

# Haven First

England & Wales · Charity number 1064495

## Details

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|             |                                                            |
|-------------|------------------------------------------------------------|
| Other names | STEVENAGE HAVEN, Stevenage Haven, THE HAVEN CHARITY APPEAL |
|-------------|------------------------------------------------------------|

|        |            |
|--------|------------|
| Status | Registered |
|--------|------------|

|            |                    |
|------------|--------------------|
| Legal form | Charitable company |
|------------|--------------------|

|                |                          |
|----------------|--------------------------|
| Company number | <a href="#">03366848</a> |
|----------------|--------------------------|

|            |            |
|------------|------------|
| Registered | 1997-09-19 |
|------------|------------|

|          |                                                         |
|----------|---------------------------------------------------------|
| Register | <a href="#">View on the Charity Commission register</a> |
|----------|---------------------------------------------------------|

## Contact

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|         |                                          |
|---------|------------------------------------------|
| Address | 6 Ditchmore Lane<br>Stevenage<br>SG1 3LJ |
|---------|------------------------------------------|

|       |              |
|-------|--------------|
| Phone | 01438 354884 |
|-------|--------------|

|       |                                                                    |
|-------|--------------------------------------------------------------------|
| Email | <a href="mailto:info@havenfirst.org.uk">info@havenfirst.org.uk</a> |
|-------|--------------------------------------------------------------------|

|         |                                                                  |
|---------|------------------------------------------------------------------|
| Website | <a href="http://www.havenfirst.org.uk">www.havenfirst.org.uk</a> |
|---------|------------------------------------------------------------------|

## Activities

**Objects:** THE OBJECTS OF THE ASSOCIATION ARE: 4.1 TO ADVANCE THE CHRISTIAN FAITH, INCLUDING BY: (a) PROMOTING A CHRISTIAN ENVIRONMENT INSPIRED AND MOTIVATED BY THE LIFE, EXAMPLE AND TEACHING OF JESUS CHRIST, WHERE PEOPLE OF FAITH AND PEOPLE OF NONE CAN WORK TOGETHER FOR THE TRANSFORMATION OF COMMUNITIES; AND (b) ENABLING PEOPLE OF ALL AGES AND IN PARTICULAR YOUNG PEOPLE, TO FLOURISH THROUGH EXPERIENCING AND RESPONDING TO THE LOVE OF GOD DEMONSTRATED BY THE LIFE, EXAMPLE AND TEACHING OF JESUS CHRIST; 4.2 TO PROVIDE OR ASSIST IN THE PROVISION IN THE INTERESTS OF SOCIAL WELFARE OF FACILITIES FOR RECREATION AND OTHER LEISURE TIME OCCUPATION FOR MEN AND WOMEN WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE; 4.3 TO PROVIDE OR ASSIST IN THE PROVISION OF EDUCATION FOR PERSONS OF ALL AGES AND IN PARTICULAR YOUNG PEOPLE, WITH THE OBJECT OF DEVELOPING THEIR PHYSICAL, MENTAL OR SPIRITUAL CAPACITIES; 4.4 TO RELIEVE OR ASSIST IN THE RELIEF OF PERSONS OF ALL AGES AND IN PARTICULAR YOUNG PEOPLE, WHO ARE IN CONDITIONS OF NEED, HARDSHIP OR DISTRESS BY REASON OF THEIR SOCIAL, PHYSICAL, EMOTIONAL, SPIRITUAL OR ECONOMIC CIRCUMSTANCES; AND 4.5 TO PROVIDE RESIDENTIAL ACCOMMODATION, INCLUDING SOCIAL HOUSING, FOR PEOPLE OF ALL AGES AND IN PARTICULAR YOUNG PEOPLE, WHO ARE IN NEED, HARDSHIP OR DISTRESS BY REASON OF THEIR SOCIAL, PHYSICAL OR ECONOMIC CIRCUMSTANCES.

**Activities:** Providing short term accommodation for single homeless persons. Engaging our clients in activities structured to help return to independent living. Supporting our clients in making the transformation. Daytime activities.

## Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Accommodation/housing
- **Who:** Children/young People, Elderly/old People, People With Disabilities

## Geography

- **Area of benefit:** HERETFORDSHIRE
- Hertfordshire

## Finances

| Period end | Income     | Expenditure | Assets     | Employees |
|------------|------------|-------------|------------|-----------|
| 2024-09-30 | £0         | £0          | -          | -         |
| 2023-09-30 | £2,425,566 | £2,347,735  | £0         | 45        |
| 2022-03-31 | £2,178,632 | £2,007,858  | £2,261,862 | 44        |
| 2021-03-31 | £2,088,975 | £1,979,484  | £2,091,088 | 42        |
| 2020-03-31 | £2,172,376 | £1,478,406  | £1,981,597 | 39        |

