



Mid Devon
Hub for
Housing Help

Tel: 01884 255606

Supporting the vulnerable



ANNUAL REPORT

2024

CHURCHES HOUSING ACTION TEAM

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Trustees Report for the year ended 31st March 2024

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

Another very busy year for CHAT to 31st March 2024 where demand for all our services continues to be high. Our Support and Advice team helped 23% more clients than last year, and our foodbank has helped 617 households helping to feed 846 adults and 502 children with 3782 parcels of food.

Many of our clients who initially come in for the foodbank, once we have gained their trust, are open to discussing and letting us help on often deeper financial issues around housing, unclaimed benefits, and debt and we continue to meet these challenges with an excellent staff team and wonderful volunteers, as well as wider support from the local community. For every staff member we employ – we have five volunteers who provide invaluable work from admin to debt & money advice, to working in the foodbank, helping with IT and many other areas. We are so grateful for their time and enthusiasm.

We have ended the year well, feeling proud of all that has been achieved and knowing that CHAT plays such a key role in the Mid Devon area serving the needs of those struggling with housing issues, debt, poverty, and the pervading loneliness that surrounds these things. We continue to adapt to the needs of the community and at the end of the year we successfully trialled a pantry system to help clients transition from relying on the foodbank to a more secure and optimistic financial future where they have more control.

We have had a positive year in terms of income, and we are extremely grateful to everyone who continues to support us so faithfully. 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.

I am extremely grateful to the CEO, my fellow trustees and the whole CHAT team and as I stand down from the Chair role after more years than I can remember as a Trustee, I look forward to seeing CHAT develop and help the most needy in our society as an enthusiastic supporter from the sidelines.

Simon Friend
Chair of Trustees

Charitable Objectives

To relieve either generally or individually, persons within the local authority area of Mid Devon without discrimination of sex 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 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 secure permanent accommodation.

Review of Activities

Our team of staff and volunteers have provided help and support to those who are homeless, struggling with unsuitable housing situations, and those who are threatened with homelessness throughout Mid Devon.

Over the year CHAT have assisted 1562 clients with a range of issues including:

- Housing Advice
- Tenancy Support
- Homes for Ukraine hosting arrangements
- Ukrainian Refugee Support
- Debt Advice and Debt Solutions
- Money Management
- Benefits Advice
- Hardship Relief - Foodbank, Pantry and Homebank
- Energy Advice and Emergency Fuel Vouchers
- Signposting and referring to other services
- Household Support Fund Vouchers (on behalf of MDDC)

We are open in Tiverton Monday – Friday and have had a regular presence in Crediton and Cullompton for appointments and drop-in advice and connected with other clients and potential clients through home visits and other popups and events.

We continue to work closely with other agencies (statutory and voluntary) both referring to them, and having clients referred to us.

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 and hardship relief 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

Clients often reach out to us when they are in a crisis and after addressing the immediate need we continue to work with them, focussing on empowering them in their own decision-making and supporting them to move forward at a pace that is appropriate for them. In February 2024, following a comprehensive two-day evaluation, we were granted the Advice Quality Standard (AQS) for an additional two years. This accreditation demonstrates that we are easily accessible, effectively managed, and have a team with the skills and knowledge to meet the needs of our clients. Our support and advice team assisted 1131 clients this year showing an increase from 925 clients the previous year.

Supporting Clients with Housing Advice

This year, we provided housing advice to 636 clients, marking a 22% increase. Amongst these cases 315 of these clients were living in unsuitable accommodation and 137 clients were facing possession proceedings. A significant portion of these clients (37%) were either rough sleeping, sofa surfing, or in temporary accommodation arranged by the Local Authority. We offer those clients showers, phone charging, laundry facilities and a warm drink and a safe place to be. We are in regular communication with the homelessness team at Mid Devon District Council to assist clients in securing temporary accommodation and a stable, safe home for the future.

Supporting Clients in their Tenancy

Assisting clients in maintaining their current tenancy is a key strategy in homelessness prevention. This year, we opened 175 new tenancy support cases and launched the 'start well' program, which supported 64 clients setting up their new tenancies ensuring that everything is in place for the tenancy to succeed.

