

# BIRMINGHAM CHRISTMAS SHELTER

England & Wales · Charity number 1002891

## Details

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**Other names** BIRMINGHAM OPEN CHRISTMAS

**Status** Registered

**Legal form** Trust

**Registered** 1991-05-10

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Po Box 17677  
Birmingham  
B13 3PS

**Phone** 07846299336

**Email** [enquiry@birminghamchristmasshelter.org](mailto:enquiry@birminghamchristmasshelter.org)

**Website** <http://www.birminghamchristmasshelter.org>

## Activities

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**Objects:** TO RELIEVE THE POOR SICK AND AGED IN THE WEST MIDLANDS AND IN PARTICULAR TO PROVIDE FOOD CLOTHING AND SHELTER FOR THE HOMELESS IN THAT AREA OVER THE CHRISTMAS PERIOD

**Activities:** We provide food, warmth, shelter and friendship to the homeless and lonely of Birmingham during the Christmas period, regardless of gender, colour, race, religion or sexual orientation.

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** The Prevention Or Relief Of Poverty, Accommodation/housing
- **Who:** Elderly/old People, People With Disabilities, Other Defined Groups

## Geography

- **Area of benefit:** WEST MIDLANDS POSTAL AREA
- Birmingham City

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-06-30 | £68,425 | £42,848     | -      | -         |
| 2024-06-30 | £44,007 | £35,127     | -      | -         |
| 2023-06-30 | £44,007 | £35,127     | -      | -         |
| 2022-06-30 | £31,792 | £26,571     | -      | -         |
| 2021-06-30 | £6,891  | £6,786      | -      | -         |

## Trustees

| Name                     | Role | Appointed  |
|--------------------------|------|------------|
| David Jack Hanson        |      | 2020-05-16 |
| KERRIE LO                |      | 2017-02-04 |
| KEVIN CHRISTOPHER JARVIS |      | 2022-02-02 |
| Mohammed Ullah           |      | 2020-05-16 |
| Shirley Mallon           |      | 2013-09-06 |
| Simon John Rixon         |      | 2025-03-10 |

**BIRMINGHAM CHRISTMAS SHELTER**

England & Wales - Charity number 1002891

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# Accounts

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Birmingham Christmas Shelter

Trustees' Annual Report and Receipts and Payments  
accounts for the year ended 30 June 2025

Registered Charity number 1002891

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2025

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# Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2025

## **1. TRUSTEE'S ANNUAL REPORT:**

The Trustees of Birmingham Christmas Shelter ("the charity") have pleasure in presenting their annual report and accounts for the year 1 July 2024 to 30 June 2025.

## **2. OBJECTIVES AND ACTIVITIES:**

The objects of the charity are to provide relief for the homeless and lonely adults (over 16's) in the West Midlands, particularly through the provision of food, clothing and shelter over the Christmas period.

The charity achieves its objects by the following activities and in planning such activities, the Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit:

- We provide food, warmth, wellbeing services, shelter, clothing and friendship to homeless and lonely adults of Birmingham and surrounding districts during the Christmas period, regardless of gender, colour, race, religion, disability or sexual orientation. For safeguarding reasons we cannot allow anyone under 16 to come to our Shelter.
- The functioning of the Shelter is wholly dependent on the time freely given by all of our very generous volunteers and service providers.
- The Trustees are supported by a network of senior volunteers, who act as area team supervisors, and over 400 trained volunteers.
- The only people who are paid to work at the Shelter, are a professionally trained mixed gender security team on duty while guests are present. They are there to support the guests, volunteers and Trustees to maintain safety and wellbeing and ensure that weapons and non-prescribed mind-altering substances are not brought into the Shelter. All security staff are first aid trained.
- All Trustees are DBS checked.

A company was previously set up with Companies House, under the name of "Birmingham Homeless Shelter". This enables a potential retail business to undertake selling of second hand and other donated items to raise funds for the Shelter. No trading has taken place during the financial year.

## **3. ACHIEVEMENTS, PERFORMANCE AND FUTURE PLANS:**

### **3.1 50th Anniversary:**

2024 was a special year for the charity as we celebrated our 50th year of service. We traced back through the archives, and by meeting former Trustees, to put together a time line of the history of the charity. Clearly it has grown in its ability to meet its objectives from humble beginnings as a day centre in one room in a church for a handful of homeless people to a

# Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2025

large 24 hour shelter. The Trustees consider they have peaked in what we can achieve and our current strategy is to maintain and refine what we provide to best serve the experience of both guests and volunteers.

Sponsored by local businesses, we held a celebratory evening for current and past volunteers at Norton's Bar in Digbeth in September that was opened by the Deputy Lord Mayor and Mayoress of Birmingham.

## 3.2 Significant Local Changes:

By the end of November, two major providers of emergency hostel beds for homeless people had closed with the loss of 200 beds within walking distance of our venue. Most of these individuals were relocated to other parts of the city and we were unsure of the numbers that would come to us. We kept faith with our new found popularity especially as almost all the other services serving our target group closed over Christmas and we were pleasantly surprised.

## 3.3 Shelter Week:

Setting up Shelter Week 2024 was much easier than the previous year as we had a clear system for noting the layout of each of the classrooms in order to return them exactly as we found them when we left. As before, we ensured, for safeguarding reasons, that any displays that could lead to children at the school being identified, were kept covered up and Christmas wrapping paper proved a colourful and attractive solution to the issue. It was also useful in creating black out blinds at the windows so that guests could sleep.

We opened our doors at 10am on 24<sup>th</sup> December and as in the past, remained open 24 hours a day until 10am on 28<sup>th</sup> December. During the week, we continued to welcome significantly more guests than at our previous venue with a mixture of regular faces and a lot of new ones.

### **NUMBERS:**

371 different people with an average of 203 guests each day

- Many different nationalities & ethnic origins and people with a range of disabilities, mental, physical and substance use health issues.
- 31% were regular attenders of Shelter Week
- 73 (20%) were female and / or transgender

## 3.4 The Venue:

Shelter Week 2024 was held for the third year running at St Catherine of Siena Catholic Primary School, located on Great Colmore Street, Lee Bank, Birmingham B15 2AY which is sandwiched between the IBIS Budget hotel and the O2 Academy just off the A38 Bristol Street.

The Trustees continue to be delighted with the infant school as our main venue, as it is warm, clean, bright, spacious and welcoming, has most of the facilities we need and is easy for our target group of guests to get to. In line with their Catholic duty, the parent governors

# Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2025

of the school offer us the facilities free of charge, except for payment of gas and electricity. We are required to treat the building with respect, repairing any damage done and leaving it as we found it ready for the new school term .

The school has an accessible entrance, a large professional kitchen, a formal meals and drinks serving area, several dining tables, excellent playground space for parking, an enclosed astro turf football pitch and several ground floor accessible classrooms. We also have use of classrooms in another part of the school for the storage of the school's materials and equipment. Our upgrade of the electrics, the year before, proved very successful with no power outages this year.

Working with the caretaker, we continued to keep our gas and electricity consumption at an affordable level. Our guests reported feeling very comfortable in the cooler room temperatures.

### **3.5 Catering:**

We were better prepared than last year for the numbers we now attract and our Catering Team was better able to obtain sufficient supplies. There were generous donations of food and loans of catering equipment from commercial catering companies and donations of time from hard working professional chefs who took charge of a dedicated kitchen team.

An Advent harvest festival style appeal to local primary schools was especially successful in obtaining large donations of snacks and treats for our tea hatch and was rewarded with positive TV teatime news coverage.

### **3.6 Equipment:**

As the school furniture proved too low for our adult guests in our first year, we now annually hire several adult sized tables and chairs to make our guests more comfortable.