## Trustees

| Name               | Role  | Appointed  |
|--------------------|-------|------------|
| Alan Stuart Curtis | Chair |            |
| JOHN NEIL ROBINSON |       | 2022-08-31 |
| Jess Dollimore     |       | 2017-11-15 |
| One YMCA           |       | 2023-03-31 |
| Rosa Manning       |       | 2017-11-15 |

**Haven First**

England & Wales - Charity number 1064495

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# Accounts

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**Charity registration number 1064495**

**Company registration number 03366848 (England and Wales)**

**Registered housing provider 4815**

**HAVEN FIRST**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023**

## HAVEN FIRST

### LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees** Mr A Curtis  
Mrs T Callaghan (Resigned 31 March 2023)  
Ms J Dollimore  
Ms R Manning  
Mr J Robinson (Appointed 31 August 2022)

**Secretary** Mr R Cohen (Resigned 1 April 2022)  
Mr M Howe (Appointed 1 August 2022)

**Charity number** 1064495

**Company number** 03366848

**Registered housing provider** 4815

**Registered office** 6 Ditchmore Lane  
Stevenage  
Hertfordshire SG1 3LJ

**Auditor** HaysMac LLP  
10 Queen Street Place  
London  
EC4A 1AG

**Bankers** National Westminster Bank plc  
26-28 Queensway  
Stevenage  
Hertfordshire  
SG1 1BT

# HAVEN FIRST

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## HAVEN FIRST

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

#### FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023

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The trustees present their annual report and financial statements for the eighteen months ended 30 September 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 1 January 2019)".

#### **Objectives and activities**

The objects of the charity are:

- to relieve people in Stevenage and the surrounding area in particular through the provision of short-term housing accommodation;
- to give assistance to homeless people.

In setting out the objectives and planning the activities, the trustees of Haven First have given careful consideration to the Charity Commission's general guidance on public benefit.

The activities include:

- providing a hostel where homeless people can find shelter overnight, have an evening meal, bed and breakfast and facilities to wash themselves and their clothing;
- providing an advancement in education and facilities in the interest of social welfare with the objective of improving conditions of life for the homeless;
- providing assistance to homeless people seeking permanent accommodation, including financial assistance to help them meet the initial cost of moving into permanent accommodation;
- training residents and supporting ex-residents of the hostel to take on responsibility of managing their affairs in order to retain permanent accommodation;
- in accordance with its Memorandum and Articles of Association, Haven First has the power to:- "purchase, take on lease, or in exchange, hire or otherwise acquire real or personal property and rights or privileges and to construct, maintain and alter buildings or erections". Accordingly, the charity is looking to increase capacity by purchasing accommodation to use for "move on" purposes.

#### **Achievements and performance**

During the year, the Charity has gone through a period of transition, as Haven First and One YMCA decided to come together to enhance the benefit of their work for their beneficiaries and in the year, the parties agreed that this was best achieved by a two-stage merger process. Stage one involved One YMCA becoming the sole member of Haven First on 20 July 2022, thereby creating a group structure. This change of control was affected by an amendment to the Articles of Association of Haven First by special resolution dated 20 July 2022. Under the amended Articles of Association, One YMCA was appointed as the sole member of Haven First, pursuant to a change of control agreement of that same date.

In stage two, the parties agreed a Transfer of Charitable Undertaking of Haven First to One YMCA, thereby creating a single operational charity. On 31 March 2023, the value of the net current assets of Haven First (£1,282,668) transferred to One YMCA. On the same day the legal title to the majority of the properties were transferred to One YMCA (net book value of £592,582), another property (net book value of £246,675) was transferred on 30 June 2023.

In due course, Haven First will be dissolved and as the final trustee annual report we must give thanks and congratulations to all staff, volunteers and trustees who have helped support the Charity in achieving its objectives and undertaking its charitable activities.

## **HAVEN FIRST**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

#### ***FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023***

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Our in-house substance misuse and sports mentoring services are worked well in providing additional health and wellbeing support and activities to our clients. We also now worked with The Counselling Foundation to provide a counselling service for our clients. These services are very much needed, as we are seeing an increase in the support needs of clients being referred to our services.

The requirement to access emergency temporary accommodation therefore is still very much the need and with the economic climate experienced at present and predicted for the future, these figures are unfortunately likely to continue to increase.

During the year we received referrals for individuals who were homeless or facing homelessness. We supported clients in our accommodation services throughout the period.

Positive client move on rates remains a high priority for Haven First as we recognise the need for clients to access suitable move on accommodation for the opportunity to succeed living as independent, secure and as decent lifestyle as possible. However, social and private rented properties are difficult to source and one of the main strategic aims on the Haven's business plan remains to actively increase the Haven's own housing stock

#### **Value for money**

Haven First's value for money, in terms of definition, aims & objectives and measures are reported as part of the parent company's Trustees Report.

