



**CHURCHES HOUSING ACTION TEAM  
(MID DEVON) LIMITED**

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2022**

**Company Number: 3096996**

**Registered Charity Number: 1049478**

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## **Trustees report for the year ended 31st March 2022**

The trustees present their report and financial statements for the year ended 31st March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015).

### **Chair's report**

The year to 31st March 2022 felt as if things were getting back to some sort of normality. But then the Ukraine war unfolded and as I write, we are witnessing historically high inflation which will have significant effects on the costs of living, sending many households into very difficult situations. We are already beginning to see the effect of this as more people seek out help and advice from CHAT.

We seem to be quickly moving on from one crisis to the next, but I do not want to lose sight of the extraordinary year we have had as we came out of the Covid-19 crisis. I am so proud of our staff, volunteers, supporters and local community who have risen to the many challenges that faced. The long-established working relationships with our partners such as Mid Devon District Council (MDDC), Tiverton Town Council, schools, churches and other agencies in the area have borne much fruit as CHAT has been a trusted partner in delivering emergency hardship funding and food parcels to 100's of local families in the Mid-Devon area.

I am so grateful to all those who have worked throughout this second year of the pandemic not forgetting those who had to patiently wait at home until they were able to come into the office again. We delivered face to face advice wherever possible within the restrictions, and I am pleased to say that at the end of the year it was very good to have our front door open once more.

As the Government support provided during the pandemic began to be withdrawn, we inevitably have seen demand for our services increase, especially where protections that had been put in place have been removed. Demand during this year for all our services has increased significantly including ongoing high demand for debt and money advice and for the foodbank. I am very proud of the way CHAT continues to rise to the challenges that are presented - with a very quick and nimble response to working with the local community including individuals, supermarkets, churches, voluntary and statutory agencies, food wholesalers and local businesses. During the year, we continued to train volunteers in our debt and money service, and we are welcoming volunteers who provide a range of help in the physical hub of our premises whether that is on the front-line of reception or in back-office administration assistance.

We remain committed to being a client-centred Hub for Housing Help and we know how much our clients appreciate the welcoming environment and easy access to the foodbank.

We were very fortunate that so many were able to help CHAT financially with generous donations, and as a result, financially the year was not as challenging as it might have been. The current inflationary state of the economy will certainly bring further uncertainty in respect of funding and we are working hard to develop strategies that will ensure we diversify our sources of income. We are hugely grateful to all our local supporters and the grant-making bodies who have supported us this year.

Despite ending another year in highly unusual circumstances, we continue to dream dreams and create visions for how CHAT can best serve the needs of those struggling with housing issues, debt, poverty and the pervading loneliness that surrounds these things. We are seeing increasingly complex cases and we anticipate high levels of fuel and food poverty which will continue to lead to a substantial increase in demand for all our services.

I am extremely grateful to my fellow trustees and look forward to working with them, the staff and volunteers in bringing hope to all those suffering with the hopelessness that continues to surround issues of housing and debt.

Simon Frlend  
Chair of Trustees

### **Charitable Objectives**

CHAT exists to relieve either generally or individually, persons within the area of Mid Devon, without distinction of gender, or of political, religious, or other opinions, who are in conditions of need, hardship or distress, by making grants of money, or providing or paying for items or services or facilities calculated to reduce the need, hardship or distress of such persons, and in particular to relieve persons who are homeless or threatened with homelessness, or who are without decent, secure, permanent accommodation. The common purpose of the company is social action as defined by the principles of the Christian faith.

### **Review of activities**

Despite the challenges brought about by the various stages of lockdown and restrictions linked to the Covid pandemic CHAT has continued to offer all its services (face to face wherever possible) throughout the year. Our Support and Advice Team have supported people with housing matters, maintaining tenancy support, and debt and money advice services, whilst additionally providing hardship relief through the Foodbank, Fuel Poverty scheme and other hardship schemes. We increased our presence in Crediton and Cullompton to a day a week and have offered home visits to ensure we can best serve those struggling with housing situations or threatened with homelessness throughout the whole of the Mid Devon area.

