the risk of eviction. Relapses were high this year – 7 compared to 5 the previous year. Many of those who relapsed found the pressure of isolating and being separate from their friends and family too hard to cope. They were all found alternative accommodation, either within our hostels or they went back to family. The warnings procedure worked very well and will continue post Covid-19 lockdown.

The service had 27 successfully complete the abstinence programme and either move back with family or move on into our abstinence move on service.

ACHIEVEMENTS AND PERFORMANCE

Stonepillow Supported Accommodation

Stonepillow has established move-on housing in Chichester, Bognor Regis, Barnham and Littlehampton. We have 9 properties that accommodate 41 clients moving on from hostel accommodation towards more independence. This enables clients to prepare for total independent living, providing a stable transition particularly for those leaving higher support services.

Our **Supported Accommodation** team work with clients to achieve positive, sustainable and appropriate move-on accommodation. Specifically, we support clients with:

- Managing and sustaining a licence or tenancy agreement.
- Personal budgeting.
- Securing employment, training, education or volunteering opportunities.
- Addressing and preventing anti-social behaviour.
- Getting involved with workshops and community activities.
- Accessing and directing to other relevant professionals to achieve positive personal outcomes.
- Linking into housing options.
- Supporting them to engage with health and wellbeing services in the community.
- Follow up tenancy support once they move into their own permanent home

Throughout the past year, during Covid-19 lockdowns, the clients have been able settle and become closer communities in keeping their houses safe. For the year 2020 – 2021 there were no evictions and no behaviour that would have contributed to eviction proceedings. We had 16 successful moves of clients into private tenancies. 57 clients in total were housed throughout the year. We had 4 clients successfully pass their Bridging Course with Chichester University and move onwards with their education. Move on throughout the Covid-19 period was difficult due to fewer move on options. This included fewer opportunities in the private sector, and a hold on properties with housing associations.

We continued to support 10 Unaccompanied Asylum-Seeking Children in our Littlehampton service which enabled the young people to continue their college work from home, improve their English language and culture learning. They continued to have BBQs and to explore West Sussex. Their nationalities range from Vietnamese, Russian, Chinese, Syrian and Moroccan.

Stonepillow Social Enterprise (Restore)

Stonepillow has two charity shops located in Bognor Regis and Chichester that receive donations of furniture/household goods to provide a funding stream to support the delivery of Stonepillow services and help furnish our properties. The impact of the Covid-19 pandemic and the resulting government lockdowns meant that our shops had to close for approximately 7 months of the financial year and our staff put on furlough. Despite this challenge we still achieved a remarkable level of sales revenue, which is a testament to the effort, teamwork and passion by both our staff and our diverse team of volunteers. The Chichester outlet opens 7 days per week and the Bognor Regis shop 6.

We could not keep **Stonepillow Restore** running without our volunteers, who when allowed following the relaxation of Covid-19 protocols have returned to help us. Not only do we have volunteers from the local community, our clients also volunteer to gain valuable work experience and build their confidence. They learn new skills such as furniture restoration, retail, admin and PAT testing. Many clients who have moved on from our service and now live independently continue to volunteer with us as a way of maintaining a link with Stonepillow and 'giving something back'.

Stonepillow Restore provides a practical learning environment for Stonepillow clients and people who are long-term unemployed in order for them to gain valuable work experience. This helps increase their confidence and self-worth, and assists them in finding employment.

Stonepillow provides a 20% discount on essential items over £10 for those on jobseekers' allowance, employment and support allowance, housing benefit and pension credit benefits. This enables Stonepillow to provide good quality household items at excellent prices to those on a low income.

Combined, the Bognor Regis and Chichester outlets have raised over £200,000 (Previous year £400,000) in sales, a 45.6% decrease on the previous year. This despite being shut for nearly 6 months due to government lockdowns. This income is invaluable to the running of Stonepillow.

St Richard of Chichester Christian Care Association Ltd

**Report of the Trustees
for the year ended 31st March 2021**

ACHIEVEMENTS AND PERFORMANCE

Total Sales (Chichester and Bognor Regis)

2020/21	2019/20	Decrease on last year
£219,463	£406,272	£186,809

Crisis Grant

Chichester District Council operate a scheme (and administer) for those who are most financially vulnerable and to try and mitigate these circumstances deliver support to those who require furniture to enable them to set up their home due to their previous homelessness, fire, flood or other crisis, Stonepillow provides furniture and white goods for this scheme.

SWEP / Winter beds

From October 2020 until March 2021 winter bed provision and SWEP (Severe Weather Emergency Provision) is activated by both councils.

Due to Covid-19, rough sleepers were not permitted to be given sleeping provision in the old dormitory style setting. Councils had to provide single rooms for clients to ensure they are Covid-19 safe.

SWEP was activated 31 nights over the winter period, with the outreach teams meeting clients at night to support them into hotels, providing them housing options, food packages and dry clothing.