Supporting Clients with Benefit Issues

Making sure our clients have sufficient funds empowers them to keep their home, budget effectively, and decrease reliance on our foodbank. However, navigating the welfare benefits system can often be challenging. This year, we have advocated for 25 clients regarding claims that have been rejected or unclaimed, resulting in a total of £71,537 in backdated benefits going to our clients. Additionally, we have assisted clients in submitting new claims, leading to 32 clients enhancing their monthly income by an average of £480 each month (totalling £184,587 for the year).

Assisted Tenancy Scheme

This is a scheme that offers a one month rent guarantee for the length of the tenancy, and support for the duration of the tenancy. It assists clients in securing housing in an increasingly challenging market. So far this year, we have supported four households through this initiative, all of whom are successfully settled in their tenancies.

Springboard

This is a joint initiative with Crediton Foodbank to host a worker to 'springboard' regular foodbank users out of poverty. This year, 21 new cases were opened, helping households raise their income by a total of £12,840 annually, along with one-time financial gains of £7,794, thereby decreasing their reliance on the foodbank. We've also been able to assist these clients with housing advice, and work with them to resolve their debts and move to a place of greater financial independence.

Ukraine

This year we supported a total of 117 families who were in Mid Devon through the Homes for Ukraine Scheme. Among them, 34 households arrived this year, and we assisted them in adapting to their hosting arrangements and accessing essential services. For those already in the area, we facilitated rematches, helped secure more permanent housing, established new tenancies, provided access to emergency accommodation, obtained grant funding, offered medical and mental health support, and aided in the Ukrainians' integration into Mid Devon life. Unfortunately, the administration of the Homes for Ukraine funding has changed, and this project ended in March.

Supporting Clients with Debt and Money Advice

We are a Community Money Advice (CMA) centre and are authorised and regulated by the Financial Conduct Authority.

Throughout the year 15 specially trained staff and volunteers gave debt advice a total of 1625 advice sessions and 816 of these were delivered face to face. We identified and managed £1,236,503 worth of debt and the average debt of our clients was £8,770. Additionally, we have processed debt relief orders and bankruptcies for 25 clients, amounting to £409,728. This frees these clients from overwhelming debt and allows them start anew. We continue to work with those clients who have been through a debt solution to manage their new budget and remain debt-free.

Hardship Relief

Supporting Clients with food assistance

Throughout the year, our foodbank provided 3,782 7-day food parcels to 617 different households. While the majority of clients used the foodbank for emergencies (52% of those clients used the foodbank less than three times during the year), due to rising cost of living we saw a rise in individuals relying on the food bank regularly (14% of our clients needed food more than once a month in comparison to last year when it was only 6% of clients). To address this issue, we trialled a 'pantry' initiative during the last quarter, offering an appointment-based subscription service outside regular hours to help clients move away from dependency on the food bank. The positive response from clients and donors has led us to incorporate it as an additional service as part of our hardship provision along with the foodbank. The foodbank continues to be able to run due to generous donations from the community, local business, schools, churches and grant making bodies.

Mid Devon Energy Partnership and Fuel Poverty Fund

In the second year of this partnership with Exeter Community Energy (ECOE) we have continued integrating basic energy advice into the support and advice we give our clients, resulting in reduced bills and improved living conditions. All our staff have completed National Energy Action (NEA) training and during the year we have been able to issue clients with £9,780 of emergency fuel vouchers thanks to this funding, along with our fuel poverty fund.

Homebank

Thanks to generous donations our Homebank has provided approximately £12,500 worth of good quality second-hand items to 181 clients to furnish their home with necessary items such as bedding and kitchen sundries. Additionally, 82 of our clients came to our first "House to Home" event, which allows clients to choose donated items for their homes.

Household Support Fund

We also managed applications for the MDDC Household Support Fund, processing £187,500 in vouchers essential food and energy needs and signposting them for further assistance where appropriate.

For more information about our activities this year please visit our website
<https://www.chatmid.org/impact>



Staff and Volunteers

We finished the year with 19 members of paid staff and 70 volunteers on the team. The trustees are committed to developing a supportive and positive team environment and offering all staff members access to an employee assistance program, regular in-house supervision, and the chance to participate in group and individual supervision sessions with an external psychotherapist along with other wellbeing events and training.