We continue to work closely with other agencies (statutory and voluntary) both referring to them and having clients referred to us. We have extended our foodbank provision (helped by Tiverton Town Council among others) and worked in partnership with Navigate charity to administer the household support fund for Mid Devon District Council to those households who needed extra help.

### **Public benefit**

The charity acknowledges the requirement to demonstrate that it has charitable aims and purposes that are for the public benefit. As the only charitable organisation in Mid Devon that exists solely to respond to and prevent homelessness, we work to help individuals and families in crisis find their way back to suitable accommodation or keep the tenancy they have. The service is free and accessible to anyone living in the Mid Devon area and the trustees believe that the work of CHAT in homelessness and homeless prevention issues, debt advice, the foodbank, fuel poverty and hardship scheme clearly demonstrate that our charitable aims are indeed for the benefit of the public and that trustees have complied with Section 4 of the Charities Act 2011 and benefits the wider community as a whole.

### **Achievements and performance**

#### **Support and Advice Team**

Government guidelines and restrictions have meant that for most of the year our reception area has been closed, but we have been able to see clients for appointments and have offered telephone and video remote advice where possible. All staff attended infection control training and undertook home visits, so we were able to offer a safe and comprehensive service through the Covid restrictions.

#### **Supporting clients in their tenancy**

Clients can struggle to sustain a tenancy for many reasons and this year we were pleased to be able to help more clients remain in their tenancies. CHAT advisors have helped with a variety of issues including clearing rent arrears (by applying for charity funding or negotiation with the landlord), sorting out benefit issues, neighbourhood issues, improving communication with the Landlord, encouraging and facilitating engagement with other services as we aim to empower the clients in their own

decision-making and enabled them to move forward. Additionally, we helped 19 clients establish themselves in their new tenancies.

#### ***Supporting clients with benefit issues***

This year we have added an additional category of support for those clients who have needed specific help with benefits as this is often the income that facilitates a more sustainable tenancy. We have helped 72 clients this year with over £14,000 in back payments and awards and a further £14,000 in increased income (annual amount) for clients enabling them to stay in their homes and become more financially independent.

#### ***Supporting clients with housing advice***

This year we have had a 38% increase in people needing housing advice and have helped with a range of issues including landlord harassment, overcrowding, rent arrears, eviction proceedings, homes unsuitable for habitation and helping those who found themselves homeless or sofa surfing. We continued to work with the district council (MDDC) and their homelessness team and advocated for temporary accommodation wherever possible. The housing market is facing a crisis and our clients have been greatly affected by rental increases, landlords selling and a general lack of affordable housing in the area. Over 80 clients had already been served with eviction notices and our advisors were able to guide clients through this often-distressing process.

#### ***Assisted Tenancy Scheme***

We finished the year with 9 households on this scheme which adopts a proactive approach to tenancy sustenance by assessing affordability and suitability and offering a deposit guarantee and ongoing communication between the Landlord and tenant.

#### ***Supporting clients with Debt and Money advice***

With the help of our team of trained debt volunteers we have worked on cases for 250 clients with debt problems. We have advocated on client's behalf to see debts reduced, written off and offered a range of debt solutions including debt relief orders and bankruptcies. We have helped clients manage over £1,000,000 of debt which is 3 times the amount in the year ended April 2021 and 10 times that of the previous year. This huge increase is partly due to more staff and volunteers joining the team and having the appropriate training but is also a concerning reflection of the increase in demand on this service due to the effects of the Covid-19 pandemic and cost of living increase. We have secured funding for offering budgeting courses and delivered debt and money advice once a week in Cullompton and Crediton, partnering with local churches and foodbanks. This is in addition to what is offered in our Tiverton office. Community Money Advice (CMA) continue to oversee our debt advice and we are authorised and regulated by the Financial Conduct Authority.

#### ***Supporting clients with food and hardship relief***

Our hardship fund has been used to help clients with one off necessary items (bus tickets, kettles, toasters, mobile phones, hot food vouchers etc) and donated tents, bedding and home starter packs were given out to those who needed them. We were also able to help with necessary clothes and essentials while Tiverton was used as a centre to house 73 asylum seekers before they moved onto another location. This has totalled approximately £7,000 over the year and we are grateful to individual donors for making this possible.