Winter beds continued the 'Everyone In' initiative throughout the winter lockdown. We supported a further 32 clients in Butlins and 19 clients in Chichester, predominantly in Travelodge. Each client worked towards a move on plan to find permanent housing, we hand delivered food parcels twice a week and provided daily support. The power of safe, clean accommodation meant we worked closely to rehouse all rough sleepers. This was completed as of April 2021. All 41 clients were supported either into hostels, tenancies, Housing First or supported accommodation. The remaining clients we are still supporting, but due to their immigration issues, they have no recourse to public funds. We worked in full partnership with Turning Tides, Chichester District Council and Arun District Council to achieve these amazing results.

With effect from 1st January 2020 two properties (10 bed spaces) have been allocated to West Sussex County Council for their Unaccompanied Asylum Seeking Children (USAC). The age range that will reside in this project will be 18 to 21 years old.

ACHIEVEMENTS AND PERFORMANCE

Fundraising and Communications

Despite a year of lockdown restrictions, we have been overwhelmed by the donations, thoughtfulness, and acts of kindness from our supporters. Overall individual giving & fundraising for the year increased by £55,966 to £292,419, helping to ensure the service continuity and client support so needed during such an unusual time.

Local businesses continued with Charity of the Year donations, hosting collection tins where possible, donating surplus food, and running fundraising initiatives that ranged from virtual fashion shows to pub bakeries.

We are also grateful to the contributions from local community groups, churches, schools and individuals who supported us with donations of food and essential items during Harvest Festival, and our Christmas Kindness campaign which made sure our clients had the best Christmas ever with individual presents and festive treats. Fundraising events also continued with school non uniform days, cake baking, Easter challenges, marathons and children running 2 miles a day for a week or cycling 100 miles.

Stonepillow fundraising events were adapted to comply with government regulations, and the annual 'Big Sleep Out' event ran virtually as 'The Little Big Sleep Out' at home; engaging over 500 participants and raising just over £17,000. Our new fundraising event 'We'll wash your wheels' carwash raised £500 and corporate businesses, schools and individuals are now adopting this concept, working with the Stonepillow team to raise funds so it's success continues.

Our first ever client Sky Dive 'The Big Leap Out' not only raised £3,500, but also generated an awareness and interest in Stonepillow from the media resulting in features on local radio, BBC South TV & Radio, Newsnight and Radio 2.

As social distancing eases, we look forward to bringing people together for our Big Sleep Out in October, and meeting our many supporters face-to-face to thank them for their kindness over the past year.

Stonepillow is now registered with the Fundraising Regulator and complies with The Code of Fundraising Practice. The Code of Fundraising Practice sets the standards that apply to fundraising carried out by all charitable institutions and third party fundraisers in the UK.

Partnerships/Collaborative working

The nature of the service we deliver at Stonepillow requires us to work in partnership with a variety of organisations, both locally and nationally. This involves strategic partnerships and operational day-to-day work to ensure clients have the support they need to achieve their pathway to recovery and independence.

We provide in the region of 150 meals per day across our hostels and day services. We would not be able to do this without the commitment from organisations which donate their surplus food to us, both fresh and dry goods. Providing meals is a critical part of the day hubs' services as many of the clients attending these services do not have access to food or cooking facilities. Without our food-giving partners and volunteers undertaking the cooking we would not be able to provide this.

Stonepillow is the only homelessness organisation which is part of the Mental Health Pathfinder Alliance. We work closely with all the partners to ensure that those who require support and access to mental health provision can access it quickly in a smooth and seamless manner. Strategically we sit on Pathfinder's board to monitor performance, to commission new services and to plan for future needs.

A major success for our clients and staff is the continued strengthening of our partnership with the University of Chichester. Our clients attended some resilience training at the University and spoke to the lecturers about their aspirations for continuing with education but explaining that their previous experience had been poor or limited by circumstance. The University developed a 10-week bridging module for our clients which would give them the necessary qualifications to apply for degree courses upon completion. This initiative has been embraced by a number of our clients. We were also able to leverage funding and build a partnership with Cobnor Activities Centre Trust, enabling clients to experience different watersports and outdoor activities during autumn 2020 and again in spring 2021.

FUTURE PLANS

Five-year strategy

2018 saw the start of producing a 5-year strategy for Stonepillow, which is essential in moving forward to meet the ever-growing needs of those who are homeless, rough sleeping or vulnerably housed. The nature of funding and commissioning of services has radically changed due to constraints of central and local funding. It is essential that those who fund our services whether it be statutory partners or communities understand what our purpose is, what our priorities are and how we are using their funding to achieve our aims and objectives. Therefore, we have reviewed our mission, vision and values and put in place key objectives we will be delivered over the next 5 years.

This work engaged clients, partners, staff, community and the Board of Trustees. It was launched at our AGM in November 2019 and provides a clear steer for all our activities with a comprehensive set of key performance indicators (KPI's) which the Board of Trustees will monitor.

Our Mission Statement

Stonepillow support and empower homeless and vulnerable people to achieve sustainable independence and wellbeing.

Our vision

Working in collaboration with our clients, communities and stakeholders, we will end rough sleeping and support people from homelessness to home. We will do this by:

- Providing wraparound services which put the client at the heart of what we do.
- Providing safe, secure, high-quality accommodation and support.
- Strengthening the client pathway by understanding the gaps in provision and proactively responding to them.
- Enabling clients to achieve their journey to recovery, wellbeing and sustainable independence.