#### **Financial review**

The Trustees decision to join forces with a larger Charity will strengthen and protect the support for Haven First's service users for future years. The Merger allows us to benefit from all YMCA's central services and economies of scale, while also preserving our local presence and impact. The Haven First brand will be retained and expanded into some other elements of YMCA's housing activity. As a single, larger charity, we will be able to accommodate and support around 800 homeless people each and every night, making a huge positive impact on our local communities.

The 2022 comparative values included in the Balance Sheet have been amended to reflect the actual events of the merger with One YMCA. In the 2022 accounts the Fixed Assets were transferred to Debtors on the basis that the Fixed Assets were to be sold to One YMCA. However, the final transaction was treated as a merger with the Fixed Assets transferred to One YMCA. As a consequence, the 2022 Balance Sheet has been re-stated. The Fixed Assets at 31 March 2022 have been moved back to Fixed Assets and the corresponding value has been removed from Debtors. During the period to 31 March 2023 the revenue increased by 11% compared to the year ended 31 March 2022. This was mostly due to the increase in Charitable activities of 18%. However the expenditure increased by 17% from 2022, resulting in a decrease in Net Income of 54%

On 31 March 2023, the value of the net current assets of Haven First (£1,282,668) transferred to One YMCA. On the same day the legal title to the majority of the properties were transferred to One YMCA (net book value of £592,582), another property (net book value of £246,675) was transferred on 30 June 2023. Thereafter all of the charities activities were undertaken by One YMCA.

**HAVEN FIRST**  
**STATEMENT OF TRUSTEES' RESPONSIBILITIES**  
***FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023***

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**Risk management**

Strategic Risk is managed through an ongoing cycle of review by the Executive Leadership Team, the parent company's Audit and Risk Committee, and the Group Board. Haven First became part of the Group in August 2022 and the mitigation of the risks are summarised as part of the Group accounts.

The Group Audit and Risk Committee reviewed and updated the Risk Management Framework. The Committee and the Board also reviewed the RSH Sector Risk Profile and approved a redesigned Strategic Risk Register, with a renewed focus on the principal and emerging risks facing the charity, which aligned to the Sector as a whole.

The Strategic Risk Register sets out the following key risks:

- Financial Resilience
- Property Health, Safety and Compliance
- Economic Environment
- Mission / Strategy
- Resources Capacity and Capability
- Customer Expectations
- Supplier Availability and Performance
- Regulation and Legislation
- Safeguarding
- Business Continuity
- Data Governance
- Decarbonisation

## HAVEN FIRST

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

#### FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023

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

Haven First is a company limited by guarantee and not having a share capital, incorporated on the 8 May 1997 as amended by special resolution on the 10 August 1997. Haven First was registered as a charity on 19 September 1997.

The charity was established under a memorandum of association which established the objects and powers of the charity and it is governed by its articles of association.

Our gratitude is extended to the trustees who have served and support the charity during the period.

The trustees, who are also the directors for the purpose of company law, who served during the year were

Mr A Curtis

Mrs T Callaghan (Resigned 31 March 2023)

Ms J Dollimore

Ms R Manning

Mr J Robinson (Appointed 31 August 2022)

The trustees of the company consist of the Chairman and four members, all of whom are members of the committee.

Members of the Trustee Board are recruited by open and diverse means with sources including:

- Trustee recruitment exercises via national voluntary press and volunteering websites, including open social media campaigns.
- Recommendation from partner organisations.
- Stakeholders.
- Contacts made by staff members and members of the Trustee Board.

The Governance and People Committee (of One YMCA) agrees a standard role description for trustees. All Trustees are interviewed by a panel of Board members. Any preferred candidates initially attend a Trustee meeting as observers and, if that meets the expectations of all, then co-option follows. New Trustees are inducted into the Group using an agreed framework and ongoing training is provided through a combination of trustee updates, attendance at charity conferences / training events and bespoke training. A few of the Trustees also serve or have served as Trustees of other charities and housing associations which broadens the available skills base and the exposure to training and best practice of the social housing and charity sectors. The Governance & People Committee (of One YMCA) regularly reviews the trustee skills matrix and identifying future needs.

The maximum number of committee members is determined by the organisation's Articles of Association which specifies a maximum number of 12. The minimum number of committee members shall be three.

The committee shall have power at any time to appoint any person to be a committee member, either to fill a casual vacancy or as an addition to the existing members.

Committee members retire after serving a term of three years and are eligible for re-election.

The trustees manage the charity. Trustee meetings are held at regular intervals.

Committees and working groups are formed when appropriate, on a temporary basis.

The Project Director and the Chairman communicate regularly with each other and the other trustees by telephone or e-mail to reach decisions on important matters arising between trustee meetings.

Responsibility for day-to-day management of Haven First lies with the Charity's Executive Leadership Team; with powers and responsibilities approved by the trustees.

Trustees are provided with a full information pack on their induction and are encouraged to attend external training

## HAVEN FIRST

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

**FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023**

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appropriate to their role.

Haven First reviews salary levels annually and uses agreed NJC pay scales (local government pay scales which are extensively used in the voluntary sector) as a guideline for identifying pay scales and banding, including those for key management posts. Any proposed amendments to salary scales or remuneration of key staff is taken to the Board for final decision.