The foodbank continues to be a resource for many in the Tiverton area and demand has been higher than ever. With the support of a grant from Tiverton Town Council, local churches and other grant-making bodies we were able to appoint a foodbank coordinator (currently a jobshare) as it has no longer been possible to absorb the management of the foodbank into our other functions. We have needed more space for storage and packing and are grateful to a local church for offering use of their facilities. As a result of some financial donations, we have been able to purchase fresh produce to supplement the food donations from the community, and our foodbank is regularly stocked and sorted by committed volunteers who come in throughout the week. All stock is date checked and rotated, so that we make the best use of everything we have had donated. To minimise waste we work with supermarkets, ReRooted (a local food surplus charity) and Fare Share. We continue to seek to be proactive about addressing food insecurity and have contacted schools and other agencies in the area to make sure those who need it most know where the foodbank is and how to access it. We delivered 1,200 packs through the year to local families who were identified by local schools as those

who would need some extra help during the school holidays. These were delivered by a team of volunteer drivers.

16% of our foodbank clients are in paid employment and the majority of clients state low income and an unexpected change in circumstances as the main reason for needing help. This is evidenced by the statistics with over half of the people who visit the foodbank only needing one crisis pack throughout the year. During the year on average, we gave out the same amount of food in a week as we were giving out in a month pre-pandemic and helped over 460 households with 1,172 food packs, along with an additional 300 households helped with 537 school booster packs. In December we were our busiest ever and gave out an estimated 10 tonnes of food.

### **Staff and Volunteers**

We are immensely grateful to our volunteers who have helped in so many different ways this year including foodbank stacking, packing and delivering, sorting clothing and bedding, administrative support, debt and money advice, budgeting courses, fundraising, project management, welcoming and our trustees who provide governance.

CHAT has always been an organisation that welcomes volunteers but this year we have committed to the Investing in Volunteers (IiV) which is the UK quality standard for good practice in volunteer management. Following this standard will improve the effectiveness of our work with volunteers and underlines how much CHAT values the input of our current volunteers, and how we want to continue to recruit with new volunteers. Every month volunteers contribute over 235 hours of their time without which we would not be able to reach the number of people we do.

In addition to casework, we continue to ensure the quality of our service and staff have attended training on many topics including GDPR, Safeguarding, Case management, housing law, debt casework and mental health first aid.

The trustees are committed to developing a supportive team environment and the wellbeing of all team members is very important to CHAT. We have said goodbye to some longstanding members of staff, and we thank them for their work this year. Several new members of staff have been welcomed to the team. All staff have access to an employee assistance programme, regular supervision internally, and, recognising the difficult nature of the advisor's job we also offer access to an external psychotherapist.

### **Connecting with the community**

During the year we continued to connect with the community in a variety of ways through our newsletter, local press and social media. It has been exciting to be able to visit groups in person once again this year and we have attended rotary groups, deanery synods, church services, school assemblies, youth groups amongst others. We greatly appreciate their support and encouragement along with practical and financial help. We are also grateful to those who fundraise for us and share our story with the wider community.

### **Financial review**

The year under review saw a gradual lifting of Covid-19 restrictions. All our usual services were available to clients during the year and the office has gradually re-opened in line with the Covid regulations in force at the time.

Overall income at £393,988 was down by 1.77% on 2021 (£401,104) with the gradual cessation of some Covid related grants. Voluntary income (donations) increased by 10%. Fundraising events and service delivery income increased as we initiated various events and entered into partnership agreements with other agencies.

Overall expenditure at £370,067 increased by 7.9% with increases in food, hardship grants, additional advisor hours and professional costs, outweighed by lower equipment and fundraising costs.

**GENERAL FUND:**

INCOME of £270,787 was 4% higher than 2021 (£260,280). Donation and grant income was static but fundraising events, service provision under contracts and other income increased as the trustees explored new avenues of income generation.

EXPENDITURE of £247,711 was 8.7% higher than 2021 (£227,771) as a result of higher employment and professional costs outweighed by lower property and equipment costs.

Fundraising – expenditure of £29,726 was 15% lower than 2021 (£35,121). Last year we took advantage of investing in promotional materials, at a reasonable cost, that can be utilised over the next year or so.