Volunteer roles encompass a range of tasks: stacking and packing for the Foodbank and Homebank, administrative support, debt and money advice, fundraising, project management, reception hosts, our trustee board who provide governance to name a few. Throughout the year, volunteers collectively contributed 10,000 hours, which we conservatively value at £152,500. We encourage short and long term volunteer opportunities for a wide range of ages and backgrounds and are pleased to maintain the standards required for the Investing In Volunteers award.

Our staff and volunteers have participated in training sessions covering a variety of topics such as GDPR, first aid, energy efficiency, fuel poverty, safeguarding, case management, housing law, benefits, and debt casework. This is part of our commitment to maintaining the quality of our services and ensuring clients always get the correct information.

Connecting with the Community

We were thrilled to have been chosen as the charity for Mid Devon Show and in spite of the rain on the day we maximised our opportunity to raise our profile in the area. An evening with the Friendship Boys at Blundells school, a Christmas appeal, and a charity ball being organised on our behalf, is just a very small example of all of the fantastic fundraising opportunities we had alongside all of the other community events, talks, shows, school visits and much more. We couldn't provide the services we do without the generous support from our local community, and we are so grateful that we have been thought of and appreciate all the opportunities.

We were also thrilled to receive a visit from HRH The Duchess of Edinburgh in September, hosted by The Lord-Lieutenant of Devon, David Fursdon. HRH looked around our Tiverton centre and spent time with the team hearing about the work we do in Mid Devon. She met several clients and was particularly interested in how the pandemic and cost of living crisis had affected demand for our service.

We are active members of the Mid Devon food network and the local Health and Wellbeing alliances in Tiverton, Crediton and Cullompton and have welcomed opportunities to engage with our District and local Town and Parish councils and councillors during the year.

Financial Review

It can be seen from the review of activities, achievements, and performance reported above that the year under review saw a further step change in activity and this is reflected in the financial results.

General Fund:

Income	2024 £	2023 £	+/- £	% Change
Voluntary income – Donations/Givers of Hope	157,646	175,789	-18,143	-10.3%
Grants	169,152	82,350	86,802	+105.4%
Open Market	36,036	29,457	6,579	+22.3%
Fundraising	19,468	15,328	4,140	+27.0%
Investments	4,409	1,899	2,510	+132.1%
Other	6,033	5,858	175	0.03%
Total	392,744	310,681	82,063	+26.4%

Voluntary income – During 2023 donations rose to £175,785 from £158,052 in 2022 but there has been a decline in donations during the year under review that resulted in income of £156,408, which is lower than the previous two years.

Givers of Hope is the only income stream that can be relied on for regular donations and this was relatively static at £59,191.

Inflation has been relatively high in recent times and with a decline of 10.3% in donations this year, plus the effect of inflation, the value of donations received has been significantly reduced.

Grant income increased by 105.4% and included:

- Community Organisations Cost of Living Fund £73,281
- Economic Vulnerability Fund £43,061
- Others £52,810

These grants enabled CHAT to compensate for the reduction in voluntary income and continue to deliver essential services to our community, but we are aware these will not be available in the future.

Expenditure of £324,502 is a 5% increase over 2023 (£309,117). Advisor, fundraising and support salaries increased by 15% as a result of annual awards, additional advisor hours and salary reallocation. Management and Support salaries fell by over 59%, as some restricted funding included the recovery of salaries and overheads.

Restricted Funds:

Food - donations and Givers of Hope donations were 78% greater than 2023, but grants were only 17% of the previous year's total. The net result of these fluctuations was a 2% increase in income to £31,782. Measured against recent food inflation our purchasing power has been greatly eroded over the last year.

Food Bank Operations – grants of £21,500 received cover the cost of salaries and other operating costs. Any shortfall is met from the general fund.

Fuel Poverty, Hardship & Ukraine Hardship now merged into the Hardship and Fuel Poverty Fund – income of £7,274 was 27.5% lower than 2023. Expenditure was £12,741 and combined value of the funds is £19,433.