On 20 July 2022 One YMCA became the sole corporate member of the Charity, effecting a change of control of the Charity.

#### **Disclosure of information to auditor**

Insofar as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and the
- Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

The trustees' report was approved by the Board of Trustees.

Mr A Curtis  
**Trustee**

17 December 2024

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

***FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023***

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The trustees, who are also the directors of Haven First for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

## HAVEN FIRST

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HAVEN FIRST

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#### Opinion

We have audited the financial statements of Haven First (the 'charity') for the period ended 30 September 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2023 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, the Housing and Regeneration Act 2008 and the Accounting Direction for Private Registered Providers of Social Housing from January 2019; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

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

#### Emphasis of matter – non going concern basis

In forming our opinion on the financial statements, which is not modified, we have considered the adequacy of the disclosure in note 1.2 of the financial statements, which explains that the charity's financial statements have been prepared on a basis other than the going concern basis because the directors have taken the decision to transfer the activities, assets and liabilities to One YMCA.

#### Other information

The trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

#### Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HAVEN FIRST

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#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report (which incorporates the directors' report).

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

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

#### **Responsibilities of trustees for the financial statements**

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

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

#### **Auditor's responsibilities for the audit of the financial statements**

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

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

Based on our understanding of the charity and the environment in which it operates, we identified that the principal risks of non-compliance with laws and regulations related to regulations of registered providers of social housing, health and safety regulations and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as include the Companies Act 2006, the Charities Act 2011, the Housing and Regeneration Act 2008, and consider other factors such as payroll tax.

We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to fraud in revenue recognition. Audit procedures performed by the engagement team included:

- Enquiries in respect of correspondence with regulators and tax authorities;
- Discussions with management including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Identifying and testing journals; and
- Challenging assumptions and judgements made by management in their accounting estimates.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those

## **HAVEN FIRST**

### **INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF HAVEN FIRST**

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leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditors-responsibilities>. This description forms part of our auditor's report.

#### **Use of our report**

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

**Tracey Young (Senior Statutory Auditor)**  
**for and on behalf of HaysMac LLP**  
**Statutory Auditor**  
10 Queen Street Place  
London  
EC4R 1AG

Date:

# HAVEN FIRST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023

|                                                 |       | Unrestricted<br>funds<br>2023 | Restrict<br>funds<br>2023 | Total Unrestricted<br>2023 | Unrestricted<br>funds<br>2022 | Restricted<br>funds<br>2022 | Total<br>2022    |
|-------------------------------------------------|-------|-------------------------------|---------------------------|----------------------------|-------------------------------|-----------------------------|------------------|
|                                                 | Notes | £                             | £                         | £                          | £                             | £                           | £                |
| <b><u>Income from:</u></b>                      |       |                               |                           |                            |                               |                             |                  |
| Donations and legacies                          | 3     | 348,950                       | -                         | 348,950                    | 364,211                       | 55,786                      | 419,997          |
| Charitable activities                           | 4     | 2,025,949                     | 43,000                    | 2,068,949                  | 1,723,540                     | 35,000                      | 1,758,540        |
| Investments                                     | 5     | 7,667                         | -                         | 7,667                      | 95                            | -                           | 95               |
| <b>Total income</b>                             |       | <b>2,382,566</b>              | <b>43,000</b>             | <b>2,425,566</b>           | <b>2,087,846</b>              | <b>90,786</b>               | <b>2,178,632</b> |
| <b><u>Expenditure on:</u></b>                   |       |                               |                           |                            |                               |                             |                  |
| Raising funds                                   | 6     | 5,235                         | -                         | 5,235                      | 5,854                         | -                           | 5,854            |
| Charitable activities                           | 7     | 2,342,500                     | -                         | 2,342,500                  | 1,884,075                     | 117,929                     | 2,002,004        |
| <b>Total expenditure</b>                        |       | <b>2,347,735</b>              | <b>-</b>                  | <b>2,347,735</b>           | <b>1,889,929</b>              | <b>117,929</b>              | <b>2,007,858</b> |
| <b>Net movement in funds</b>                    |       | <b>34,831</b>                 | <b>43,000</b>             | <b>77,831</b>              | <b>197,917</b>                | <b>(27,143)</b>             | <b>170,774</b>   |
| <b>Transfer of Net Assets to parent charity</b> |       | <b>(1,820,008)</b>            | <b>(519,685)</b>          | <b>(2,339,693)</b>         | <b>-</b>                      | <b>-</b>                    | <b>-</b>         |
| Fund balances at 1 April 2022                   |       | 1,785,177                     | 476,685                   | 2,261,862                  | 1,587,260                     | 503,828                     | 2,091,088        |
| <b>Fund balances at 30 September 2023</b>       |       | <b>-</b>                      | <b>-</b>                  | <b>-</b>                   | <b>1,785,177</b>              | <b>476,685</b>              | <b>2,261,862</b> |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# HAVEN FIRST