Our core values

As an organisation, we are committed to:

- **Being client focused** - putting clients at the heart of what we do and engaging with them to actively participate at all levels of the charity.
- **Working collaboratively** - working with clients, local communities, stakeholders and partners to reduce homelessness and end rough sleeping.
- **Valuing diversity** - in our clients, staff, volunteers, trustees and communities.
- **Innovation and quality** - delivering high-quality services which evidence value for money and positive outcomes of clients.
- **Being professional, respectful and kind** - when delivering services to clients, when working with our communities and in our behaviour towards each other.

**Report of the Trustees
for the year ended 31st March 2021**

FUTURE PLANS

Our Objectives

To enable, empower and effectively respond to the needs of present and future clients by building them into our strategic planning process. We will do this by:

1. Delivering a high-quality, outcome-focused client pathway which enables successful recovery and independence for all.
2. Demonstrating strong organisational governance, accountability and leadership which drives forward the Stonepillow vision.
3. Having a skilled and motivated workforce.
4. Expanding and developing our Social Enterprise opportunities.
5. Strengthening partnerships and positive relationships with communities, voluntary and statutory agencies to deliver a wider wellbeing agenda to the vulnerable and those in need.
6. Being financially viable.
7. Delivering effective Fundraising and Communications strategies.
8. Delivering our Volunteering strategy which engages, supports and values all volunteers.

FINANCIAL REVIEW

The financial result for the year was a surplus of £520,345.

Financial management policies

The main financial management policies applied by the Charity are to:

- Enter each financial year with a balanced budget or sufficient cash in reserves to cover any projected deficiency.
- Monitor the monthly out-turn against that budget through detailed management accounts.
- Monitor the monthly cash flow position.
- Ensure that any new projects are adequately funded before being implemented.
- Ensure that any contract work makes an adequate contribution to the administrative and managerial overheads.
- Find replacement funding for grants before their cessation date.

Policy on reserves

The policy of the trustees is to aim to hold liquid reserves up to a maximum of 6 month's total expenditure. It is recognised that this is important to help ensure service continuity in the event of any income stream being changed.

The unrestricted reserves of the Charity are held to meet deficiencies in the provision of services between one year and another and to even out cash flow variations within the year. Reserves may also be used to support activities which are inadequately funded on a temporary basis pending the receipt of fresh funding. The major financial risk faced by the Charity is disruption to its cash flow by a major funder being unable to make payments when due. The trustees have designated £600,000 for capital funding planned for 2021/22. At 31 March 2021 our liquid reserves would cover 2.9 month's expenditure.

FINANCIAL REVIEW

Asset cover for funds

Note 13 sets out an analysis of the assets attributable to the various funds and Note 14 a description of the restricted funds. The assets are sufficient to meet the charity's obligations on a fund by fund basis.

Future Plans & Income Concerns

The financial impact of the Covid-19 virus on both future Government and our own income generating streams are unknown, in particular our concerns are:-

- Future Government grants may be reduced as the government look to recoup their additional expenditure incurred during the pandemic.
- Income from individuals together with fundraising event income is expected to reduce. Charities have all started to try and fundraise at the same time, plus the forecast financial climate is for increased inflation which could impact the level of individual giving.
- Staff absence is likely to still be high this year as the world has not eradicated Covid-19 and it is anticipated that this virus will continue to cause absence. In addition other viruses may reappear as we all open up.
- Housing Benefit – This is our largest income stream and remains a concern as it could be an area our Government could again target. Should a cap be introduced a 25% decrease would amount to a reduction of £300,050 per annum.

Capital expenditure during 2021-22.

£600,000 has been designated for the funding of capital projects, these include: -

- Purchase a property in Chichester to provide a provision for clinically high need clients who require specialist support and accommodation. Estimated cost to Stonepillow £450,000. The purchase and refurbishment cost of the property will be part funded from grant applications.
- Complete the extension of the Lodge, now known as Hick's House. This work commenced in 2020-21. Expected cost £150,000 and is part funded by Homes England.

Report of the Trustees
for the year ended 31st March 2021

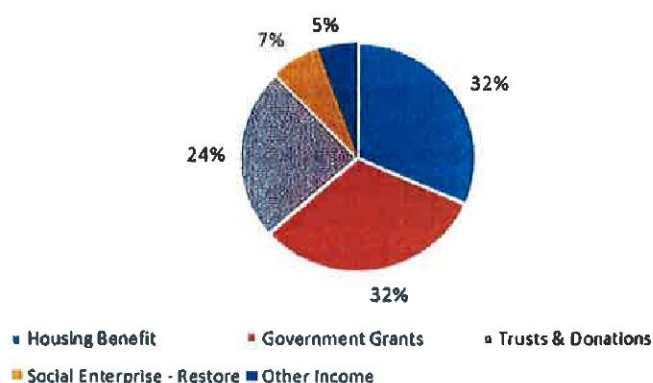
FINANCIAL REVIEW

Sources of Funds and their Deployment

Our principal funding sources in the year were as follows:

Housing Benefit	£1,050,490
Government Grants	£1,053,005
Trusts and Donations*	£812,104
Social Enterprise	£219,463
Other Income	£183,018

Source of Funds

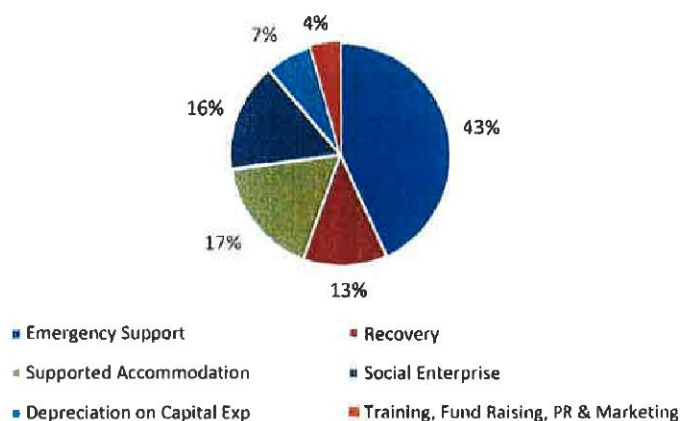


* Note: Trusts and Donations includes Fund Raising.

Our expenditure in support of our key objectives was as follows:

Emergency Support	£1,207,037
Recovery	£348,015
Supported Accommodation	£484,191
Social Enterprise	£441,430
Depreciation on Capital Expenditure	£195,301
Training, Fundraising, PR & Marketing	£121,761

Expenditure Deployment



St Richard of Chichester Christian Care Association Ltd

**Report of the Trustees
for the year ended 31st March 2021**

FINANCIAL REVIEW

Trusts Support

We gratefully acknowledge financial support received either in the year to 31 March 2021, or before or after the year but relating to our work for that year, from the following Trusts and Businesses:

Trust or Business	Amount
National Lottery	£188,812
Crisis UK	£95,225
HomelessLink	£58,431
Sussex Community Foundation	£28,312
Hospital of the Blessed Mary	£25,000
Ernest Kleinwort Charitable Trust	£10,000
Morrisons Foundation	£7,834
Tennyson Insurance	£5,423
Anthony Jurgens Trust	£5,000
Irwin Mitchell LLP	£5,000
The Boltini Trust	£4,000
The Screwfix Foundation	£4,000
Basil Shippam & Alsford Trust	£3,000
Patricia Routledge Trust	£3,000
The Beatrice Laing Trust	£3,000
The Ralf Trust	£3,000
Arthur Williams Trust	£2,000
The Jacaranda Trust	£2,000
Bernadette Charitable Trust	£1,000
Hoare Trustees	£1,000
The Broyst Foundation	£1,000
Chichester Welfare Trust	£560
Sussex Police Commission	£500
Tesco Bags of Help	£500
Stella Symonds Trust	£250
Bognor Vineyard	£150
The National Funding	£126

**Report of the Trustees
for the year ended 31st March 2021**

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of St Richard of Chichester Christian Care Association for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Registered Social Housing Providers SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

DISCLOSURE TO AUDITORS

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

AUDITORS

Sheen Stickland were appointed auditors to the company during the year. A resolution proposing that they be reappointed will be put to the Annual General Meeting.

This report has been prepared in accordance with the provisions relating to small companies within Part 15 of the Companies Act 2006.

Approved by the Trustees and signed on their behalf by:



Shelagh Legrave CBE DL - Chair of Stonepillow Trustees

Date: 8th October 2021

**Report of the Independent Auditors to the Members of
St Richard of Chichester Christian Care Association Ltd**

Opinion

We have audited the financial statements of St Richard of Chichester Christian Care Association for the year ended 31st March 2021 on pages 24 to 35. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statement any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statement and or Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statement or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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

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

**Report of the Independent Auditors to the Members of
St Richard of Chichester Christian Care Association Ltd**

Responsibilities of Trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

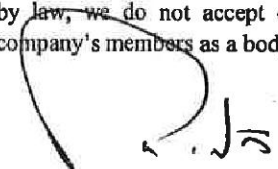
Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is listed below:

- Enquiry of management, those charged with governance and the entity's solicitors around actual and potential litigation and claims.
- Auditing the risk of management override of controls including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

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



P E H Wright FCA DChA (Senior Statutory Auditor)
for and on behalf of Sheen Stickland
Chartered Accountants and Registered Auditors
7 East Pallant
Chichester
West Sussex
PO19 1TR

Date: 8/12/21

St Richard of Chichester Christian Care Association Ltd

**Statement of Comprehensive Income
for the year ended 31st March 2021**

		2021	2020
	Notes	£	£
Turnover		3,316,656	2,712,443
Operating expenditure		(2,797,735)	(2,556,025)
Operating surplus	3	518,921	156,418
Interest receivable and similar income	4	1,424	2,969
Total Comprehensive Income for the year		520,345	159,387

Statement of Changes in Reserves

	2021 Income and Expenditure Reserve	2020 Income and Expenditure Reserve
Balance at 1 April 2020	2,265,013	2,105,626
Surplus from Statement of Comprehensive Income	520,345	159,387
Transfers	-	-
Balance as at 31 March 2021	2,785,358	2,265,013

All income and expenditure arise from continuing activities.