### **3.7 Drug and Alcohol Use:**

In 2023, the increase in numbers of guests presented us with challenges arising from the chaotic substance misuse of several individuals. In consultation with the school and the local police, the Trustees took several measures to reduce this and make the situation more manageable.

- Very visible signage was put up inside and outside the venue and on promotional flyers making it clear that bringing alcohol and non-prescribed drugs onto the school site would not be tolerated.
- CCTV masts were hired and positioned around the school site and adjoining roads with footage monitored 24 hours a day by an external company
- The guest entrance was changed to the main school entrance as it could be better overseen by our security team
- The security team were more vigilant with their searches and confiscations
- Trustees and the security team were given body cameras to wear as the police advised this positively reduces criminal and other inappropriate behaviour
- It was agreed with the local police team that our CCTV footage would be passed to the police where there was evidence of criminal behaviours.

## Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2025

- The Exclusions Policy was revised to be clearer and Trustees were more effectively trained in making exclusions
- Notices were posted on the school gates when we closed to make it clear to drug dealers that our guests had left

As a result, we were successful in achieving a radical drop in the previous challenges with good control of what was brought into the building, fewer conflicts between the guests, reduced incidents and fewer medical emergencies. The emergency services were prompt in coming to our aid and our ease of access to defibrillators and other equipment proved invaluable.

We confiscated a number of sharp objects that were later disposed of in the weapons bins placed by the police around the area. Guests reported it made them feel safer to know that weapons had been confiscated.

Importantly, the school reported a cessation of the drug dealing close to the school when they re-opened in the New Year and this made them feel more confident about us continuing to work with them.

### **3.8 Toilets:**

During Shelter Week 2023, it became apparent that the infant toilets did not have the capacity for the number of adult guests that we now see, causing several blockages. As a result, for Shelter Week 2024, the school toilets were taken out of use and we replaced them with the hire of a high quality mobile flushable toilet block that was stationed in the staff car park. This toilet block was overseen by the security team to ensure there was no inappropriate behaviour inside, especially damage and drug taking.

It was also necessary to hire both a wheelchair accessible portable toilet for guests with mobility issues and to negotiate with the hotel next door for these guests to use their ground floor facilities. Two school staff toilets were made available to volunteers.

Unfortunately, there were continuing problems with the capacity of the toilet arrangements for both guests and volunteers, and further changes will be made for next year.

### **3.9 Overnight:**

Due to a hotel refurbishment, notified to us late in the year, we were unable to rent a floor of basic ensuite double bedrooms in the IBIS hotel next door on the days we were open. This meant we had to return to communal sleeping arrangements with mattresses and duvets placed on the floor.

In line with the lessons learned during the Covid pandemic, we spaced the beds a good distance apart in line with good practice in infection control and to achieve this we opened up the other two of our activity rooms for sleeping. Guests were informed of the change well in advance of opening and we found it made no difference to the numbers wanting to stay at the venue overnight.

In the event, we struggled to provide sufficient bedding and had to use the sleeping bags collected to give to rough sleepers on leaving. They told us they were just grateful to have somewhere warm and safe to sleep.

## Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2025

Given the need to use an additional room for sleeping, we did not provide an overnight cafe room this year. Instead, sandwiches and cold snacks with hot and cold drinks were served through the night in the reception area. It proved very popular and was easier to staff with the number of volunteers we had. Although a significant number of guests remained awake throughout the night on chairs in the reception area or walking outside, it was less noisy and disruptive to those sleeping at the school.

### 3.10 Showers:

The loss of the IBIS hotel rooms also removed our access to their good quality warm shower facilities and we had to negotiate use of a floor of bedrooms across the dual carriageway at the Duke of Wellington Hotel and Pub. It is a much smaller hotel and could only make 6 showers available. As they had to employ staff on Christmas Day, when they are normally closed, the costs proved much more expensive than the equivalent facilities at the IBIS hotel. Showers were only available during daylight hours and guests were escorted from our venue to the hotel, through the subway under the dual carriageway, to ensure they did not pick up any drugs or alcohol. This was very resource intensive of volunteer time but meant guests did not need searching by security staff on entering the hotel. The capacity for daily showers was therefore much less than our guests would have liked.

#### **SERVICES:**

We served over 2,100 hot meals & 1,780 assorted sandwiches plus other snacks & treats. 150 showers were taken, with new toothbrushes, underwear & socks given out each time. 125 opted to stay overnight, all of whom slept at the school.

In addition, we were able to provide:

- 25 people with massages
  - 10 with Covid vaccinations / boosters
  - Of 14 people assessed for housing, 12 were offered a new place to live and given a bag of groceries
  - 59 people received professional podiatry / footcare
  - 9 people had manicures
  - 24 people received a total of 97 dental treatments ranging from scale and polish to extractions
  - Over 100 people took away a bag of toiletries and clothing / footwear of their choice from our donated supplies.
- 48 with hairdressing
  - 14 with counselling

All leftover goods were given to local charities serving the same client group.

### 3.11 Entertainment and Services:

Our Shelter was again supported by a team of service providers who gave their time and skills for free enabling us to have hairdressers, daily podiatry, chefs, NHS Covid vaccinations, a range of counsellors, housing agencies, masseuses, and entertainers.

A major new offering was the hire of a fully equipped mobile dental ward on the final full day staffed by qualified dentists. Appointments were reserved for guests who had attended

# Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2025

earlier in the week apart from any on the day emergencies. It was very well used by our guests and the dental staff provided a full range of dental care from scale and polish to extractions and even exceeded their planned number of treatments .

We gave our guests a full programme of entertainment including bingo, karaoke, arts and crafts, sports, table top activities, singers, discos, TV and films and all our guests received a simple Christmas present. The week culminated with the highly successful 'Shelter's Got Talent', with guests displaying their performance skills, and this has become an annual event..

We were able to offer emergency clothing during the week and bags of groceries to those offered somewhere new to live. On the penultimate day, guests were able to select a number of clothing and footwear items for themselves that were bagged up to be taken away when they left. No donations were wasted and leftover items were either passed on to other local charities or kept for fundraising activities and the next Shelter Week.

Some minor damage was done to the school from putting up our displays and we have agreed to work with the school to prevent a recurrence. However, the parent governors were delighted with the increased security measures and on a positive note, we have been welcomed back.

The Shelter was well received by all those who attended, guests, providers and volunteers.

## **4. FINANCIAL REVIEW:**

Birmingham Christmas Shelter is entirely dependent on donations from local companies, individuals, local churches and other supporting organisations and receives no central government or local authority funding.

All expenditure relates to the primary purpose of providing the Shelter and associated activities at Christmas.

Our new budget arrangements enabled us to better manage our costs and we were able to stay within budget.

### **4.1 Donations and Fundraising:**

In our 50th anniversary year, we attracted a much higher level of donations and funds than ever before and much greater than our normal annual expenditure. The Trustees know we cannot assume this will be repeated and agreed to remain very careful with making expenditure decisions. Our surplus was used to purchase a number of capital items with the balance put into our reserves in case we have to move venue again, potentially incurring significant rental charges.

### **4.2. Reserves Policy:**

The Charity's policy on reserves is to hold at least two year's revenue funding in the bank. Each year's Shelter Week is funded from the money raised in the previous financial year, to mitigate against any catastrophic loss of donations. Any surplus is then retained for capital expenditure including replacement of key items.

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2025

**5. STRUCTURE, GOVERNANCE AND MANAGEMENT:**

Birmingham Christmas Shelter is a registered charity governed by a Declaration of Trust dated 31.3.1990 and updated 31.3.2009, 11.11.2014 and 10.3.2025.