## BALANCE SHEET

AS AT 30 SEPTEMBER 2023

|                                                       | Notes | 2023<br>£      | £        | Restated 2022<br>£ | £                |
|-------------------------------------------------------|-------|----------------|----------|--------------------|------------------|
| <b>Fixed assets</b>                                   |       |                |          |                    |                  |
| Tangible assets                                       | 11    |                | -        |                    | 1,220,753        |
| <b>Current assets</b>                                 |       |                |          |                    |                  |
| Debtors                                               | 12    | -              |          | 311,306            |                  |
| Cash at bank and in hand                              |       | 456,239        |          | 992,475            |                  |
|                                                       |       | <u>456,239</u> |          | <u>1,303,781</u>   |                  |
| <b>Creditors: amounts falling due within one year</b> | 13    | (456,239)      |          | (262,672)          |                  |
| Net current assets                                    |       |                | -        |                    | <u>1,041,109</u> |
| <b>Total assets less current liabilities</b>          |       |                | -        |                    | 2,261,862        |
| <b>Creditors: amounts falling due within one year</b> |       |                | -        |                    | -                |
| <b>Net assets</b>                                     |       |                | <u>-</u> |                    | <u>2,261,862</u> |
| <b>Income funds</b>                                   |       |                |          |                    |                  |
| Restricted funds                                      | 16    |                | -        |                    | 476,685          |
| Unrestricted funds                                    |       |                |          |                    |                  |
| Designated funds                                      | 17    | -              |          | 481,808            |                  |
| General unrestricted funds                            |       | -              |          | 1,303,369          |                  |
|                                                       |       | <u>-</u>       |          | <u>1,303,369</u>   |                  |
|                                                       |       |                | -        |                    |                  |
|                                                       |       |                | <u>-</u> |                    | <u>1,785,177</u> |
|                                                       |       |                | <u>-</u> |                    | <u>2,261,862</u> |

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

The accounts were approved by the Trustees on 17 December 2024

Mr A Curtis

**Trustee**

**Company Registration No. 03366848**

The notes on pages 13 to 24 form part of these financial statements

**HAVEN FIRST****STATEMENT OF CASH FLOWS****FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023**

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|                                                    |           | <b>2023</b> |             | <b>2022</b> |           |
|----------------------------------------------------|-----------|-------------|-------------|-------------|-----------|
|                                                    | Notes     | £           | £           | £           | £         |
| <b>Cash flows from operating activities</b>        |           |             |             |             |           |
| Cash generated from operations                     | <b>22</b> |             | 519,006     |             | 38,657    |
| <b>Investing activities</b>                        |           |             |             |             |           |
| Purchase of tangible fixed assets                  |           | (3,838)     |             | (339,076)   |           |
| Transfer of fixed tangible fixed assets            |           | (1,059,071) |             | -           |           |
| Investment income received                         |           | 7,667       |             | 95          |           |
|                                                    |           |             |             |             |           |
| <b>Net cash (used in) investing activities</b>     |           |             | (1,055,242) |             | (338,981) |
|                                                    |           |             |             |             |           |
| <b>Net (decrease) in cash and cash equivalents</b> |           |             | (536,236)   |             | (300,324) |
|                                                    |           |             |             |             |           |
| Cash and cash equivalents at beginning of year     |           |             | 992,475     |             | 1,292,799 |
|                                                    |           |             |             |             |           |
| <b>Cash and cash equivalents at end of year</b>    |           |             | 456,239     |             | 992,475   |

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023

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#### 1 Accounting policies

##### Charity information

Haven First (formerly known as Stevenage Haven) is a company limited by guarantee, registered under the Companies Act 2006 registration number 03366848, a registered charity number 1064495 and registered with the Regulator of Social Housing as a social housing provider registration number 4815.

The registered office is 6 Ditchmore Lane, Stevenage, Hertfordshire, SG1 3LJ.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

The Trustees have taken the decision to transfer the activities, assets and liabilities to the parent charity, One YMCA. On 31 March 2023, the value of the net current assets of Haven First (£1,282,668) transferred to One YMCA. On the same day the legal title to the majority of the properties were transferred to One YMCA (net book value of £592,582), another property (net book value of £246,675) was transferred on 30 June 2023. Thereafter all of the charities activities were undertaken by One YMCA.

Accordingly, the financial statements have been prepared on a basis other than the going concern basis. There have been no adjustments required to the measurement of assets or liabilities as a result of this.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income

## HAVEN FIRST

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023

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tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Gifts in kind have been valued at the cost to the donor. The value of services provided by volunteers has not been included.

#### **1.5 Expenditure**

Expenditure is recognised in the statement of financial activities on an accrual basis as a liability is incurred. Expenditure includes any VAT which can not be fully recovered.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

Resources expended are allocated to the particular activity where the cost relates directly to that activity.

#### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost net of depreciation and any impairment losses. Expenditure on furniture, fittings and equipment is written off in the year of purchase.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                             |                      |
|-----------------------------|----------------------|
| Freehold land and buildings | 2% per annum on cost |
|-----------------------------|----------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### **1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

#### **1.9 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

## HAVEN FIRST

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

##### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

##### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

##### 1.12 Government grants

Grant income is recognised immediately as income in the period in which it was received.

##### 1.13 Programme related investments

Programme related investments represent loans made to residents and are recognised as receivables

## 2 Housing

All the turnover and operating costs relate solely to Housing activities. There are no other non-housing activities.

## 3 Donations and legacies

|                     | Unrestricted<br>funds | Restricted<br>funds | Total          | Unrestricted<br>funds | Restricted<br>funds | Total          |
|---------------------|-----------------------|---------------------|----------------|-----------------------|---------------------|----------------|
|                     | 2023                  | 2023                | 2023           | 2022                  | 2022                | 2022           |
|                     | £                     | £                   | £              | £                     | £                   | £              |
| Donations and gifts | 41,518                | -                   | 41,518         | 38,907                | -                   | 38,907         |
| Grant income        | 307,432               | -                   | 307,432        | 325,304               | -                   | 325,304        |
| Gifts in kind       | -                     | -                   | -              | -                     | 55,786              | 55,786         |
|                     | <u>348,950</u>        | <u>-</u>            | <u>348,950</u> | <u>364,211</u>        | <u>55,786</u>       | <u>419,997</u> |

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023

### 4 Charitable activities

|                            | <b>Total<br/>2023</b> | <b>Total<br/>2022</b> |
|----------------------------|-----------------------|-----------------------|
|                            | <b>£</b>              | <b>£</b>              |
| Grants and contracts       | 375,703               | 444,584               |
| Rent and residents' fees   | 1,687,228             | 1,307,502             |
| Management fees receivable | 6,018                 | 6,454                 |
|                            | <u>2,068,949</u>      | <u>1,758,540</u>      |
| Analysis by fund           |                       |                       |
| Unrestricted funds         | 2,025,949             | 1,723,540             |
| Restricted funds           | 43,000                | 35,000                |
|                            | <u>2,068,949</u>      | <u>1,758,540</u>      |

### 5 Investments

|                     | <b>Unrestricted<br/>funds</b> | <b>Unrestricted<br/>funds</b> |
|---------------------|-------------------------------|-------------------------------|
|                     | <b>2023</b>                   | <b>2022</b>                   |
|                     | <b>£</b>                      | <b>£</b>                      |
| Interest receivable | <u>7,667</u>                  | <u>95</u>                     |

### 6 Raising funds

|                                   | <b>Unrestricted<br/>funds</b> | <b>Unrestricted<br/>funds</b> |
|-----------------------------------|-------------------------------|-------------------------------|
|                                   | <b>2023</b>                   | <b>2022</b>                   |
|                                   | <b>£</b>                      | <b>£</b>                      |
| <b>Fundraising and publicity</b>  |                               |                               |
| Fundraising and development costs | <u>5,235</u>                  | <u>5,854</u>                  |
|                                   | <u>5,235</u>                  | <u>5,854</u>                  |

**HAVEN FIRST****NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023****7 Charitable activities**

|                                            | <b>2023</b>      | <b>2022</b>      |
|--------------------------------------------|------------------|------------------|
|                                            | <b>£</b>         | <b>£</b>         |
| Staff costs (including payroll admin fees) | 1,099,584        | 1,005,460        |
| Depreciation and impairment                | 24,098           | 19,835           |
| Rent and rates                             | 284,436          | 321,296          |
| Light and heat                             | 78,688           | 69,029           |
| Repairs and maintenance                    | 60,268           | 59,710           |
| Insurance                                  | 12,347           | 15,062           |
| Office equipment                           | 9,085            | 2,720            |
| Travel costs                               | 12,097           | 17,514           |
| Bad debts                                  | 28,581           | -                |
| Legal and professional fees                | 49,488           | 9,597            |
| Computer costs                             | 19,842           | 19,287           |
| Telephone                                  | 7,310            | 7,427            |
| Postage and stationery                     | 2,814            | 4,933            |
| Training                                   | 13,966           | 14,226           |
| Recruitment                                | 122              | 4,054            |
| Activities for residents                   | 12,728           | 7,394            |
| Housekeeping costs                         | 28,912           | 21,239           |
| Bank charges                               | 540              | 365              |
| General expenses                           | 5,272            | 2,187            |
| Subscriptions                              | 328              | 106              |
| Concierge                                  | 385,968          | 336,855          |
| Catering costs                             | 54,023           | 53,278           |
| Impairment of fixed assets                 | 141,422          | -                |
|                                            | <u>2,331,919</u> | <u>1,991,574</u> |
| Share of governance costs (see note 7)     | 10,581           | 10,430           |
|                                            | <u>2,342,500</u> | <u>2,002,004</u> |
| <b>Analysis by fund</b>                    |                  |                  |
| Unrestricted funds                         | 2,347,636        |                  |
| Restricted funds                           | -                |                  |
|                                            | <u>2,347,636</u> |                  |
| <b>For the year ended 31 March 2022</b>    |                  |                  |
| Unrestricted funds                         |                  | 1,884,075        |
| Restricted funds                           |                  | 117,929          |
|                                            |                  | <u>2,002,004</u> |