The notes on pages 27 to 34 form part of these financial statements.

The financial statements were approved by the Board of Trustees and authorised for issue on 8th October 2021 and were signed on its behalf by:



Mrs S J Legrave CBE DL
Trustee



Mr A C F Fawcett FCA
Trustee

St Richard of Chichester Christian Care Association Ltd

Statement of Financial Position
as at 31st March 2021

		2021	2020
	Notes	£	£
FIXED ASSETS			
Housing properties - depreciated cost	7	3,417,542	2,830,451
Other tangible assets	8	73,420	52,465
		<u>3,490,962</u>	<u>2,882,916</u>
CURRENT ASSETS			
Debtors	9	315,218	176,386
Cash at bank and in hand		1,266,629	1,116,030
		<u>1,581,847</u>	<u>1,292,416</u>
CREDITORS			
Amounts falling due within one year	10	(326,255)	(322,320)
NET CURRENT ASSETS		<u>1,255,592</u>	<u>970,096</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		4,746,554	3,853,012
CREDITORS			
Amounts falling due after more than one year	11	(1,961,196)	(1,587,999)
NET ASSETS		<u>2,785,358</u>	<u>2,265,013</u>
RESERVES			
Unrestricted reserves			
General reserve	14	832,172	605,006
Property reserve	14	1,353,186	1,160,007
Capital reserves	14	600,000	500,000
		<u>2,785,358</u>	<u>2,265,013</u>

The notes on pages 27 to 34 form part of these financial statements.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees and authorised for issue on 8th October 2021 and were signed on its behalf by:


.....
Mrs S J Legrave CBE DL
Trustee


.....
Mr A C F Fawcett FCA
Trustee

St Richard of Chichester Christian Care Association Ltd

**Cash Flow Statement
for the Year Ended 31st March 2021**

	2021	2020
	£	£
Cash flows from operating activities:		
Cash generated from operations (see below)	950,522	555,606
Net cash provided by operating activities	<u>950,522</u>	<u>555,606</u>
Cash flows from investing activities:		
Purchase of tangible fixed assets	(801,347)	(284,989)
Interest received	1,424	2,969
Net cash used in investing activities	<u>(799,923)</u>	<u>(282,020)</u>
Change in cash and cash equivalents in the reporting period	150,599	273,586
Cash and cash equivalents at the beginning of the reporting period	1,116,030	842,444
Cash and cash equivalents at the end of the reporting period	<u><u>1,266,629</u></u>	<u><u>1,116,030</u></u>

RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021	2020
	£	£
Net income for the reporting period (as per the statement of comprehensive income)	520,345	159,387
Adjustments for:		
Depreciation charges	193,301	166,362
Interest received	(1,424)	(2,969)
Decrease in debtors	(138,832)	42,322
Increase/(decrease) in creditors	377,132	190,505
Net cash provided by operating activities	<u><u>950,522</u></u>	<u><u>555,606</u></u>

1. ACCOUNTING POLICIES

Accounting convention

St Richard of Chichester Christian Care Association Ltd is a company limited by guarantee, incorporated in England and Wales, a registered charity and a private registered provider of social housing in the United Kingdom. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are detailed in the Trustees' Annual Report.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with applicable accounting standards including Financial Reporting Standard 102 The Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Statement of Recommended Practice for Social Housing Providers 2018, and with the Accounting Direction for Private Registered Providers of Social Housing in England 2015. The financial statements have been prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling, which is the functional currency of the charity, and rounded to the nearest £.

Turnover

Turnover is accounted for in the statement of comprehensive income when the company becomes legally entitled to the income and the amount can be quantified with reasonable accuracy.

Grants receivable and local authority fees are credited to the statement of comprehensive income in the year for which they are due. Other voluntary income sources are credited to the statement of comprehensive income in the year in which the charity becomes legally entitled to the income.

Operating costs

Operating costs are accounted for on an accruals basis and have been classified under headings that aggregate all costs relating to that category.

Tangible fixed assets

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

Housing properties	4% straight line
Fixtures, fittings and equipment	25% and 33.3% straight line

Assets costing less than £1,000 are written off to expenditure.

As the estimated useful economic life of the building is greater than 50 years, the trustees undertake an annual impairment review. They have concluded that no adjustment is required in the current accounting period.

Social housing grant and deferred income

Social housing grants are grants made to the charity towards the cost of development of housing properties. They are repayable under certain circumstances but will normally be restricted to net proceeds of sale. Housing grants are recognised in the statement of comprehensive income over their estimated useful economic life of 25 years. Grants which have been received but have not been recognised as income are credited to deferred income.

**Notes to the Financial Statements
for the year ended 31st March 2021**

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to the statement of comprehensive income in the period to which they relate.

Operating lease commitments

Rentals payable under operating leases are charged against the statement of comprehensive income on a straight line basis over the period of the lease.

Taxation

The charitable company is exempt from corporation tax on its charitable activities.