**5.1 Charity number:** 1002891

**5.2 Trustees:**

David Jack Hanson  
Kevin Jarvis – Treasurer  
Tej Jhite - left 25.1.2025  
Kerrie Lo  
Shirley Mallon - Secretary  
Simon Rixon - appointed 10.3.2025  
Zak Ullah

The Board of Trustees meets at least monthly throughout the year to review and plan the operations for the following Shelter Week

It is the policy of the Charity to rotate the chair on a monthly basis between the Executive (voting) Trustees to promote the development of Board member skills.

**5.3 Registered office:**

Birmingham Christmas Shelter  
PO Box 17677  
Moseley  
Birmingham B13 3PS

**5.4 Independent Examiner:**

Karen Hanlan ACA  
Karen Hanlan Independent Examiner Ltd  
Registered Company in the UK: 07778482  
1 Saracen Close  
Ettington  
Warwickshire, CV37 7SZ

**7.5 Bankers:**

HSBC CAF Bank  
25 Kings Hill  
West Malling  
Kent  
ME19 4JU

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2025

Report approved by the Board and signed on its behalf by Kevin Jarvis

Kevin Jarvis (Treasurer and Executive Trustee)

Date: 13/10/2025

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2025

**Independent Examiner's Report to the Trustees of Birmingham Christmas Shelter on the receipts and payments accounts for the year ended 30 June 2025.**

I report to the trustees on my examination of the accounts of the Birmingham Christmas Shelter ('the charity') for the year ended 30 June 2025 which are set out on pages 12 and 13.

**Responsibilities and basis of report**

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and 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 material 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 130 of the 2011 Act; or
- 2) the accounts do not accord with those records.

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 accounts to be reached.

Signed:

Date: 13/10/2025

Karen Hanlan,  
Institute of Chartered Accountants in England & Wales  
Karen Hanlan Independent Examiner Limited  
1 Saracen Close  
Ettington  
CV37 7SZ

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2025

**Receipts and Payments**

|                                    | Un-<br>restricted<br>Funds 2025 | Restricted<br>Funds 2025 | Total<br>Funds<br>2025 | Total<br>Funds<br>2024 |
|------------------------------------|---------------------------------|--------------------------|------------------------|------------------------|
| <b>RECEIPTS</b>                    |                                 |                          |                        |                        |
| Donations                          | £26,126                         | £1,500                   | £27,626                | £23,984                |
| Fundraising Income                 | £32,659                         | -                        | £32,659                | £24,646                |
| Grants                             | £2,000                          | -                        | £2,000                 | £3,000                 |
| Gift Aid                           | £2,690                          | -                        | £2,690                 | £3,002                 |
| Other Income:                      | £793                            | -                        | £793                   | £0                     |
| Bank Interest                      | £2,657                          | -                        | £2,657                 | £2,459                 |
| <b>Total Receipts</b>              | <b>£66,925</b>                  | <b>£1,500</b>            | <b>£68,425</b>         | <b>£57,091</b>         |
| <b>PAYMENTS</b>                    |                                 |                          |                        |                        |
| Storage                            | £3,786                          | -                        | £3,786                 | £3,568                 |
| Security                           | £11,561                         | -                        | £11,561                | £9,456                 |
| Accommodation and Premises         | £3,764                          | -                        | £3,764                 | £10,033                |
| Other Materials and Equipment Hire | £2,140                          | £500                     | £2,640                 | £2,453                 |
| Insurance                          | £1,093                          | -                        | £1,093                 | £812                   |
| Telephone/postage/printing         | £678                            | -                        | £678                   | £500                   |
| Website Costs                      | £600                            | -                        | £600                   | £600                   |
| Fundraising Costs                  | £1,905                          | -                        | £1,905                 | £887                   |
| Food and Catering                  | £2,865                          | -                        | £2,865                 | £4,477                 |
| Training                           | £459                            | -                        | £459                   | £354                   |
| Guest Services                     | £4,464                          | £322                     | £4,786                 | £1,215                 |
| Independent Examiners Fee          | £500                            | -                        | £500                   | £490                   |
| Bank Charges and Interest          | £60                             | -                        | £60                    | £62                    |
| Equipment and Capital Costs        | £5,211                          | -                        | £5,211                 | £11,732                |
| Sundry                             | £2,940                          | -                        | £2,940                 | £2,251                 |
| <b>Total Payments</b>              | <b>£42,026</b>                  | <b>£822</b>              | <b>£42,848</b>         | <b>£48,890</b>         |
| <b>NET RECEIPTS OF PAYMENTS</b>    | <b>£24,899</b>                  | <b>£678</b>              | <b>£25,577</b>         | <b>£8,201</b>          |
| Cash Funds Last Year End           | <b>£122,802</b>                 | -                        | <b>£122,802</b>        | <b>£114,601</b>        |
| Cash Funds This Year               | <b>£147,701</b>                 | <b>£678</b>              | <b>£148,379</b>        | <b>£122,802</b>        |

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2025

**Statement of Assets and Liabilities**

| <b><u>1) Cash Funds</u></b>        | <b>2025</b>     | <b>2024</b>     |
|------------------------------------|-----------------|-----------------|
| CAF Current Account                | £10,437         | £13,826         |
| CAF Gold Deposit Account           | £136,731        | £108,378        |
| PayPal Account                     | £43             | £598            |
| Petty Cash                         | £50             | £50             |
| Vouchers                           | £1,128          | -               |
| Donations and Cash Not Banked      | -               | -               |
| Outstanding Creditors              | (£10)           | (£50)           |
| Outstanding Business Card Receipts | -               | -               |
| <b>Cash at Bank and in Hand</b>    | <b>£148,379</b> | <b>£122,802</b> |

**2) Assets retained by the Charity's own use**

|   |        |
|---|--------|
| Mattresses (purchased 2016)                 | £5,070 |
| HP 250 Notebook (Purchased 2021)            | £685   |
| Cannon MG5750 printer (Purchased 2021)      | £99    |
| Tables (Purchased 2023)                     | £367   |
| Room Divider (Purchased 2023)               | £72    |
| Walkie Talkies (Purchased 2023)             | £282   |
| PA System (Purchased 2023)                  | £160   |
| Storage Cages (Purchased 2023)              | £100   |
| Wi-Fi Devices (Purchased 2023)              | £179   |
| Tea Urns and Soup Tureens (Purchased 2023)  | £346   |
| Laptop (Purchased 2024)                     | £500   |
| Body Cameras and Harnesses (Purchased 2024) | £1,007 |
| Clothing Rails (Purchased 2024)             | £915   |
| Racking for Storage Purchased 2024          | £348   |

**BIRMINGHAM CHRISTMAS SHELTER**

England & Wales - Charity number 1002891

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# Accounts

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Birmingham Christmas Shelter

Trustees' Annual Report and Receipts and Payments  
accounts for the year ended 30 June 2024

Registered Charity number 1002891

Birmingham Christmas Shelter  
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# Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2024

## **TRUSTEE'S ANNUAL REPORT:**

The Trustees of Birmingham Christmas Shelter ("the charity") have pleasure in presenting their annual report and accounts for the year 1 July 2023 to 30 June 2024.

## **OBJECTIVES AND ACTIVITIES:**

The objects of the charity are to provide relief for the homeless and lonely adults (over 16's) in the West Midlands, particularly through the provision of food, clothing and shelter over the Christmas period.

