

Registered Charity Number: 1049438

Company number: 03003611

Homeless and Rootless at Christmas (HARC)

UNAUDITED FINANCIAL STATEMENTS

For the 12 months ended 31 December 2021

Homeless and Rootless at Christmas (HARC)

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Homeless and Rootless at Christmas (HARC)

Administrative Information for the 12 months ended 31 December 2021

Management Committee

Julie Roberts
Peter Herbert
Jo Lidster
Joan Jones
Jayne Kerr
Janet Pryke
Jennie Bianco (6 October 2021)

Company Secretary

Jo Lidster

Registered office

C/O Sheffield Children's Centre
Shoreham Street
Sheffield
South Yorkshire
S1 4SR

Company Number

03003611

Charity number

1049438

Independent Examiner

Donna Hellewell FCMA

Homeless and Rootless at Christmas (HARC)

Committee's annual report For the 12 months ended 31 December 2021

The management committee, who are directors of the company and trustees of the charity, submit their annual report and the financial statements for the 12 months ended 31 December 2021.

Structure, governance and management

Homeless and Rootless at Christmas (HARC) was incorporated as a company limited by guarantee on 20 December 1994 and a charity registered with the Charity Commission on 29 September 1995.

All management committee members are members of the company and guarantee to contribute to the assets of the company in the event of it being wound up to such amounts as may be required not exceeding £1.

HARC is run by a voluntary management committee who are elected each year at the Annual General Meeting. Management committee members have no beneficial interest in the company and are not remunerated.

Objects and activities

The objects of the charity are:

- The relief of poverty and sickness and in particular the provision of temporary accommodation and relief for homeless persons in Sheffield.
- The provision of grant aid to other charitable organisations within the area of benefit.

The charity meets the needs of men and women who are homeless, rootless, isolated or lonely over the Christmas and new year period by providing, a day centre offering meals, companionship, entertainment, access to services such as hairdressing. The charity also provides support for organisations who offer similar schemes through the year.

The management committee have taken due note of the Charity Commission guidance on public benefit.

Achievements and performance

2021 was another challenging year and many of our usual fundraising events were unable to take place – however, online donations increased gain this year.

As a board we decided to operate 2021's project on the same basis as last year, within the Covid restrictions. Due to the fire and refurbishments at the Archer Project premises we relocated to Victoria Hall which is where the Sunday Centre operates from on a weekly basis.

We served our guests with hot takeaway breakfasts and lunches, and a takeaway sandwich.

Emergency use of toilets, showers and laundry and access to emergency accommodation were also available.

Numbers of guests using HARC this year was and improvement on last year, from Christmas Day to New Year's Day we served approximately 250 hot takeaway breakfasts, 590 hot takeaway lunches and 590 sandwiches/lunch bags.

We were unable to provide entertainment, activities, and guest services to clients due to COVID restrictions still being in place.

Homeless and Rootless at Christmas (HARC)

Committee's annual report (continued) For the 12 months ended 31 December 2021

During the year we were incredibly grateful to receive grant awards of £3,000 from the Harry Bottom trust; £2,000 from the Neill Charities Trust; and £2,000 from the Sheffield Ward Pot fund.

It is part of HARC's constitution to award financial gifts to other similar homeless charities. During the 12 months larger donations were awarded due to none being awarded in the previous financial period. The awards were as noted below:

	As at 31 December
<u>Grants awarded</u>	<u>2021</u>
Archer Project	£5,000
Sunday Centre	£2,000
Aspire Community	£2,000
Ben's Centre	£2,000
Humankind	£2,000
Victoria Hall	£5,641
	<u>£18,641</u>

Reserves policy

The charity aims to maintain reserves at a level that covers running costs for 12 months. This equates to approximately £27,000.

The free reserves at the end of the year were £42,335 which equates to approximately 19 months of expenditure.

Exemptions

The directors have taken advantage of the exemptions available to small companies including the audit exemption (see statement on balance sheet).

Directors' responsibilities for the financial statements

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Homeless and Rootless at Christmas (HARC)

Committee's annual report (continued)
For the 12 months ended 31 December 2021

The directors declare that they have approved the directors' annual report above on 5th April 2022

Signed on behalf of the directors:

A handwritten signature in black ink, appearing to read 'J Pryke', written over a horizontal line.

Print name: Janet Pryke
Director

Homeless and Rootless at Christmas (HARC)

Independent Examiner's report on the Financial Statements for the 12 months ended 31 December 2021

I report on the accounts of Homeless and Rootless at Christmas (HARC) for the 12 months ended 31 December 2021 which are set out on pages 6 to 9.

Respective responsibilities of the Trustees and the examiner

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5) (b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep appropriate accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: D. Hellewell

Date: 05/04/22

Homeless and Rootless at Christmas (HARC)
Statement of Financial Activities

		12 Months to 31 December 2021 Total £	9 Months to 31 December 2020 Total £
Income from:	Notes		
Grants		7,000	2,500
Donations		22,177	25,132
Bank interest			
Total income		29,177	27,632
Expenditure on:			
Grants to other organisations	2	18,641	
Food and drink		5,073	6,278
Project Lead Staff Costs		2,150	2,777
Equipment and clothing		734	
Rent		5,000	1,200
Accommodation			
Room hire			
Project administration and support		5,709	4,850
Travel			87
Premises and storage			884
Training			
Fundraising costs		231	
Insurance		484	461
Postage, stationery and telephone		27	98
Marketing			
Other expenditure		228	0
Printing			
Accountancy and independent examination			
Committee expenses	3		
Total expenditure		38,278	16,634
Net movement in funds		(9,101)	10,998
Total funds brought forward		51,436	40,439
Total funds carried forward		42,335	51,436