Ukraine Support – grants via MDDC and other income came to £62,285. The work of this fund and the Ukraine Hardship fund ended during March.

Global's Make Some Noise – debt & money advice fund grant included salaries of advisors, support staff and overhead recovery.

Mid Devon Energy Saving Partnership – grant of £18,200 received and expenditure of £25,607 includes advisor and support salaries and hardship relief.

Designated Funds:

The Springboard Project fund of £13,453 is a partnership between Crediton Foodbank and CHAT. The trustees have designated the fund for CHAT's partnership share.

Assisted tenancies – fund balance £4,323.

Services delivered 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.

The trustees do not anticipate a similar level of income in 2025, but in common with many charities that depend on the vagaries of suitable grants it is very difficult to estimate what this income stream might produce.

The decline of voluntary income is a cause of concern, and the trustees are focussing their attention on bringing the vital work of CHAT to regular supporters, prospective supporters, businesses, churches, and community fundraisers throughout our area of operation.

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.

To meet these objectives, the optimum level of the general reserves was set at £79,000

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

The Trustees seek to maintain a broad base of funding sources, including grants, partnership working 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. Under the requirements of the Memorandum and Articles of Association, trustees 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.

CHAT conduct a skills audit of the board regularly and seek to appoint trustees according to the expertise they can offer. All Trustees complete an induction to become familiar with CHAT and are encouraged to attend training on Trustee duties along with being aware of any information produced by the Charity Commission and other relevant bodies.

Organisational Structure

CHAT's Trustee board meet at least four times a year and are 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. 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:	
Chair	Simon Friend (Appointed 06/07/2015)
Vice Chair	Clive Williams (Appointed 25/07/2023)
	Vivienne Brewster (Appointed 02/07/2018)
	Steve Daykin (Appointed 29/07/2021)
	Rod Hewson (Appointed 30/07/2020)
	Mathew Melksham (Appointed 02/07/2018)
	Terence Norris (Appointed 02/07/2018)
	Jennifer Tower (Appointed 02/07/2018)
	Chris Underhill (Appointed 25/07/2023)
	Jane Wardle (Appointed 25/07/2023)
	Lara Wielenga (Appointed 02/07/2018)
	Peter Day (Retired 25/07/2023)
Company Secretary	Helen Stone
Treasurer	Terence Norris
CEO	Alison Padfield

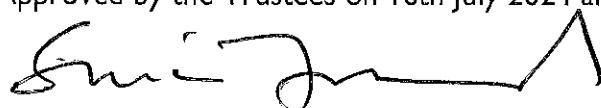
Responsibilities of the Trustees

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 16th July 2024 and signed on their behalf by:



Simon Friend
Chair

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 31st March 2024 set out on pages 14 to 20.

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 EX16 6PE

9th August 2024

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED
YEAR ENDED 31st MARCH 2024

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted funds		Restricted funds	Total 2024	2023
		General £	Designated £	£	£	£
Income						
Income and endowments from:						
Donations and legacies		382,301		218,903	601,204	408,264
Charitable activities					0	54,542
Other trading activities		6,034		1170	7,204	5,858
Investments		4,409			4,409	1,899
Total income		392,744	0	220,073	612,817	470,563
Expenditure						
Raising funds	10	42,853			42,853	29,117
Charitable activities	10	281,708		240,642	522,350	407,757
Total expenditure	10	324,561	0	240,642	565,203	436,874
Net income before transfers		68,183	0	-20,569	47,614	33,689
Transfers between funds	8				0	0
Net movement in funds		68,183	0	-20,569	47,614	33,689
Fund balances brought forward		131,589	17,776	74,042	223,407	189,718
Fund balances carried forward		199,772	17,776	53,473	271,021	223,407

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 2024

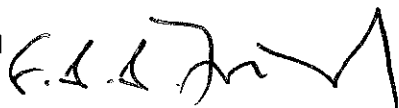
	Notes	2024		2023	
		£	£	£	£
Tangible fixed assets	3		6,998		9,962
Current assets					
Debtors	4	66,031		25,388	
Cash at bank and in hand		<u>240,038</u>		<u>202,449</u>	
		<u>306,069</u>		<u>227,837</u>	
Creditors: amounts falling due within one year					
Creditors	5	42,046		14,392	
		<u>42,046</u>		<u>14,392</u>	
Net current assets			<u>264,023</u>		<u>213,445</u>
Net assets	6		<u>271,021</u>		<u>223,407</u>
Reserves					
Unrestricted general reserve	6		199,772		131,589
Designated funds	6		17,776		17,776
Restricted funds	6		53,473		74,042
Total funds			<u>271,021</u>		<u>223,407</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.'