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- The Trustees are supported by a network of senior volunteers, who act as area team supervisors, and over 300 trained volunteers.
- The only people who are paid at the Shelter, are a professionally trained mixed gender security team on duty while guests are present. They are there to support the guests, volunteers and Trustees to maintain safety and wellbeing and ensure that weapons and non-prescribed mind-altering substances are not brought into the Shelter. All security staff are first aid trained.
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## **ACHIEVEMENTS, PERFORMANCE AND FUTURE PLANS:**

### **The Venue:**

Shelter Week 2023 was held for the second year running at St Catherine of Siena Catholic Primary School, located on Great Colmore Street, Lee Bank, Birmingham B15 2AY which is sandwiched between the IBIS Budget hotel and the O2 Academy just off the A38 Bristol Street.

The Trustees continue to be delighted with the school as our main venue, as it is warm, clean, bright, spacious and welcoming, has most of the facilities we need and is much easier for our target group of guests to get to. In line with their Catholic duty, the parent governors

## Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2024

of the school offer us the facilities free of charge, except for payment of gas and electricity and the treating of the building with respect. The school has an accessible entrance, a large professional kitchen, a formal meals and drinks serving area, several dining tables, excellent playground space for parking, an enclosed astro turf football pitch and several ground floor accessible classrooms. We also have use of classrooms in another part of the school for the storage of the school's materials and equipment.

During Shelter Week 2022, it became apparent that the kitchen electrics were old and underpowered for our needs and we had a significant problem with the fuses continually tripping. Unfortunately, the central heating controls were knocked off the corridor wall when the upright fridges and freezers were delivered such that heating could only be controlled via the school boiler. This made temperature control in the building rather difficult and at times the rooms were too hot, especially for our guests who are more accustomed to living in the cold. The heating system was set to heat the entire school and we had no means to reduce the heating in the unused parts of the building. As a result, our gas and electricity bill was twice that expected.

In the latter part of 2023, we repaired and upgraded the school's central heating controls and funded a second more powerful electrical circuit in the kitchen as these changes would be of mutual benefit and be a goodwill gesture to the school for their generosity to us.

For Shelter Week 2023, we agreed with the caretaker to switch off the heating in unused parts of the school, drop the room temperatures and with other fuel saving measures such as keeping doors closed, we radically reduced our fuel consumption to a more affordable level. Our guests reported feeling more comfortable in the cooler room temperatures.

### **Shelter Week:**

Setting up Shelter Week 2023 was a challenge, as Birmingham schools did not close until 3pm on Friday 22nd December, leaving us only a day and an evening to get ready. The process was much easier than the previous year as we had a clear system for noting the layout of each of the rooms in order to return them exactly as we found them when we left. As before, we ensured, for safeguarding reasons, that any displays that could lead to children at the school being identified, were kept covered up and Christmas wrapping paper proved a colourful and attractive solution to the issue.

We opened our doors at 10am on 24<sup>th</sup> December and as in the past, remained open 24 hours a day until 10am on 28<sup>th</sup> December. During the week, we welcomed significantly more guests than in the recent past with a mixture of regular faces and a lot of new ones. This was a return to the numbers we used to see prior to 2015.

#### **NUMBERS:**

400 different people with an average of 220 guests each day

- Many different nationalities & ethnic origins and people with a range of disabilities, mental, physical and substance use health issues.
- 10% were regular attenders of Shelter Week
- 72 were female and / or transgender

## Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2024

Even with generous donations of food from commercial catering companies and hard working professional chefs in charge of a dedicated kitchen team, the increase in demand caused our Catering Team some issues as we had only obtained supplies for the numbers seen the previous year and had to go food shopping every day. It did mean we were unable to be as generous as we like in providing meals for our volunteers.

We struggled to find a volunteer chef for the last full day and a local chef recruitment agency donated the time of a chef to us.

A harvest festival style appeal to local primary schools was especially successful in obtaining large donations of snacks and treats for our tea hatch.

The school furniture proved too low for our adult guests in the first year, so for 2023 we hired several adult sized tables and chairs to make our guests more comfortable.

### **Drug Use:**

The increase in numbers of guests presented us with challenges arising from the chaotic substance misuse of several individuals. There was an unprecedented level of attempts to bring illegal substances onto the school and hotel premises and the security team was kept busy on a daily basis dealing with medical emergencies. Our ease of access to defibrillators and other equipment proved invaluable and the emergency services were prompt in coming to our aid.

Unfortunately, the selling of drugs around the area continued for some weeks after we closed and caused alarm amongst the parents of the school children that their children might be exposed to risk. While the school and hotel are keen to welcome us back for Shelter Week 2024, the Board has agreed with them and the local police, a number of increased measures to radically reduce the issues.

### **Toilets:**

The capacity of the toilets was insufficient for the increased volume of adult use and resulted in unpleasant blockages. As a result, the Trustees will need to make alternative arrangements at the school for Shelter Week 2024.

### **Overnight:**

We continued to hire a whole floor of 53 basic ensuite double bedrooms in the IBIS hotel next door on each of the days we were open. This meant we could offer a significant proportion of our guests a better standard of overnight accommodation in largely single occupancy rooms in line with national guidance on the prevention of spread of Covid and other airborne infections. The Trustees believe this was a significant factor in the rise in our numbers.

The hotel was very supportive of our work but was unable to offer us a reduced room rate. The Board still considered it worth the investment as we were able to use all the rooms during the day to offer good quality warm shower facilities and more comfort to some of our guests, all for the same cost of hiring a mobile shower block.

## Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2024

### **SERVICES:**

We served over 2,500 hot meals & 1,100 assorted sandwiches plus other snacks & treats.

400 showers were taken, with new toothbrushes, underwear & socks given out each time.

Of the 125 needing to stay overnight, 50% spent at least one night in the hotel, the others slept at the school.

In addition, we were able to provide:

- 32 people with massages
- 8 with Covid vaccinations / boosters
- Of 64 people assessed for housing, 27 were offered a new place to live
- 35 people received professional podiatry / footcare
- 76 with hairdressing
- 8 with counselling

On the last day, over 130 people took away a bag of toiletries and clothing / footwear of their choice from our donated supplies.

All leftover goods were given to local charities serving the same client group.

We worked with the Rough Sleeper Outreach Team to develop criteria for an equitable allocation of these bedrooms as we knew they would be popular and to enable us to be mindful of the risks in using the hotel, to ourselves, the hotel and our guests. The criteria presented us with challenges in verifying eligibility and will be reviewed for Shelter Week 2024. We hired additional security staff overnight to provide extra cover for the hotel. With our conditions of use, our guests reported feeling very safe and felt better able to get a good night's sleep.

Even with the hotel rooms, the demand for warm, safe, overnight accommodation exceeded expectations and many people bedded down on the hall floor of the school.

As an experiment, we provided an overnight cafe in one of our rooms with hot and cold food, drinks and films through the night. It proved very popular but was difficult to safely manage with the number of volunteers we had and became noisy and disruptive to those sleeping at the school.

### **Entertainment and Services:**

Our Shelter was also supported by a team of service providers who gave their time and skills for free enabling us to have hairdressers, daily podiatry, chefs, an NHS vaccination team, a qualified counsellor, housing agencies, masseuses, and entertainers.

We gave our guests a full programme of entertainment including bingo, arts and crafts, sports, table top activities, singers, TV and films and all our guests received a Christmas present. The week culminated with the highly successful 'Shelter's Got Talent' with guests displaying their performance skills. We were also able to offer emergency clothing and sleeping bags where necessary. On the penultimate day, guests were able to select a number of clothing items for themselves that were bagged up to be taken away when they left. No donations were wasted and leftover items were either passed on to other local charities or kept for fundraising activities and the next year.

# Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2024

The guests and volunteers co-operated with us, in taking care of both the school and the hotel and on a positive note, we have been welcomed back by both venues. The Shelter was well received by all those that attended, both guests and volunteers.

## **FINANCIAL REVIEW:**

Birmingham Christmas Shelter is entirely dependent on donations from local companies, individuals, local churches and other supporting organisations and receives no central government or local authority funding.