All funds in 2020 and 2021 are unrestricted

Homeless and Rootless at Christmas (HARC)

Balance Sheet

As at

	Notes	31 December 2021	31 December 2020
Fixed Assets			
Tangible Assets			
Current assets			
Cash at bank and in hand		49,585	62,918
Total current assets		49,585	62,918
Creditors: amounts falling due within one year	4	(7,250)	(11,482)
Net current assets		42,335	51,436
Total assets less current liabilities		42,335	51,436
Creditors: amounts falling due after more than one year			
Total net assets		<u>42,335</u>	<u>51,436</u>
Funds of the Charity			
Unrestricted funds		42,335	51,436
		<u>42,335</u>	<u>51,436</u>

For the year ending 31 December 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

Approved by the Board on:

5th April 2022

Signed on behalf of the board:

J Pryke

Print Name of Director:

Janet Pryke

Homeless and Rootless at Christmas (HARC)

Notes to the Accounts for the 12 months ended 31 December 2021

1 Accounting Policies

(a) Basis of preparation

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

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised as historic cost or transaction value unless otherwise stated in the relevant accounting policy notes.

(b) Income

Income is recognised when the charity has entitlement of funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

(c) Expenditure & Liabilities

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

(d) Tangible Fixed Assets

All items of capital expenditure below £500 are written off as incurred.

(e) Fund Accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

2 Grants to other organisations

	As at 31 December 2021	As at 31 December 2020
<u>Grants awarded</u>		
Archer Project	£5,000	
Sunday Centre	£2,000	
Aspire Community	£2,000	
Ben's Centre	£2,000	
Humankind	£2,000	
Victoria Hall	£5,641	
	<u>£18,641</u>	

Homeless and Rootless at Christmas (HARC)

Notes to the Accounts (continued) for the 12 months ended 31 December 2021

3 Committee Expenses

Committee members did not receive any remuneration and were not reimbursed for any expenses in the year (December 2020: £nil)

4 Creditors: amounts falling due within one year

	As at 31 December 2021	As at 31 December 2020
Accruals	7,250	11,482
	<u>7,250</u>	<u>11,482</u>

5 Related Party Transactions

Peter Herbert is the treasurer of Sunday Centre and did not take part in the committee decision to award the grant of £2,000.

HARC 21/22 REPORT

HARC is still the main provision for homeless, rootless and vulnerable people in Sheffield over the Christmas period. The project in 2020 was an exceptional year because of the pandemic and we successfully delivered the project by offering a takeaway service at the Archer Project. However, due to the fire which affected the Domino Hall at the Archer Project we knew that we would no longer be able to use the Archer Project as the “home” of HARC and early in January 2021 the search began for a new venue. We work very closely with the trustees of the Sunday Service which serves meals every Sunday of the year to people who are also our guests at HARC. It therefore seemed the natural thing to do to enquire whether the Victoria Hall would be able to accommodate us. Rachael O’Leary the Events Manager and Tom Rattigan the Building Manager could not have been more helpful and Liz Grasso and I spent many hours on Zoom and in person sorting the fine detail to move the project to Victoria Hall. I would like to officially pass on our thanks to them and other staff at Victoria Hall for making the project possible this year.

Due to the continuing challenges of COVID we decided very early on that we would plan to again to have a takeaway food service. In the light of the new variant and the increased rate of infections this proved to be the correct decision and we were able to have a small number of guests to come inside to visit Elton, the hairdresser, Michaela, a community nurse and to the use toilet facilities. The kitchen facilities at Victoria Hall were not to the same catering standards that were used to at the Archer Project and because of this we decided to donate money to help buy an electric catering oven which will also benefit the Sunday Centre. Increased cold storage was also necessary and we bought a large catering fridge the cost of which will be offset by a reduction in our rent over the next 3 years.

We usually spend the months leading up to the project fundraising through events such as bag packs, Christmas markets, carol services, school assemblies. In 2021 we were able to access these sources of funding in a limited way; the Sharrowvale Xmas market and carol singing outside the Upper Chapel being a couple of things that were able to take place. We were able to trial our new devise for collecting donations electronically at the Xmas market and we also have lanyards that have a QR code that links directly to our Paypal account. We also now have a Wonderful Payment system that replaces our Just Giving page. Yes we

really have moved into the modern world but shaking a bucket and sending in cheques is still popular. Whilst not being able to have such a high profile around the city to engage with people the donations that we have received have remained high.

Again numbers of guests to HARC this year were lower. We think that this is probably due to some other projects opening on Christmas Day, because of COVID, and because of the move to a new venue. From Christmas Day through to New Year's Day, we served approximately:

- 250 hot takeaway breakfasts
- 590 hot takeaway lunches
- 590 sandwiches/lunch bags
- A total of 1430 meals

This number of meals is down on years when we are fully open but we hope that our numbers of guests will increase this coming year.

This year the provision of emergency accommodation for our guests was even more limited. Our experienced Project Leads were able to work with our guests to find the best option for them. The Project Leads also offered great support and guidance for our volunteers. Our Kitchen Lead did a sterling job keeping the kitchen working smoothly with the kitchen volunteers, producing amazing takeaway meals. We must again say a special thank you to our caterers, PJ Taste who devise excellent menu plans, manage our food order and deliveries etc.,

Thanks must go to our hard working Project Worker, Liz Grasso. Liz works for the project all year and keeps the whole show on the road, managing the trustees, the volunteers, our paid workers and sorting out the venue. Thank you Liz.

But as always, I would like to pass on the biggest thanks to our volunteers; the Trustees of HARC and the 200 plus fantastic volunteers who support us with fundraising and during the project from set up to close down.

Julie Roberts April 2022