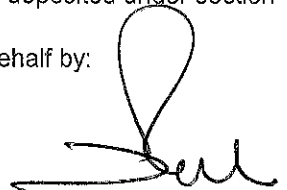
For the financial year ended 31 March 2024 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

Approved by the Trustees on 18 July 2024 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 initially 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%
I T 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 2024

NOTES AND ACCOUNTING POLICIES

2. Net income for the year

	2024	2023
This is stated after charging:	£	£
Depreciation of tangible assets owned by the company	2,964	2,964

3. Tangible fixed assets

	Leasehold improvements	Furniture & fittings	IT equipment	Total
Cost	£	£	£	£
At 1 April 2023	11,323	7,740	16,047	61,891
Additions				0
Disposals				0
At 31 March 2024	11,323	7,740	16,047	61,891
Depreciation				
At 1 April 2023	2,970	7,740	14,438	51,929
Charge for the year	1,620		1,344	2,964
Eliminated on disposals				0
At 31 March 2024	4,590	7,740	15,782	54,893
Net book amounts				
At 31 March 2024	6,733	0	265	6,998
At 31 March 2023	11,323	0	1,609	9,962

4. Debtors

	2024	2023
	£	£
Trade debtors	11,418	14,227
Prepayments and accrued income	6,962	6,638
Other debtors	47,651	4,523
	66,031	25,388

5. Creditors

Trade creditors	41,309	12,293
Accruals and deferred income	732	1,193
Taxation and Social Security	0	271
Other creditors	5	635
	42,046	14,392

6. Analysis of net assets between funds

	General	Restricted	Total
	£	£	£
Fixed assets	6,998		6,998
Current assets	252,596	53,473	306,069
Creditors	(42,046)		(42,046)
	217,548	53,473	271,021

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 2024

NOTES AND ACCOUNTING POLICIES

8. Movements in funds	April 2023 £	Income £	Paid £	Transfers £	March 2024 £
Restricted funds					
Debt and Money Advice	11,341	5,742	(9,592)		7,491
Springboard Project	0	26,170	(15,081)		11,089
Make Some Noise	0	35,500	(32,474)		3,026
Food Fund	9,208	32,542	(36,841)		4,909
Hardship and Fuel Poverty	0			19,433	19,433
Ukraine Hardship Fund	10,702	2,400	(5,700)	-7,402	0
Fuel Poverty Fund	8,717	3,374	(5,722)	-6,369	0
Hardship fund	5,481	1,500	(1,319)	-5,662	0
Staff Wellbeing	919	7,600	(4,999)		3,520
Foodbank operation	11,667	21,500	(28,235)		4,932
Mid Devon Energy Partnership	6,480	18,200	(25,607)		-927
Marketing and publicity	2,386		(2,386)		0
Crediton Outreach	1,354	3,260	(4,614)		0
Ukraine Support Fund	5,787	62,285	(68,072)		0
Total restricted funds	74,042	220,073	(240,642)	0	53,473
Unrestricted funds					
Assisted Tenancies	4,323				4,323
Springboard Project	13,453				13,453
General Reserve	131,589	392,744	(324,561)		199,772
	223,407	612,817	(565,203)	0	271,021

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

Make Some Noise: A fund to cover the cost of a full time debt worker.

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

Hardship and Fuel Poverty: This fund has been created by merging the Fuel Poverty Fund, the Hardship Fund and the Ukraine Hardship Fund.

Ukraine Hardship Fund: To provide grants to individuals arriving in Mid Devon from Ukraine

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

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

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

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

Mid Devon Energy Partnership: Tackling poverty across Mid Devon by offering advice on energy, housing, debt and money.