All expenditure relates to the primary purpose of providing the Shelter and associated activities at Christmas.

Our new budget arrangements enabled us to better manage our costs and we were able to stay within budget.

## **RESERVES POLICY:**

The Charity's policy on reserves is to hold at least two year's revenue funding in the bank. Each year's Shelter Week is funded from the money raised in the previous financial year, to mitigate against any catastrophic loss of donations. Any surplus is then retained for capital expenditure including replacement of key items.

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

Birmingham Christmas Shelter is a registered charity governed by a Declaration of Trust dated 31.3.1990 and amended 31.3.2009 and 11.11.2014.

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2024

**REFERENCE AND ADMINISTRATIVE INFORMATION:**

**TRUSTEES:**

Kevin Jarvis – Treasurer  
David Jack Hanson  
Tej Jhite  
Kerrie Lo  
Shirley Mallon - Secretary  
Zak Ullah

It is the policy of the Charity to rotate the chair on a monthly basis between the Executive (voting) Trustees.

**CHARITY NUMBER:** 1002891

**REGISTERED OFFICE:**

Birmingham Christmas Shelter  
PO Box 17677  
Moseley  
Birmingham B13 3PS

**INDEPENDENT EXAMINER:**

Karen Hanlan ACA  
Karen Hanlan Independent Examiner Ltd  
Registered Company in the UK: 07778482  
1 Saracen Close  
Ettington  
CV37 7SZ

**BANKERS:**

HSBC CAF Bank  
25 Kings Hill  
West Malling  
Kent  
ME19 4JU

Approved by the Board and signed on its behalf by Kevin Jarvis

**Kevin Jarvis (Treasurer and Executive Trustee)**

**Date: 07/10/2024**

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2024

**Independent Examiner's Report to the Trustees of Birmingham Christmas Shelter on the receipts and payments accounts for the year ended 30 June 2024.**

I report to the trustees on my examination of the accounts of the Birmingham Christmas Shelter ('the charity') for the year ended 30 June 2024 which are set out on pages 10 and 11.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and 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 material 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 130 of the 2011 Act; or
- 2) the accounts do not accord with those records.

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 accounts to be reached.

Signed:

Date: 7 October 2024

Karen Hanlan,  
Institute of Chartered Accountants in England & Wales  
Karen Hanlan Independent Examiner Limited  
1 Saracen Close  
Ettington  
CV37 7SZ

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2024



**Receipts and Payments**

|                                    | Un-restricted<br>Funds 2024 | Restricted<br>Funds<br>2024 | Total<br>Funds<br>2024 | Total<br>Funds<br>2023 |
|------------------------------------|-----------------------------|-----------------------------|------------------------|------------------------|
| <b>RECEIPTS</b>                    |                             |                             |                        |                        |
| Donations                          | £22,535                     | £1,449                      | £23,984                | £25,624                |
| Other Income (Fundraising Events)  | £24,646                     | -                           | £24,646                | £15,016                |
| Grants                             | £3,000                      | -                           | £3,000                 | -                      |
| Gift Aid                           | £3,002                      | -                           | £3,002                 | £2,441                 |
| Bank Interest                      | £2,459                      | -                           | £2,459                 | £926                   |
| <b>Total Receipts</b>              | <b>£55,642</b>              | <b>£1,449</b>               | <b>£57,091</b>         | <b>£44,007</b>         |
| <b>PAYMENTS</b>                    |                             |                             |                        |                        |
| Storage                            | £3,568                      | -                           | £3,568                 | £6,582                 |
| Security                           | £9,456                      | -                           | £9,456                 | £7,308                 |
| Accommodation and Premises         | £9,663                      | £370                        | £10,033                | £12,225                |
| Other Materials and Equipment Hire | £3,540                      | -                           | £3,540                 | £645                   |
| Insurance                          | £812                        | -                           | £812                   | £875                   |
| Telephone/postage/printing         | £500                        | -                           | £500                   | £302                   |
| Website Costs                      | £600                        | -                           | £600                   | £661                   |
| Fundraising Costs                  | £887                        | -                           | £887                   | £442                   |
| Food and Catering                  | £3,398                      | £1,079                      | £4,477                 | £1,524                 |
| Training                           | £354                        | -                           | £354                   | £203                   |
| Independent Examiners Fee          | £490                        | -                           | £490                   | £825                   |
| Bank Charges and Interest          | £62                         | -                           | £62                    | £70                    |
| Equipment and Capital Costs        | £11,732                     | -                           | £11,732                | -                      |
| Sundry                             | £2,379                      | -                           | £2,379                 | £3,465                 |
| <b>Total Payments</b>              | <b>£47,441</b>              | <b>£1,449</b>               | <b>£48,890</b>         | <b>£35,127</b>         |
| <b>NET RECEIPTS OF PAYMENTS</b>    | <b>£8,201</b>               | <b>-</b>                    | <b>£8,201</b>          | <b>£8,880</b>          |
| Cash Funds Last Year End           | <b>£114,601</b>             | <b>-</b>                    | <b>£114,601</b>        | <b>£105,721</b>        |
| Cash Funds This Year               | <b>£122,802</b>             | <b>-</b>                    | <b>£122,802</b>        | <b>£114,601</b>        |

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2024



**Statement of Assets and Liabilities**

| <b><u>1) Cash Funds</u></b>     | <b><u>2024</u></b> | <b><u>2023</u></b> |
|---------------------------------|--------------------|--------------------|
| CAF Current Account             | £13,826            | £21,882            |
| CAF Gold Deposit Account        | £108,378           | £90,950            |
| PayPal Account                  | £598               | £2,826             |
| Petty Cash                      | £50                | -                  |
| Outstanding Creditors           | (£50)              | (£1,057)           |
| <b>Cash at Bank and in Hand</b> | <b>£122,802</b>    | <b>£114,601</b>    |

**2) Assets retained by the Charity's own use**

|  |        |
|--|--------|
| Mattresses (purchased 2016)                | £5,070 |
| HP 250 Notebook (Purchased 2021)           | £685   |
| Cannon MG5750 printer (Purchased 2021)     | £99    |
| Tables (Purchased 2023)                    | £367   |
| Room Divider (Purchased 2023)              | £72    |
| Walkie Talkies (Purchased 2023)            | £282   |
| PA System (Purchased 2023)                 | £160   |
| Storage Cages (Purchased 2023)             | £100   |
| Wi-Fi Devices (Purchased 2023)             | £179   |
| Tea Urns and Soup Tureens (Purchased 2023) | £346   |

**BIRMINGHAM CHRISTMAS SHELTER**

England & Wales - Charity number 1002891

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# Accounts

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Birmingham Christmas Shelter

Trustees' Annual Report and Receipts and Payments  
accounts for the year ended 30 June 2023

Registered Charity number 1002891

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2023

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# Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2023

## **TRUSTEE'S ANNUAL REPORT:**

The Trustees of Birmingham Christmas Shelter ("the charity") have pleasure in presenting their annual report and accounts for the year 1 July 2022 to 30 June 2023.

## **OBJECTIVES AND ACTIVITIES:**

The objects of the charity are to provide relief for the homeless and lonely adults (over 16's) in the West Midlands, particularly through the provision of food, clothing and shelter over the Christmas period.

The charity achieves its objects by the following activities and in planning such activities, the Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit:

- We provide food, warmth, shelter, clothing and friendship to homeless and lonely adults of Birmingham and surrounding districts during the Christmas period, regardless of gender, colour, race, religion, disability or sexual orientation.
- The functioning of the Shelter is wholly dependent on the time freely given by all of our very generous volunteers and service providers.
- The Trustees are supported by a network of senior volunteers, who act as area team supervisors, and over 300 trained volunteers.
- The only people who are paid at the Shelter, are a professionally trained mixed gender security team on duty while guests are present. They are there to support the guests, volunteers and Trustees to maintain safety and wellbeing and ensure that weapons and non-prescribed mind-altering substances are not brought into the Shelter. All security staff are first aid trained.
- All Trustees are DBS checked.