Charitable activities – expenditure of £217,985 was 13% higher than 2021 (£192,650). Payroll costs increased by 19.8% to £142,829 as the cost of debt and money advisors and some Covid relief work was transferred from restricted funds that had come to an end during the year.

Costs in 2021 included measures taken to ensure that our IT and other equipment were fit for purpose and these costs fell this year to £6,631 from £10,974 in 2021.

Professional fees include accounting, HR support and AQS costs. These essential support items increased by 100% to £11,829 in the year. Not all of these costs are expected to continue in 2023.

**RESTRICTED FUNDS:**

These funds are restricted by the donors/grantors for specific purposes. A number of the funds were fully utilised during the year and additional funding for the foodbank, food/hardship relief, the provision of budgeting courses, additional advice hours, household support etc. was provided through individual donors, grants from County and District Councils and grant awarding bodies etc.

These funds provide additional services by taking the pressure off the general fund; in particular advisor employment costs.

Total income was £123,201, down by 12.5% on 2021 (£140,824)

Total expenditure was £122,356, up by 6.3% on 2021 (£115,106). Expenditure includes the use of fund balances brought forward from 2021 and included the following:

- Foodbank – in addition to donations of food via supermarket collections, £25,669 was spent on providing food and household items and £16,193 on salaries and associated costs
- Fuel and Hardship £7,971
- Debt & Money Advice - £22,247 salaries and associated costs
- Covid-19 Response – £9,712 salaries and associated costs
- Additional Advice hours - £19,907 debt/money advice and housing advice salaries and associated costs
- Household Support - £7,075 – emergency food and household grants

Services paid for through the general fund and restricted funds demonstrate the reach that CHAT has throughout Mid Devon by providing housing and debt and money advice, and poverty and hardship relief to local residents.

**Reserves policy**

The trustees are aware of the need to secure CHAT's viability beyond the immediate future. For the long term it must be able to absorb setbacks and take advantage of change and opportunity.

This reserves policy applies to the unrestricted funds of the charity and the trustees aim is to ensure a balance between a reasonable level of reserves in accordance with the guidelines laid down by the Charity Commission and sensible use of funds. In particular it is designed to:

Cover uncertainty over future income

Ensure sufficient cash-flow to carry out day-to-day business

In the event of CHAT having to be wound up provision for the continuation of operations must be kept in reserve to allow for a managed closure

Maintain a provision for redundancy

Reserves can only be generated and maintained by strict financial controls. An overview of the charity's financial position is considered at all trustee meetings and the trustees review the reserves policy as and when deemed necessary and always annually.

In order to meet these objectives, the optimum level of the general reserves was set at £81,000. We were able to maintain this reserve level during the financial year, but this must be regarded as a minimum and the trustees work to ensure that reserves reflect the points described above.

#### **Principal sources of funds**

CHAT receives very little public funding, and therefore the trustees seek to maintain a broad base of funding sources, including grants and donations. Our fundraiser applies for grants from a variety of organisations. CHAT continues to develop its fundraising strategy as part of its Business Plan, with a view to attracting corporate funding, developing a legacy policy and promoting the Givers of Hope Scheme.

#### **Risk management**

All charities face an increasingly competitive market when approaching grant-making trusts for support. By implementing effective and tight cost controls and by providing ongoing financial management information, the financial risk to the charity is kept to a minimum. The Executive Management team meet regularly to review the financial position of CHAT and monitor fundraising strategies.

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

The organisation is a Charitable Company limited by guarantee, incorporated on 31st August 1995 and registered as a charity on 27th September 1995. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding ten pounds. Members are subscribers to the Memorandum of Association and admitted to membership in accordance with the rules set out in the Articles of Association and subject to trustee approval. Members pay an annual subscription and are entitled to vote at the AGM.

#### **Trustee selection methods, Induction and training**

The directors of the company are also trustees for the purpose of charity law and under the company's Articles are known as members of the Council of Management. Under the requirements of the Memorandum and Articles of Association, the members of the Council of Management are elected to serve for a period of a maximum of three years after which they must be re-elected at the next Annual General Meeting.