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

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

Ukraine Support Fund: A fund to provide advice and resources in Mid Devon for arrivals from Ukraine

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. Part of this fund is restricted and part designated.

CHURCHES HOUSING ACTION TEAM (MID DEVON) LIMITED
YEAR ENDED 31st MARCH 2024

NOTES AND ACCOUNTING POLICIES

9. Staff costs and numbers

Staff costs were as follows:

	2024 £	2023 £
Gross wages and salaries	352,623	254,616
Social security costs	19,358	13,615
Pension costs	11,250	6,912
	<u>383,231</u>	<u>275,143</u>

The average number of full time equivalent employees was:

	Number	Number
Management and administration	4.1	3.48
Support and advice	9.34	7.56
	<u>13.44</u>	<u>11.04</u>

No employee received emoluments of more that £60,000 (2023: 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 2024	Total 2023
	Staff £	Other £	Staff £	Other £	£	£
Raising funds						
Fundraising and membership	37,320	5,533			42,853	28,734
Restricted funds					0	383
	<u>37,320</u>	<u>5,533</u>	<u>0</u>	<u>0</u>	<u>42,853</u>	<u>29,117</u>
Charitable activities						
<u>Unrestricted funds</u>						
General and core activities	159,254	29,718	23,924	68,812	281,708	282,607
					0	0
	<u>159,254</u>	<u>29,718</u>	<u>23,924</u>	<u>68,812</u>	<u>281,708</u>	<u>282,607</u>
<u>Restricted funds</u>						
Debt and money advice	7,906	1,686			9,592	2,969
Other	135,544	63,642	21,132	10,732	231,050	122,181
	<u>143,450</u>	<u>65,328</u>	<u>21,132</u>	<u>10,732</u>	<u>240,642</u>	<u>125,150</u>
Total expenditure	<u>340,024</u>	<u>100,579</u>	<u>45,056</u>	<u>79,544</u>	<u>565,203</u>	<u>436,874</u>

Support costs include governance costs estimated at £3,000 (2023: £3,000)

Governance costs include independent examiner's fees of £nil (2023: nil)

11. Commitments under operating leases

At 31 March 2024 the company had annual commitments of £21,000 (2023: £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 2024

NOTES AND ACCOUNTING POLICIES

12. Detailed income and expenditure account

	Unrestricted		Restricted funds	Total	Total 2023
	General and core activities	Designated funds			
	£	£	£	£	
Income					
Operating grants	55,561		62,364	117,925	54542
Other grants	113,591		121,497	235,088	113509
Donations	189,552		34,740	224,292	271663
Legacies and funeral donations	3,649			3,649	6374
Fundraising	19,468		302	19,770	16133
Membership	480			480	585
Other income	6,034		1,170	7,204	5858
Bank interest	4,409			4,409	1899
	392,744	0	220,073	612,817	470,563
Direct charitable expenditure					
Accommodation, food and hardship	3,952		55,934	59,886	44888
Salaries, including NI and pension costs	159,294		143,450	302,744	192393
Staff supervision	781		4,429	5,210	398
Recruitment and training	10,447		3,023	13,470	12694
Travel expenses	286		1,342	1,628	2030
Telephone, publications, subscriptions	14,212		600	14,812	13220
	188,972	0	208,778	397,750	265,623
Support costs: fundraising	42,853			42,853	29117
Support costs: charitable activities					
Salaries, including NI and pension costs	23,924		21,132	45,056	58684
Travel expenses	53			53	79
Property costs	39,083		6,676	45,759	37834
Telephone	1,771		227	1,998	1930
I T costs	6,892		882	7,774	8575
Postage, stationery and copier	1,083		257	1,340	2331
Publications and subscriptions	2,995			2,995	908
Equipment repairs and renewals	4,635		1,619	6,254	13107
Insurance	3,075		184	3,259	3048
Professional fees	4,343		401	4,744	9439
Recruitment and training	30			30	725
Miscellaneous	1,888		486	2,374	2510
Depreciation	2,964			2,964	2964
	92,736	0	31,864	124,600	142134
Total resources expended	324,561	0	240,642	565,203	436,874
Net incoming resources before transfers	68,183	0	-20,569	47,614	33,689