A company was previously set up with Companies House, under the name of "Birmingham Homeless Shelter". This enables a potential retail business to undertake selling of second hand and other donated items to raise funds for the Shelter. No trading has taken place during the financial year.

## **ACHIEVEMENTS, PERFORMANCE AND FUTURE PLANS:**

In 2021 and 2022, the owner of our previous venue continued, for commercial reasons, to make significant alterations to our previous venue at St George's, Newtown. Following Christmas 2021, the Trustees unanimously agreed that the remaining facilities available to us were no longer adequate for our needs. We were having to incur significant costs in hiring essential amenities such as mobile kitchen and shower blocks but despite this expenditure, the hired facilities were too small to serve the numbers seen. In addition, we no longer had access to hot water or heating, or rooms to store valuables and confidential items

## Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2023

securely, provide separate sleeping quarters for men and women or deliver wellbeing services in a private area.

Through our networking, in the post Christmas period, with other organisations who work with homeless people, Father Michael White, Chair of the Caritas Archdiocese of Birmingham, took up our cause and was able to negotiate trial use of a Catholic primary school located very close to Birmingham city centre. The school is St Catherine of Siena Catholic Primary School, located on Great Colmore Street, Lee Bank, Birmingham B15 2AY and sandwiched between the IBIS Budget hotel and the O2 Academy just off the A38 Bristol Street.

The Trustees were delighted with our immediate impressions of the school, as it was warm, clean, bright, spacious and welcoming, had most of the facilities we needed and was much easier for our target group of guests to get to. In line with their Catholic duty, the parent governors of the school were keen to offer us the facilities free of charge, except for payment of gas and electricity and the treating of the building with respect. The school has an accessible entrance, a large professional kitchen, a formal meals and drinks serving area, several dining tables, excellent playground space for parking, an enclosed astro turf football pitch and several ground floor accessible classrooms. However, there are no showers.

Setting up was a challenge in the new venue as we were conscious we had to thoroughly note the layout of each of the rooms in order to return them exactly as we found them when we left. We agreed with the school that we would, for safeguarding reasons, ensure that any displays, that could lead to children at the school being identified, be kept covered up and Christmas wrapping paper proved a colourful and attractive solution to the issue.

We opened our doors at 10am on 24<sup>th</sup> December and as in the past, remained open 24 hours a day until 10am on 28<sup>th</sup> December. Father Michael White opened and blessed the Shelter with prayers and Christmas carols. During the week, we welcomed an average of 140 guests per day, peaking with 183 guests on Boxing Day, seeing some regular faces and a lot of new ones. This was a return to the numbers we used to see prior to 2015.

We were notified that the Socks and Chocs charity, who had been a long term supporter and contributor to our work, had decided to close down at the end of 2022. They offered to fund a trial number of ensuite bedrooms in the IBIS budget hotel next door to give us access to adequate shower facilities and a bit of comfort for some of our guests, all for the same cost of hiring a mobile shower block. The hotel was very supportive of our work and offered us a reduced rate to enable us to hire all 53 bedrooms on one floor.

We worked with the Rough Sleeper Outreach Team to develop criteria for an equitable allocation of these bedrooms as we knew they would be popular and to enable us to be mindful of the risks in using the hotel, to ourselves, the hotel and our guests. We hired additional security staff overnight to provide cover for the hotel and our guests reported feeling very safe as a result of our conditions of use such that they were able to get a good night's sleep.

With generous donations of food from commercial catering companies and a hard working professional chef in charge of a dedicated kitchen team, we were able to serve 1600 hot meals during the week and a constant supply of hot and cold drinks, sandwiches and snacks in between the main mealtimes.

## Birmingham Christmas Shelter Receipts and payments accounts for the year ended 30 June 2023

The ensuite bedrooms proved very successful with 66% of those wanting to stay overnight with us, able to do so in the hotel.

Our Shelter was also supported by a team of service providers who gave their time and skills for free enabling us to have hairdressers, chefs, an NHS vaccination team, a qualified counsellor, housing agencies, masseuses, a photographer and entertainers. During the week, over 230 showers were taken with new socks and pants provided, 27 people were offered somewhere new to live, 8 people had Covid / Flu vaccinations, 8 received formal counselling, 21 had a simple massage, 60 people had an ID photo taken and over 40 people had new haircuts.

We gave our guests a full programme of entertainment including bingo, arts and crafts, singers, TV and films. All our guests received a Christmas present and a free goodie bag of donated goods when they left on the last day which contained items of clothing / footwear, gloves, hat & scarf, toiletries, chocolates and other small essential items. We were also able to offer emergency clothing and sleeping bags where necessary. No donations were wasted and leftover items were either passed on to other local charities or kept for fundraising activities.

The guests and volunteers co-operated with us, in taking care of both the school and the hotel and on a positive note, we have been welcomed back by both venues. The Shelter was well received by all those that attended, both guests and volunteers.

We found that only 75% of the way we used to run things worked well in the new venue and detailed planning is underway to modify our ways of working for Christmas 2023. The school kitchen was seriously underpowered for our needs, the furniture was too small for adult men and, as the hotel does not provide any free refreshments, we need to provide refreshments at the school throughout the night for those staying at the hotel as well as late night arrivals.

### **FINANCIAL REVIEW:**

Birmingham Christmas Shelter is entirely dependent on donations from local companies, individuals, local churches and other supporting organisations and receives no central government or local authority funding.

All expenditure relates to the primary purpose of providing the shelter and associated activities at Christmas.

Our new budget arrangements enabled us to better manage our costs and we were able to stay within budget.

### **RESERVES POLICY:**

The Charity's policy on reserves is to hold at least two year's revenue funding in the bank. Each year's Shelter Week is funded from the money raised in the previous financial year, to mitigate against any catastrophic loss of donations. Any surplus is then retained for capital expenditure including replacement of key items.

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2023

**STRUCTURE, GOVERNANCE AND MANAGEMENT:**

Birmingham Christmas Shelter is a registered charity governed by a Declaration of Trust dated 31.3.1990 and amended 31.3.2009 and 11.11.2014.

**REFERENCE AND ADMINISTRATIVE INFORMATION:**

**TRUSTEES:**

Martin Moseley – Treasurer - resigned on 30th June 2023 and was replaced by Kevin Jarvis as Treasurer immediately.

Shirley Mallon – Secretary

Kerrie Lo

David Jack Hanson

Zak Ullah

Tej Jhite

Kevin Jarvis

It is the policy of the Charity to rotate the chair on a monthly basis between the Executive (voting) Trustees.

**CHARITY NUMBER:** 1002891

**REGISTERED OFFICE:**

Birmingham Christmas Shelter

PO Box 17677

Moseley

Birmingham B13 3PS

**INDEPENDENT EXAMINER:**

Karen Hanlan ACA

Karen Hanlan Independent Examiner Ltd

Registered Company in the UK: 07778482

1 Saracen Close

Ettington

Warwickshire,

CV37 7SZ

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2023

**BANKERS:**

HSBC CAF Bank  
25 Kings Hill  
West Malling  
Kent  
ME19 4JU

Approved by the Board and signed on its behalf by Kevin Jarvis

A handwritten signature in black ink, appearing to be 'K Jarvis', is written over a light yellow rectangular background.