Restricted Reserves

Restricted Reserves are those reserves which are only expendable in accordance with the wishes of the funder or regulatory body. Restricted reserves include funds raised in response to a specific appeal. Revenue and expenditure cannot be directly set against restricted reserves but is taken through the statement of comprehensive income and then a transfer to restricted reserves is made as appropriate.

2. ACCOMMODATION IN MANAGEMENT

	2021	2020
Number of units managed by the charity at the end of the year:		
Recovery Service	22	22
Hostels	33	33
Supported Accommodation	41	41
	<u>96</u>	<u>96</u>

3. OPERATING SURPLUS

Operating surplus is stated after charging/(crediting):	2021	2020
	£	£
Auditors' remuneration	6,840	6,600
Depreciation - housing properties	151,147	132,808
Depreciation - other tangible assets	42,154	43,727
	<u>199,141</u>	<u>183,135</u>

4. INTEREST RECEIVABLE AND SIMILAR INCOME

	2021	2020
	£	£
Deposit account interest	<u>1,424</u>	<u>2,969</u>

Notes to the Financial Statements
for the year ended 31st March 2021

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2021 nor for the year ended 31st March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2021 nor for the year ended 31st March 2020.

6. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	1,526,337	1,366,681
Social security costs	126,560	107,054
Other pension costs	61,463	52,850
	<u>1,714,360</u>	<u>1,526,585</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Project workers	51	44
Administration and publicity	9	8
	<u>60</u>	<u>52</u>

One employee received emoluments in excess of £60,000 (2020 - nil).

The total value of employee benefits received by key management personnel during the year was £174,765 (2020 - £149,687).

Notes to the Financial Statements
for the year ended 31st March 2021

7. TANGIBLE FIXED ASSETS - HOUSING PROPERTIES

	Freehold Housing Property 2021 £	Freehold Housing Property 2020 £
COST		
At 1st April 2020	3,320,255	3,047,603
Additions	738,238	272,652
Disposals	-	-
At 31st March 2021	<u>4,058,493</u>	<u>3,320,255</u>
DEPRECIATION		
At 1st April 2020	489,804	356,996
Charge for year	151,147	132,808
Depreciation on disposal	-	-
At 31st March 2021	<u>640,951</u>	<u>489,804</u>
NET BOOK VALUE		
At 31st March 2021	<u>3,417,542</u>	<u>2,830,451</u>
At 31st March 2020	<u>2,830,451</u>	<u>2,690,607</u>

8. TANGIBLE FIXED ASSETS - OTHER

	Fixtures & Fittings 2021 £	Fixtures & Fittings 2020 £
COST		
At 1st April 2020	241,941	229,604
Additions	63,109	12,337
Disposals	-	-
At 31st March 2021	<u>305,050</u>	<u>241,941</u>
DEPRECIATION		
At 1st April 2020	189,476	155,922
Charge for year	42,154	33,554
Depreciation on disposal	-	-
At 31st March 2021	<u>231,630</u>	<u>189,476</u>
NET BOOK VALUE		
At 31st March 2021	<u>73,420</u>	<u>52,465</u>
At 31st March 2020	<u>52,465</u>	<u>73,682</u>

Notes to the Financial Statements
for the year ended 31st March 2021

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade debtors	236,096	78,905
Other debtors	23,521	39,206
Prepayments and accrued income	55,601	58,274
	<u>315,218</u>	<u>176,386</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Bank loans	26,695	25,847
Social security and other taxes	31,125	27,586
Other creditors	32,514	23,920
Accruals, dilapidations and deferred income	235,921	244,966
	<u>326,255</u>	<u>322,320</u>

Included within the Accruals, dilapidations and deferred income figure of £235,921 are grants received in advance for 2021-22 amounting to £76,465 (2020: £56,598).

11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2021	2020
	£	£
Bank loans	544,667	571,899
Deferred income	1,416,529	1,016,100
	<u>1,961,196</u>	<u>1,587,999</u>

An analysis of the maturity of loans is given below:

	2021	2020
	£	£
Amounts falling due within one year on demand	26,695	25,847
Amounts falling due between one and two years	28,001	27,098
Amounts falling due between two and five years	92,545	60,371
Amounts falling due in more than five years	424,121	484,430

There is a legal charge over St Joseph's, Whyke Lane and Ellasdale Road as security for the long term bank loan.

The bank loan on St Joseph's and Whyke Lane is payable by instalments at an interest rate of 5.85% per annum, with the final repayment date being December 2036.

During the year ended 31 March 2019 two new bank loans were taken out against the purchase and refurbishment of Ellasdale Road. The first bank loan is payable by instalments at an interest rate of 2.69%. The second bank loan is payable by instalments at an interest rate of 4.46%. The final repayment dates for these loans are both November 2034.

Notes to the Financial Statements
for the year ended 31st March 2021

12. DEFERRED INCOME

	2021	2020
	£	£
Brought forward	1,072,698	945,214
New grants	496,760	188,465
Release of capital grant	(76,465)	(60,981)
Carried forward	<u>1,492,993</u>	<u>1,072,698</u>

Deferred income represents social housing grants made to the charity towards the cost of development of housing properties, which are released to the income and expenditure account over their estimated useful lives.