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023

### 8 Support costs

|                                    | Support costs<br>£ | Governance costs<br>£ | 2023<br>£ | 2022<br>£ | Basis of allocation |
|------------------------------------|--------------------|-----------------------|-----------|-----------|---------------------|
| Audit fees                         | -                  | 10,500                | 10,500    | 10,200    | Governance          |
| Other trustees costs               | -                  | 81                    | 81        | 230       | Governance          |
|                                    | -                  | 10,581                | 10,581    | 10,430    |                     |
| Allocated to Charitable activities | -                  | 10,581                | 10,581    | 10,430    |                     |

Governance costs includes payments to the auditors of £10,500 (2022- £10,200) for audit fees.

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 10 Employees

The average monthly number of employees during the year to 31 March 2023 was:

|                                  | 2023<br>Number | 2022<br>Number |
|----------------------------------|----------------|----------------|
| Project and administrative staff | 45             | 44             |

#### Employment costs

|                       | 2023<br>£ | 2022<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 996,872   | 914,090   |
| Social security costs | 78,857    | 76,727    |
| Other pension costs   | 16,284    | 14,643    |
|                       | 1,092,013 | 1,005,460 |

There was 1 employee whose remuneration during the period between £70,000 to £80,000. All employees were transferred at 31 March 2023 to One YMCA under TUPE and are now employed by One YMCA.

Redundancies payment of £50,168 was made in the period (2022: £Nil)

### Executives' remuneration

The Executive Team comprised of the Chief Executive, Finance Director, Accommodation Services Managers and Support Manager

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023

|                                | 2023           | 2022           |
|--------------------------------|----------------|----------------|
|                                | £              | £              |
| Executive team emoluments      | 261,754        | 277,411        |
| Contribution to pension scheme | 4,509          | 5,088          |
|                                | <u>266,263</u> | <u>282,499</u> |

The emoluments relating to the Chief Executive Officer in the year were £99,409 (2022: £75,796) and the employer's contribution to the pension scheme on his behalf was £3,035 (2022: £1,321).

#### 11 Tangible fixed assets

|                                    | Freehold land and buildings | Leasehold land and buildings | Total            |
|------------------------------------|-----------------------------|------------------------------|------------------|
|                                    | £                           | £                            | £                |
| At 1 April 2022 (restated)         | 951,073                     | 339,076                      | 1,290,149        |
| Additions                          | -                           | 3,838                        | 3,838            |
| Disposal                           | (146,558)                   | -                            | (146,558)        |
| Transfer to parent Charity         | (804,515)                   | (342,914)                    | (1,147,429)      |
|                                    | <u>-</u>                    | <u>-</u>                     | <u>-</u>         |
| <b>Depreciation and impairment</b> |                             |                              |                  |
| At 1 April 2022                    | 68,582                      | 814                          | 69,396           |
| Depreciation charged in the year   | 17,240                      | 6,858                        | 24,098           |
| Disposal                           | (5,136)                     | -                            | (5,136)          |
| Transfer to parent Charity         | (80,686)                    | (7,672)                      | (88,358)         |
|                                    | <u>-</u>                    | <u>-</u>                     | <u>-</u>         |
| <b>Carrying amount</b>             |                             |                              |                  |
| At 30 September 2023               | -                           | -                            | -                |
|                                    | <u>-</u>                    | <u>-</u>                     | <u>-</u>         |
| At 31 March 2022 (restated)        | 882,491                     | 338,262                      | 1,220,753        |
|                                    | <u>882,491</u>              | <u>338,262</u>               | <u>1,220,753</u> |

In the prior period the management assumed that the fixed assets would be sold to One YMCA. However, this was not the situation because the assets were transferred rather than sold. As a consequence, the 2002 accounts needed to be restated to reflect the future transfer to the parent.