Kevin Jarvis (Treasurer and Executive Trustee)

Date: 23/11/2023

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2023

**Independent Examiner's Report to the Trustees of Birmingham Christmas Shelter on the receipts and payments accounts for the year ended 30 June 2023.**

I report to the trustees on my examination of the accounts of the Birmingham Christmas Shelter ('the charity') for the year ended 30 June 2023 which are set out on pages 9 and 10..

**Responsibilities and basis of report**

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and 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 material 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 130 of the 2011 Act; or
- 2) the accounts do not accord with those records.

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 accounts to be reached.

Signed:



Date: 23 Nov. 23

Karen Hanlan,  
Institute of Chartered Accountants in England & Wales  
Karen Hanlan Independent Examiner Limited  
1 Saracen Close  
Ettington  
CV37 7SZ

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2023

**Receipts and Payments**

|                                    | Un-<br>restricted<br>Funds<br>2023 | Restricted<br>Funds<br>2023 | Total<br>Funds<br>2023 | Total<br>Funds<br>2022 |
|------------------------------------|------------------------------------|-----------------------------|------------------------|------------------------|
| <b>RECEIPTS</b>                    |                                    |                             |                        |                        |
| Donations                          | £18,635                            | £6,989                      | £25,624                | £24,302                |
| Other Income (Fundraising Events)  | £15,016                            | -                           | £15,016                | £7,433                 |
| Gift Aid                           | £2,441                             | -                           | £2,441                 | -                      |
| Bank Interest                      | £926                               | -                           | £926                   | £57                    |
| <b>Total Receipts</b>              | <b>£37,018</b>                     | <b>£6,989</b>               | <b>£44,007</b>         | <b>£31,792</b>         |
| <b>PAYMENTS</b>                    |                                    |                             |                        |                        |
| Storage                            | £6,582                             | -                           | £6,582                 | £5,755                 |
| Security                           | £7,308                             | -                           | £7,308                 | £6,975                 |
| Accommodation and Showers          | £3,249                             | £4,986                      | £8,235                 | £5,516                 |
| Gas and Electricity                | £3,990                             | -                           | £3,990                 | -                      |
| Other Materials and Equipment Hire | £645                               | -                           | £645                   | £3,901                 |
| Insurance                          | £875                               | -                           | £875                   | £1,349                 |
| Telephone/postage/printing         | £302                               | -                           | £302                   | £464                   |
| Website Costs                      | £661                               | -                           | £661                   | £45                    |
| Fundraising Costs                  | £442                               | -                           | £442                   | -                      |
| Food                               | £1,524                             | -                           | £1,524                 | -                      |
| Training                           | £203                               | -                           | £203                   | -                      |
| Volunteer Uniform                  | £0                                 | £2,003                      | £2,003                 | -                      |
| Independent Examiners Fee          | £825                               | -                           | £825                   | £350                   |
| Bank Charges and Interest          | £70                                | -                           | £70                    | £398                   |
| Sundry                             | £1,462                             | -                           | £1,462                 | £1,998                 |
| <b>Total Payments</b>              | <b>£28,138</b>                     | <b>£6,989</b>               | <b>£35,127</b>         | <b>£26,751</b>         |
| <b>NET RECEIPTS OF PAYMENTS</b>    | <b>£8,880</b>                      | <b>-</b>                    | <b>£8,880</b>          | <b>£5,041</b>          |
| <b>Cash Funds Last Year End</b>    | <b>£105,721</b>                    | <b>-</b>                    | <b>£105,721</b>        | <b>£100,680</b>        |
| <b>Cash Funds This Year</b>        | <b>£114,601</b>                    | <b>-</b>                    | <b>£114,601</b>        | <b>£105,721</b>        |

Birmingham Christmas Shelter  
Receipts and payments accounts  
for the year ended 30 June 2023

**Statement of Assets and Liabilities**

**1) Cash Funds**

|                                     | <b>2023</b>     | <b>2022</b>     |
|-------------------------------------|-----------------|-----------------|
| CAF Current Account                 | £21,882         | £12,942         |
| CAF Gold Deposit Account            | £90,950         | £90,053         |
| PayPal Account                      | £2,826          | £2,726          |
| Outstanding Creditors as at June 30 | (£1,057)        | -               |
|                                     |                 |                 |
| <b>Cash at Bank and in Hand</b>     | <b>£114,601</b> | <b>£105,721</b> |
|                                     |                 |                 |

**2) Assets retained by the Charity's own use**

|  |               |
|--|---------------|
| Mattresses (purchased 2016)            | £5,070        |
| HP 250 Notebook (Purchased 2021)       | £685          |
| Cannon MG5750 printer (Purchased 2021) | £99           |
|  |               |
|  | <b>£5,854</b> |
|  |               |

**BIRMINGHAM CHRISTMAS SHELTER**

England & Wales - Charity number 1002891

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# Accounts

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Birmingham Christmas Shelter

Trustees' Annual Report and Receipts and Payments  
accounts for the year ended 30 June 2022

Registered Charity number 1002891

Birmingham Christmas Shelter  
Receipts and payments  
accounts for the year ended 30  
June 2022

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**TRUSTEE'S ANNUAL REPORT:**

The Trustees of Birmingham Christmas Shelter ("the charity") have pleasure in presenting their annual report and accounts for the year 1 July 2021 to 30 June 2022.

**OBJECTIVES AND ACTIVITIES:**

The objects of the charity are to provide relief for the homeless and lonely adults (over 16's) in the West Midlands, particularly through the provision of food, clothing and shelter over the Christmas period.

The charity achieves its objects by the following activities and in planning such activities, the Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit:

- We provide food, warmth, shelter, clothing and friendship to homeless and lonely adults of Birmingham and surrounding districts during the Christmas period, regardless of gender, colour, race, religion, disability or sexual orientation.
- The functioning of the shelter is wholly dependent on the time freely given by all of our very generous volunteers and service providers.
- The Trustees are supported by a network of senior volunteers, who act as area team supervisors, and over 300 trained volunteers.
- The only paid staff at the shelter is a professionally trained mixed gender security team on duty on site 24 hours a day while guests are present. They are employed to support the guests, volunteers and Trustees and maintain safety and wellbeing and ensure that weapons and non-prescribed mind-altering substances are not brought into the shelter. All security staff are first aid trained.
- All Trustees are DBS checked.

A new company was previously set up under the name of "Birmingham Homeless Shelter". This was to enable, in the future, a potential retail business to undertake selling of second hand and other donated items to raise funds for the shelter. No trading has taken place during the financial year.

**ACHIEVEMENTS, PERFORMANCE AND FUTURE PLANS:**

It's been 2 years since we last held our shelter due to the COVID pandemic and a lot has changed since then.

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We found out in the last quarter of 2020 that our venue, St George's, was undergoing a major renovation and restructuring. This resulted in a number of rooms that we had use of in the past being no longer available to us, which included the kitchen and the dining area, and with us having to change our shelter operandum.

We hired in the extra facilities we needed. Re-planned out the area's we had available to us to fit in our operation which included using the main hall not only as the main function room in the day and for sleeping at night but also as a dining area during meal times. A model we had used in the past when we were at St Martin's.

We introduced a new cleaning regime to help combat the spread of Covid and we also set up a Covid testing tent at the entrance to the site to ensure that only people who tested negative for Covid would enter the building. As a consequence of this and our cleaning regime, there was no transmission of Covid amongst people attending the shelter. The NHS was very supportive in supplying PPE and clinical grade cleaning products and for running a Covid vaccination centre at the site.

Having successfully changed our operational plan, trained our volunteers, and notified the other agencies of our opening and closing times, Public Health Birmingham notified us, just a couple of days before we opened, that we were not allowed to have communal sleeping.