13. ANALYSIS OF NET ASSETS BETWEEN RESERVES

	Unrestricted reserves	Restricted reserves	2021 Total reserves	2020 Total reserves
	£	£	£	£
Fixed assets	3,490,962	-	3,490,962	2,882,916
Current assets	1,581,847	-	1,581,847	1,292,416
Current liabilities	(326,255)	-	(326,255)	(322,320)
Long term liabilities	(1,961,196)	-	(1,961,196)	(1,587,999)
	<u>2,785,358</u>	<u>-</u>	<u>2,785,358</u>	<u>2,265,013</u>

14. RESERVES

	At 1.4.20 £	Surplus/ (deficit) £	Transfers £	At 31.3.21 £
Unrestricted reserves				
General reserve	605,006	1,950,039	(1,722,873)	832,172
Property reserve	1,160,007	-	193,179	1,353,186
Designated Capital reserve	500,000	-	100,000	600,000
Restricted reserves				
Chichester Hub (Old Glassworks)	-	(76,163)	76,163	-
Restore - Social Enterprise Chichester	-	(287,152)	287,152	-
Restore - Social Enterprise Bognor Regis	-	(114,420)	114,420	-
Recovery Service (Sands)	-	(172,546)	172,546	-
Chichester Hostel (St Joseph's Hostel + The Lodge)	-	(118,149)	118,149	-
Bognor Regis Hostel/Hub (Glenlogie + Ellasdale Road)	-	(329,114)	329,114	-
Supported Accommodation (Move-on)	-	(332,150)	332,150	-
Outreach	-	-	-	-
	<u>-</u>	<u>(1,429,694)</u>	<u>1,429,694</u>	<u>-</u>
TOTAL RESERVES	<u>2,265,013</u>	<u>520,345</u>	<u>-</u>	<u>2,785,358</u>

During the year ended 31st March 2019 the trustees decided to create a new Property reserve. This reserve is made up of the book value of freehold properties owned by the Charity less associated bank debt and deferred capital grants relating to these properties.

During the year 31st March 2020 the trustees decided to create a new Capital reserve and in the year designated £500,000 for the funding of capital projects. A further £100,000 was designated in the current year.

Notes to the Financial Statements
for the year ended 31st March 2021

14. RESERVES - continued

Net movement in reserves, included in the above are as follows:

	Total income £	Total expenditure £	Surplus/ (deficit) £
Unrestricted reserves			
General reserve	2,267,102	(317,063)	1,950,039
Restricted reserves			
Chichester Hub (Old Glassworks)	136,003	(212,166)	(76,163)
Restore - Social Enterprise Chichester	39,857	(327,009)	(287,152)
Restore - Social Enterprise Bognor Regis	-	(114,420)	(114,420)
Recovery Service (Sands)	175,468	(348,014)	(172,546)
Chichester Hostel (St Joseph's Hostel + The Lodge)	273,574	(391,723)	(118,149)
Bognor Regis Hostel/Hub (Glenlogie + Ellasdale Road)	46,250	(375,364)	(329,114)
Supported Accommodation (Move-on)	152,041	(484,191)	(332,150)
Outreach	227,785	(227,785)	-
	<u>1,050,978</u>	<u>(2,480,672)</u>	<u>(1,429,694)</u>
	<u>3,318,080</u>	<u>(2,797,735)</u>	<u>520,345</u>

Comparatives for movement in funds

	At 1.4.19 £	Surplus/ (deficit) £	Transfers £	At 31.3.20 £
Unrestricted reserves				
General reserve	975,703	1,777,535	(2,148,232)	605,006
Property reserve	1,129,923	-	30,084	1,160,007
Designated Capital reserve	-	-	500,000	500,000
Restricted reserves				
Chichester Hub (Old Glassworks)	-	(2,030)	2,030	-
Restore - Social Enterprise Chichester	-	(346,589)	346,589	-
Restore - Social Enterprise Bognor Regis	-	(109,194)	109,194	-
Recovery Service (Sands)	-	(131,139)	131,139	-
Chichester Hostel (St Joseph's Hostel + The Lodge)	-	(272,939)	272,939	-
Bognor Regis Hostel/Hub (Glenlogie + Ellasdale Road)	-	(315,601)	315,601	-
Supported Accommodation (Move-on)	-	(440,656)	440,656	-
	<u>-</u>	<u>(1,618,148)</u>	<u>1,618,148</u>	<u>-</u>
TOTAL RESERVES	<u>2,105,626</u>	<u>159,387</u>	<u>-</u>	<u>2,265,013</u>

Comparative net movement in reserves, included in the above are as follows:

	Total income £	Total expenditure £	Surplus/ (deficit) £
Unrestricted reserves			
General reserve	2,057,713	(280,179)	1,777,535
Restricted reserves			
Chichester Hub (Old Glassworks)	207,370	(209,400)	(2,030)
Restore - Social Enterprise Chichester	10,000	(356,589)	(346,589)
Restore - Social Enterprise Bognor Regis	-	(109,194)	(109,194)
Recovery Service (Sands)	191,053	(322,192)	(131,139)
Chichester Hostel (St Joseph's Hostel + The Lodge)	95,252	(368,191)	(272,939)
Bognor Regis Hostel/Hub (Glenlogie + Ellasdale Road)	105,907	(421,508)	(315,601)
Supported Accommodation (Move-on)	48,116	(488,772)	(440,656)
	<u>657,698</u>	<u>(2,275,846)</u>	<u>(1,618,148)</u>
	<u>2,715,411</u>	<u>(2,556,025)</u>	<u>159,387</u>

14. RESERVES - continued

Restricted reserves

The Chichester Hub reserve was set up to fund the operations of the day centre located at the Old Glassworks.