The Council of Management seeks to select trustees according to the skills and expertise they can offer and new trustees are encouraged to explore this with the Chair and other members of the board before the AGM. All trustees are encouraged to attend training on trustee duties and given appropriate booklets and information produced by the Charity Commission and other relevant bodies. They are expected to familiarise themselves with the work of CHAT and to this end can spend time at the CHAT office, talking to and shadowing staff members, where appropriate, and spend time with other trustees who already have a working knowledge of the organisation.

#### **Organisational structure**

CHAT's Council of Management meets at least four times a year and is responsible for the direction and policy of the charity.

The CEO is responsible to the trustees for the day-to-day running of all departments of the organisation and for carrying out the strategic plans for the organisation. She meets regularly with various trustees, particularly the Chair, and liaises with the Treasurer, and Executive Management team in order to ensure swift and effective decision making. The CEO also performs the roles of office manager and finance officer, and therefore has a detailed understanding of the organisation as a whole.

**Reference and administrative details-**

Registered charity number	1049478
Company registration number	3096996
Registered office and operation address	Coggan's Well House, Phoenix Lane Tiverton, Devon EX16 6LU

**Trustees**

Simon Friend	Appointed 06/07/2015	Chair
Peter Day	Appointed 06/07/2015	Vice Chair
Jean Clifton	Appointed 12/03/2011	
Terry Norris	Appointed 02/07/2018	Treasurer
Lara Wielenga	Appointed 02/07/2018	
Steve Daykin	Appointed 29/07/2021	
Vivienne Brewster	Appointed 02/07/2018	
Jennifer Tower	Appointed 02/07/2018	
Mathew Melksham	Appointed 02/07/2018	
Rod Hewson	Appointed 30/07/2020	
Company secretary	Clive Williams	
Treasurer	Terence Norris	
CEO	Alison Padfield	

**Responsibilities of the Trustees**

Company law requires the trustees, who are directors for the purposes of company law, to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

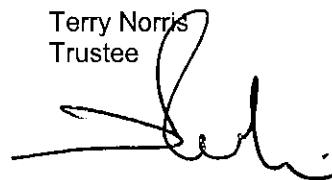
The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible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

Approved by the trustees on 18<sup>th</sup> July 2022 and signed on their behalf by:

Simon Friend  
Chair



Terry Norris  
Trustee





## **Independent Examiner's Report to the Trustees of Churches Housing Action Team (Mid Devon) Ltd**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31<sup>st</sup> March 2022 set out on pages 9 to 15.

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

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act)

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

### **Independent Examiner's Statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities

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.



S Legassick  
Certified Accountant  
21 Angel Hill  
Tiverton Devon EX 16 6PE

**CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED**  
**YEAR ENDED 31st MARCH 2022**

**STATEMENT OF FINANCIAL ACTIVITIES**

	Notes	Unrestricted funds General £	Designated £	Restricted funds £	Total 2022 £	Total 2021 £
<b>Income</b>						
<b>Income and endowments from:</b>						
Donations and legacies		233,191	-	114,232	347,423	232,157
Charitable activities		31,635	-	8,969	40,604	165,339
Other trading activities		5,576	-	-	5,576	3,354
Investments		385	-	-	385	254
<b>Total income</b>		<b>270,787</b>	<b>-</b>	<b>123,201</b>	<b>393,988</b>	<b>401,104</b>
<b>Expenditure</b>						
<b>Raising funds</b>	<b>10</b>	(29,726)	-		(29,726)	(35,121)
<b>Charitable activities</b>	<b>10</b>	(217,985)	-	(122,356)	(340,341)	(307,756)
<b>Total expenditure</b>	<b>10</b>	<b>(247,711)</b>	<b>-</b>	<b>(122,356)</b>	<b>(370,067)</b>	<b>(342,877)</b>
<b>Net income before transfers</b>		23,076	-	845	23,921	58,227
<b>Transfers between funds</b>	<b>8</b>	(15,539)	15,000	539	-	-
<b>Net movement in funds</b>		7,537	15,000	1,384	23,921	58,227
<b>Fund balances brought forward</b>		125,888	5,000	34,909	165,797	107,570
<b>Fund balances carried forward</b>		<b>133,425</b>	<b>20,000</b>	<b>36,293</b>	<b>189,718</b>	<b>165,797</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED**