This late notice could have scuppered our plans totally but through the sheer will that we would be having a shelter this year, the plan was rapidly changed again. Volunteers for the late evening and night shifts were re-organised, service providers and agencies were updated with the new plan and opening/closing times.

We opened our doors between 8am – 8 pm everyday from 24<sup>th</sup> December to 28<sup>th</sup> December at St George's Community Hub, Newtown. During this time, we welcomed regular guests and new faces, serving three hot meals, constant hot and cold drinks and sandwiches and snacks between the main mealtimes.

We received a great response to our call for donations in cash and in goods from commercial catering equipment, food and grocery suppliers, Birmingham City Council's Commercial Waste, hygiene suppliers, individuals and local businesses. A special thanks again goes to the owner of the building we used, for waiving the rent charges. No donations were wasted and leftover items were either passed on to other local charities or kept for fundraising activities.

As there was no sleeping on site and to assist our guests in getting to and from the shelter the use of local taxis was implemented as public transport was very limited or non-existent. Trident Reach also supported us during the shelter by finding accommodation on a daily basis for the guests with nowhere to go. Regrettably there were still some guests who slept on-site in the outdoors just so that they could be with us the next day.

We offered our guests a full programme of entertainment including bingo, karaoke, arts and crafts and films in the cinema room. All our guests received a Christmas present and a free goodie bag of donated goods when they left on the last day which contained a full change of clothing, gloves, hat & scarf, toiletries, chocolates and other small essential items. We were also able to offer emergency clothing and sleeping bags where necessary.

**Birmingham Christmas Shelter  
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Our shelter was also supported by a team of service providers who gave their time and skills for free, enabling us to have hairdressers, chefs, housing agencies, massages and entertainers.

The consequences of all of this was that financially we ended up spending more money on holding a shelter than we had ever done in the past. The number of guests attending had also fallen to a low of an average of just 43 guests per day over the five days we were open. However, the shelter was well received by all those that did attend, both guests and volunteers.

Planning is now underway for Christmas 2022, where the need to find new premises, which would better meet our needs, is paramount. A budget will be implemented for the next financial year to help plan and control our expenditure and fundraising has recommenced to support the budget.

**FINANCIAL REVIEW:**

Birmingham Christmas Shelter is entirely dependent on donations from local companies, individuals, local churches and other supporting organisations and receives no central government or local authority funding.

All expenditure relates to the primary purpose of providing the shelter and associated activities at Christmas.

**RESERVES POLICY:**

The Charity's policy on reserves is to hold at least one year's funding in the bank.

**STRUCTURE, GOVERNANCE AND MANAGEMENT:**

Birmingham Christmas Shelter is a registered charity governed by a Declaration of Trust dated 31.3.1990 and amended 31.3.2009 and 11.11.2014.

**REFERENCE AND ADMINISTRATIVE INFORMATION:**

**TRUSTEES:**

Martin Moseley – Treasurer  
Shirley Mallon – Secretary  
Kerrie Lo  
David-Jack Hanson  
Zak Ullah

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Tej Jhite

Kevin Javis (Appointed Executive Trustee 2/2/22)

It is the policy of the Charity to rotate the chair on a monthly basis between the Executive  
(voting) Trustees.

**CHARITY NUMBER:**

1002891

**REGISTERED OFFICE:**

Birmingham Christmas Shelter  
PO Box 17677  
Moseley  
Birmingham B13 3PS

**INDEPENDENT EXAMINER:**

Karen Hanlan ACA  
Karen Hanlan Independent Examiner Ltd  
Registered Company in the UK: 07778482  
1 Saracen Close  
Ettington, CV37 7SZ

**BANKERS:**

HSBC CAF Bank  
25 Kings Hill  
West Malling  
Kent  
ME19 4JU

Approved by the Board and signed on its behalf by Martin Moseley



Martin Moseley (Treasurer and Executive Trustee)

Date: 26/4/23

Birmingham Christmas Shelter  
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**Independent Examiner's Report to the Trustees of Birmingham Christmas  
Shelter on the receipts and payments accounts for the year ended 30 June  
2022.**

I report to the trustees on my examination of the accounts of the Birmingham Christmas Shelter ('the charity') for the year ended 30 June 2022 which are set out on pages 7 and 8..

**Responsibilities and basis of report**

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and 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 material 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 130 of the 2011 Act;
- or
- 2) the accounts do not accord with those records.

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 accounts to be reached.

*K Hanlan*

Karen Hanlan, Institute of Chartered Accountants in England & Wales  
Karen Hanlan Independent Examiner Limited  
1 Saracen Close  
Ettington  
CV37 7SZ  
Date: 26/4/23

Birmingham Christmas Shelter  
 Receipts and payments  
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Receipts and Payments

|                                     | Un-restricted<br>funds<br>2022 | Restricted<br>funds<br>2022 | Total<br>funds<br>2022 | Total<br>funds<br>2021 |
|-------------------------------------|--------------------------------|-----------------------------|------------------------|------------------------|
| <b>RECEIPTS</b>                     |                                |                             |                        |                        |
| Donations received                  | 22,302                         | 2,000                       | 24,302                 | 6,662                  |
| Other income(fundraising events)    | 7,433                          | -                           | 7,433                  | 139                    |
| Bank Interest                       | 57                             | -                           | 57                     | 6                      |
| <b>Total receipts</b>               | <b>29,792</b>                  | <b>2,000</b>                | <b>31,792</b>          | <b>6,807</b>           |
| <b>PAYMENTS</b>                     |                                |                             |                        |                        |
| Storage                             | 5,755                          | -                           | 5,755                  | 3,398                  |
| Security                            | 6,975                          | -                           | 6,975                  | -                      |
| Shower Block Hire                   | 3,516                          | 2,000                       | 5,516                  | -                      |
| Other materials & equipment hire    | 3,901                          | -                           | 3,901                  | 785                    |
| Insurance                           | 1,349                          | -                           | 1,349                  | 599                    |
| Telephone/postage/printing          | 464                            | -                           | 464                    | 176                    |
| Website costs                       | 45                             | -                           | 45                     | 986                    |
| Companies House Fee                 | -                              | -                           | -                      | 13                     |
| Independent Examiners fee           | 350                            | -                           | 350                    | -                      |
| Bank charges & fees                 | 398                            | -                           | 398                    | 96                     |
| Sundry                              | 1,998                          | -                           | 1,998                  | 396                    |
| <b>Total payments</b>               | <b>24,751</b>                  | <b>2,000</b>                | <b>26,751</b>          | <b>6,449</b>           |
| <b>NET OF RECEIPTS AND PAYMENTS</b> | <b>5,041</b>                   | <b>-</b>                    | <b>5,041</b>           | <b>358</b>             |
| Cash funds last year end            | 100,680                        | -                           | 100,680                | 100,322                |
| Cash funds this year end (note 1)   | 105,721                        | -                           | 105,721                | 100,680                |

Birmingham Christmas Shelter  
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**Statement of Assets and Liabilities**

**1) Cash funds**

CAF Current account  
 CAF Gold Deposit account  
 Paypal

Cash at bank and in hand

| 2022           | 2021           |
|----------------|----------------|
| £ 12,942       | £ 38,644       |
| 90,053         | 60,238         |
| 2,726          | 1,798          |
| <b>105,721</b> | <b>100,680</b> |

**2) Assets retained for the charity's own use**

Mattresses (purchased 2016)  
 HP 250 G7 Notebook (purchased 2021)  
 Cannon MG5750 Printer (purchased 2021)

|              |
|--------------|
| 5,070        |
| 685          |
| 99           |
| <b>5,854</b> |

Approved by the Trustees and signed on  
 their behalf by:



Martin Moseley, Treasurer and Trustee

Date 26/4/23