The Chichester Hostel reserve is held for the St Joseph's hostel and the Lodge in Chichester.

The Restore reserve is for use in the Social Enterprise project. Donated furniture is recycled and trainees are taught the skills required to gain employment, one based in Chichester, the other in Bognor Regis.

The Recovery Service reserve is held for use at the Sands residential recovery project which provides a rehabilitation service for people with drug and alcohol problems.

The Bognor Regis Hostel/Hub covers the hostel at Ellasdale Road and the day centre at Glenlogie.

The Supported Accommodation reserve is for our accommodation, excluding the hostels, previously known as move-on accommodation.

15. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	Land and buildings		Other operating leases	
	2021	2020	2021	2020
	£	£	£	£
Expiring:				
Within one year	186,480	179,302	5,209	6,140
Between one and five years	203,632	47,089	-	5,209
In more than five years	42,000	-	-	-
	<u>432,112</u>	<u>226,391</u>	<u>5,209</u>	<u>11,349</u>

16. RELATED PARTY DISCLOSURES

Shelagh Legrave, a trustee of the charity, was the Chief Executive of Chichester College Group. During the year the charity incurred expenditure of £150 (2020: £645) on holding meetings at the College and £18,000 (2020: £18,000) on the lease of a property from the Group.

Peter Stevens, a trustee of the charity, is also a Director of Pure Employment Law Limited. During the year the charity incurred £900 (2020: nil) on professional fees from Pure Employment Law Limited.

The Jull Housing Trust is a charity under the control of St Richard of Chichester Christian Care Association. During the year a management charge of £17,498 (2020: £15,175) was charged to the Jull Housing Trust and at the year end the charity owed £14,549 (2020: £9,994) to the Jull Housing Trust.

Clare Apel and Martyn Bell, trustees of the charity are also Councillors of Chichester District Council. During the year the charity received grants and benefits from Chichester District Council of £524,565 (2020: £476,767), and incurred expenditure of £61,927 (2020: £72,282). All transactions were conducted on an arms length basis and neither trustee was directly involved in decisions relating to the charity and its funding.

Amanda Worne, a trustee of the charity, is also a Councillor of Arun District Council. During the year the charity received grants and benefits from Arun District Council of £921,838, and incurred expenditure of £53,770. All transactions were conducted on an arms length basis and neither trustee was directly involved in decisions relating to the charity and its funding.

David Coulthard, a trustee of the charity, is also Communar of the Dean & Chapter of Chichester Cathedral and Clerk to the trustees of the Hospital of the Blessed Mary. During the year a donation of £25,000 was received from this Charity.

17. CAPITAL COMMITMENTS

At 31st March 2021 the extension work at The Lodge was not yet complete. The Charity were committed to further building contract costs of £153,520. The extension was completed by the end of May 2021.

St Richard of Chichester Christian Care Association Ltd

**Detailed Income and Expenditure Account
for the year ended 31st March 2021**

	2021	2020
	£	£
Turnover		
Voluntary income		
Church donations	11,136	24,554
Private and other donations	223,255	118,808
Trust funds	291,274	185,250
Local authority grants	348,152	359,098
	<u>873,817</u>	<u>687,710</u>
Activities for generating funds		
Fundraising income	58,030	110,121
Income from charitable activities		
Housing benefit	1,050,490	1,101,732
Grants	933,262	240,600
Release of capital grant	76,465	60,981
Client contributions	60,761	60,468
Restore sales	219,463	406,272
Other income	43,808	43,959
Membership subscriptions	560	600
	<u>2,384,809</u>	<u>1,914,612</u>
Total turnover	<u>3,316,656</u>	<u>2,712,443</u>
Operating costs		
Wages and salaries	1,526,337	1,366,681
Social security	126,560	107,054
Pensions	61,463	52,850
Insurance	27,713	22,111
Postage and stationary	10,429	15,515
Other costs	252,657	244,514
Property costs	496,905	500,418
Staff related costs	20,626	22,441
Auditors' remuneration	6,840	6,600
Legal and professional fees	74,904	51,479
Depreciation of tangible fixed assets	193,301	166,362
	<u>2,797,735</u>	<u>2,556,025</u>
Operating surplus	<u>518,921</u>	<u>156,418</u>
Interest receivable and similar income	1,424	2,969
Surplus for the financial year	<u><u>520,345</u></u>	<u><u>159,387</u></u>