**BALANCE SHEET AT 31st MARCH 2022**

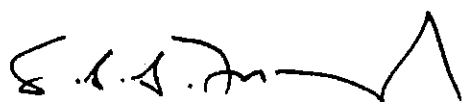
	Notes	2022		2021	
		£	£	£	£
<b>Tangible fixed assets</b>	<b>3</b>		12,926		15,396
<b>Current assets</b>					
Debtors	<b>4</b>	64,060		17,197	
Cash at bank and in hand		<u>124,212</u>		<u>155,606</u>	
		<u>188,272</u>		<u>172,803</u>	
<b>Creditors: amounts falling due within one year</b>					
Creditors	<b>5</b>	(11,480)		(22,402)	
		<u>(11,480)</u>		<u>(22,402)</u>	
<b>Net current assets</b>			<u>176,792</u>		<u>150,401</u>
<b>Net assets</b>	<b>6</b>		<u>189,718</u>		<u>165,797</u>
<b>Reserves</b>					
Unrestricted general reserve	<b>6</b>		133,425		125,888
Designated funds	<b>6</b>		20,000		5,000
Restricted funds	<b>6</b>		36,293		34,909
<b>Total funds</b>			<u>189,718</u>		<u>165,797</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland.'

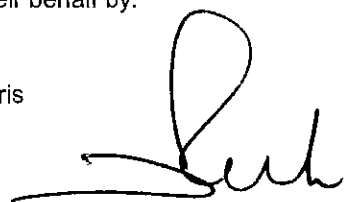
For the financial year ended 31 March 2022 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

Approved by the Trustees on 18 July 2022 and signed on their behalf by:

Simon Friend  
Chair



Terry Norris  
Trustee



## **NOTES AND ACCOUNTING POLICIES**

### **1. Accounting policies**

#### **Basis of accounting**

The financial statements are 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 (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Churches Housing Action Team (Mid Devon) Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are recognised at historical cost or transaction value unless otherwise stated.

#### **Fund accounting**

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

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms under which the funds were raised.

#### **Income**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income, when it is probable that the income will be received and when the amount can be quantified with reasonable accuracy.

Voluntary income includes grants, donations and gifts and is included in full when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Investment income is included when receivable.

#### **Expenditure**

Expenditure is recognised on the accruals basis inclusive of Value Added Tax which cannot be recovered.

Costs of generating funds comprise the costs of attracting donations and administering membership.

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

All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Creditors are measured at settlement amounts less any trade discounts

#### **Assets**

Tangible fixed assets are depreciated by equal annual instalments over their estimated useful lives at the following rates:

Fixtures and fittings	33%
IT Equipment	33%
Leasehold improvements	Over the term of the lease

Debtors are measured at the cash or other consideration expected to be received

**CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED**  
**YEAR ENDED 31st MARCH 2022**

**NOTES AND ACCOUNTING POLICIES**

<b>2. Net Income for the year</b>	<b>2022</b>	<b>2021</b>
This is stated after charging:	<b>£</b>	<b>£</b>
Depreciation of tangible assets owned by the company	2,470	115

**3. Tangible fixed assets**

	<b>Leasehold Improvements</b>	<b>Furniture &amp; fittings</b>	<b>Fixtures &amp; fittings</b>	<b>IT equipment</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1 April 2021	11,323	7,740	16,047	26,781	61,891
Additions	-	-	-	-	0
Disposals	-	-	-	-	0
At 31 March 2022	11,323	7,740	16,047	26,781	61,891
<b>Depreciation</b>					
At 1 April 2021	-	7,740	11,974	26,781	46,495
Charge for the year	1,350	-	1,120	-	2,470
Eliminated on disposals	-	-	-	-	0
At 31 March 2022	0	7,740	13,094	26,781	48,965
<b>Net book amounts</b>					
At 31 March 2022	9,973	-	2,953	-	12,926
At 31 March 2021	11,323	-	4,073	-	15,396

<b>4. Debtors</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade debtors	40,235	7,869
Prepayments and accrued income	7,789	6,898
Other debtors	16,036	2,430
	<u>64,060</u>	<u>17,197</u>

<b>5. Creditors</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade creditors	7,039	20,001
Accruals and deferred income	3,986	924
Taxation and Social Security	-	-
Tenant savings	-	170
Other creditors	455	1,307
	<u>11,480</u>	<u>22,402</u>

**6. Analysis of net assets between funds**

	<b>General</b>	<b>Restricted</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	12,926	-	12,926
Current assets	151,979	36,293	188,272
Creditors	(11,480)	-	(11,480)
	<u>153,425</u>	<u>36,293</u>	<u>189,718</u>

**7. Related Party Transactions**

No trustees were in receipt of fees or expenses during the year.  
There were no related party transactions

**CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED**  
**YEAR ENDED 31st MARCH 2022**

**NOTES AND ACCOUNTING POLICIES**

**8. Movements In funds**

	April 2021 £	Income £	Paid £	Transfers £	March 2022 £
<b>Restricted funds</b>					
Debt and Money Advice	4,734	17,617	(22,268)	-	83
Food Fund	8,354	30,602	(25,800)	-	13,156
Fuel Poverty Fund	82	1,381	(1,446)	-	17
Skills for Tenancy	1,000	-	-	-	1,000
Staff Wellbeing	359	600	(150)	-	809
Hardship Fund	5,417	1,245	(6,525)	-	137
Foodbank operation	0	23,350	(16,253)	-	7,097
Covid 19 Response	8,869	824	(9,711)	18	-
Marketing and publicity	0	10,000	(3,024)	-	6,976
Budgeting Courses	0	6,675	(675)	-	6,000
Crediton Outreach	1,250	-	(817)	-	433
Training	1,600	-	(2,016)	416	-
Food Poverty Research	690	4,000	(4,720)	30	-
Additional Advice Hours	0	19,907	(19,907)	-	-
DCF Household Support	0	7,000	(7,075)	75	-
DMA Training	2,554	-	(1,969)	-	585
<b>Total restricted funds</b>	<b>34,909</b>	<b>123,201</b>	<b>(122,356)</b>	<b>539</b>	<b>36,293</b>
<b>Unrestricted funds</b>					
Assisted Tenancies	5,000	-	-	-	5,000
Springboard Project	-	-	-	15,000	15,000
General Reserve	125,888	270,787	(247,711)	(15,539)	133,425
	<b>165,797</b>	<b>393,988</b>	<b>(370,067)</b>	<b>-</b>	<b>189,718</b>

**Debt and Money Advice.** A fund to provide advice to clients to manage their income and expenditure to control personal debt.

**Food Fund.** Donations to provide food for those in need.

**Fuel Poverty Fund.** Donations to assist with the provision of fuel for those in need.

**Skills for Tenancy:** A fund to establish a programme to assist clients with tenancy skills.

**Staff Wellbeing.** A fund to provide support and supervision for staff.

**Hardship Fund.** A fund for specific hardship needs of clients of CHAT for which no other budget is available.

**Foodbank operation costs:** Funding to support the costs of running the foodbank.

**Covid 19 Response:** To provide appropriate response to Covid-related hardship.

**Marketing and publicity:** A fund to audit marketing and publicity materials and develop a strategy to increase engagement with both the community and potential clients.

**Budgeting Courses:** A fund to run budgeting courses across Mid Devon using staff and volunteers

**Crediton Outreach:** A fund to set up regular outreach in the Crediton area

**Training:** To provide mental health training for all staff.

**Food Poverty Research:** To conduct research for Devon County Council into food insecurity in Mid Devon.

**Additional Advice Hours:** To provide additional advice hours at times of increased demand.

**DCF Household support:** Funding provided by Devon Community Foundation for grants towards food and energy for clients in need.

**DMA Training:** For training of volunteers in debt and money advice.

**Assisted Tenancies.** A fund to help prospective tenants in difficult circumstances obtain tenanted accommodation.

**Springboard Project:** A joint initiative by CHAT and Crediton Foodbank to employ a support worker to enable people to sustain tenancies and prevent homelessness.

**CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED**  
**YEAR ENDED 31st MARCH 2022**

**NOTES AND ACCOUNTING POLICIES**

**9. Staff costs and numbers**

Staff costs were as follows:

	2022 £	2021 £
Gross wages and salaries	216,119	190,368
Social security costs	10,881	10,202
Pension costs	6,718	6,398
	<u>233,718</u>	<u>206,968</u>

The average number of full time equivalent employees was:

	Number	Number
Management and administration	2.6	2.5
Support and advice	6.6	5.3
	<u>9.2</u>	<u>7.8</u>

No employee received emoluments of more that £60,000 (2020: none)

The charity operates a defined contribution pension scheme. The contributions are allocated between direct costs and support costs according to the staff involved.

**10. Total expenditure**

	<u>Direct costs</u>		<u>Support costs</u>		Total 2022 £	Total 2021 £
	Staff £	Other £	Staff £	Other £		
<b>Raising funds</b>						
Fundraising and membership	25,658	4,068	-	-	29,726	35,121
<b>Charitable activities</b>						
<u>Unrestricted funds</u>						
General and core activities	100,039	10,396	40,033	67,517	217,985	192,650
<u>Restricted funds</u>						
Debt and money advice	21,754	283	-	285	22,322	36,803
Other	46,234	41,462	-	12,338	100,034	78,303
	<u>67,988</u>	<u>41,745</u>	<u>-</u>	<u>12,623</u>	<u>122,356</u>	<u>115,106</u>
<b>Total expenditure</b>	<u>67,988</u>	<u>41,745</u>	<u>-</u>	<u>12,623</u>	<u>122,356</u>	<u>342,877</u>

Support costs include governance costs estimated at £3,000 (2021: £3,000)

Governance costs include independent examiner's fees of £nil (2021: nil)

**11. Commitments under operating leases**

At 31 March 2022 the company had annual commitments of £21,000 (2021: £21,000) under non-cancellable operating leases expiring between 2 and 5 years in respect of land and buildings.

**CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED**  
**YEAR ENDED 31st MARCH 2022**

**NOTES AND ACCOUNTING POLICIES**

**12. Detailed Income and expenditure account**

	<b>Unrestricted</b>			
	<b>General and core activities</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>				
Operating grants	31,635		8,969	40,604
Other grants	53,587		82,551	136,138
Donations	170,884		31,681	202,565
Fundraising	8,195			8,195
Membership	525			525
Other trading activities	5,576			5,576
Bank interest	385			385
	<b>270,787</b>	<b>0</b>	<b>123,201</b>	<b>393,988</b>
<b>Direct charitable expenditure</b>				
Accommodation, food and hardship	592		41,069	41,661
Salaries, including NI and pension costs	100,039		67,988	168,027
Staff supervision	661		150	811
Recruitment and training	2,757			2,757
Travel expenses	268		243	511
Telephone, publications, subscriptions	6,118		283	6,401
	<b>110,435</b>	<b>0</b>	<b>109,733</b>	<b>220,168</b>
<b>Support costs: fundraising</b>	<b>29,726</b>			<b>29,726</b>
<b>Support costs: charitable activities</b>				
Salaries, including NI and pension costs	40,033			40,033
Travel expenses			54	54
Property costs	33,833		802	34,635
Telephone	3,335		-	3,335
I T costs	4,649		75	4,724
Postage, stationery and copier	2,243		29	2,272
Publications and subscriptions	2,542		135	2,677
Equipment repairs and renewals	1,982		4,065	6,047
Insurance	3,196		32	3,228
Professional fees	11,829		5,341	17,170
Recruitment and training	254		2,016	2,270
Miscellaneous	1,184		74	1,258
Depreciation	2,470		-	2,470
	<b>107,550</b>	<b>0</b>	<b>12,623</b>	<b>120,173</b>
<b>Total resources expended</b>	<b>247,711</b>	<b>0</b>	<b>122,356</b>	<b>370,067</b>
<b>Net Incoming resources before transfers</b>	<b>23,076</b>	<b>0</b>	<b>845</b>	<b>23,921</b>