#### 12 Debtors

|                                             | 2023     | Restated 2022  |
|---------------------------------------------|----------|----------------|
|                                             | £        | £              |
| <b>Amounts falling due within one year:</b> |          |                |
| Trade debtors                               | -        | 275,007        |
| Other debtors                               | -        | 9,969          |
| Prepayments and accrued income              | -        | 26,330         |
|                                             | <u>-</u> | <u>311,306</u> |
|                                             | <u>-</u> | <u>311,306</u> |

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023

#### 13 Creditors: amounts falling due within one year

|                                    | 2023<br>£      | 2022<br>£      |
|------------------------------------|----------------|----------------|
| Other taxation and social security | -              | 24,050         |
| Deferred income                    | -              | 149,484        |
| Trade creditors                    | -              | 68,588         |
| Amounts due to One YMCA            | 445,739        | 11             |
| Accruals and deferred income       | 10,500         | 20,539         |
|                                    | <u>456,239</u> | <u>262,672</u> |

#### 14 Deferred income

|                       | 2023<br>£ | 2022<br>£      |
|-----------------------|-----------|----------------|
| Other deferred income | -         | 149,484        |
|                       | <u>-</u>  | <u>149,484</u> |

Deferred income is included in the financial statements as follows:

|                                      | 2023<br>£ | 2022<br>£      |
|--------------------------------------|-----------|----------------|
| Deferred income is included within:  |           |                |
| Current liabilities                  | -         | 149,484        |
| Non-current liabilities              | -         | -              |
|                                      | <u>-</u>  | <u>149,484</u> |
| Movements in the year:               |           |                |
| Deferred income at 1 April 2022      | 149,484   | 81,500         |
| Released from previous periods       | (149,484) | (42,700)       |
| Resources deferred in the year       | -         | 110,684        |
|                                      | <u>-</u>  | <u>149,484</u> |
| Deferred income at 30 September 2023 | -         | 149,484        |

#### 15 Retirement benefit schemes

##### Defined contribution schemes

The charity operated a defined contribution pension scheme for all qualifying employees until all employees were transferred to One YMCA under TUPE on 31 March 2023 along with any remaining liabilities. The assets of the scheme until transfer to One YMCA were held separately from those of the charity in an independently administered fund. The charge to profit or loss in respect of defined contribution schemes was £16,284 (2022 - £14,643).

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023

#### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                            | Balance at 1<br>April 2022<br>£ | Movement in funds |                                 | Balance at 30<br>September<br>2023 |
|----------------------------|---------------------------------|-------------------|---------------------------------|------------------------------------|
|                            |                                 | Income<br>£       | Transferred<br>to One YMCA<br>£ |                                    |
| Rent deposit scheme        | 33,175                          | -                 | (33,175)                        | -                                  |
| Gifts in kind              | -                               | -                 | -                               | -                                  |
| Outreach project           | -                               | 43,000            | (43,000)                        | -                                  |
| Publicity grants           | 828                             | -                 | (828)                           | -                                  |
| Minibus appeal             | -                               | -                 | -                               | -                                  |
| Fixed assets               | 400,683                         | -                 | (400,683)                       | -                                  |
| Cyclical maintenance fund  | 8,598                           | -                 | (8,598)                         | -                                  |
| Extraordinary repair fund  | 31,821                          | -                 | (31,821)                        | -                                  |
| Contingency fund           | 1,314                           | -                 | (1,314)                         | -                                  |
| SBC Locality budget grants | 266                             | -                 | (266)                           | -                                  |
|                            | <u>476,685</u>                  | <u>43,000</u>     | <u>(519,685)</u>                | <u>-</u>                           |

|                            | Balance at 1<br>April 2021<br>£ | Movement in funds |                  | Balance at 31<br>March<br>2022 |
|----------------------------|---------------------------------|-------------------|------------------|--------------------------------|
|                            |                                 | Income<br>£       | Expenditure<br>£ |                                |
| Rent deposit scheme        | 33,175                          | -                 | -                | 33,175                         |
| Gifts in kind              | -                               | 55,786            | (55,786)         | -                              |
| Outreach project           | -                               | 35,000            | (35,000)         | -                              |
| Publicity grants           | 1,116                           | -                 | (288)            | 828                            |
| Minibus appeal             | 1,819                           | -                 | (1,819)          | -                              |
| Fixed assets               | 409,208                         | -                 | (8,525)          | 400,683                        |
| Cyclical maintenance fund  | 9,600                           | -                 | (1,002)          | 8,598                          |
| Extraordinary repair fund  | 36,176                          | -                 | (4,355)          | 31,821                         |
| Contingency fund           | 1,314                           | -                 | -                | 1,314                          |
| SBC Locality budget grants | 266                             | -                 | -                | 266                            |
|                            | <u>11,154</u>                   | <u>-</u>          | <u>(11,154)</u>  | <u>-</u>                       |
|                            | <u>503,828</u>                  | <u>90,786</u>     | <u>(117,929)</u> | <u>476,685</u>                 |

## HAVEN FIRST

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023

##### Rent deposit scheme

The rent deposit scheme provided loans to clients moving from the hostels, enabling them to pay rent deposits for their move on to independent living.

##### Publicity grants

This was funding towards promotional supplies and equipment.

##### Hertfordshire Community Foundation

The grants received were for Almshouse renovations, a specialist worker is acquired and the purpose is to increase the usage of communal areas in Baldock.

##### SBC loyalty budget grant

Grant which funds driving lessons for client employability skills.

#### 17. Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                                | Balance<br>at 1 April<br>2022 | Income | Movement in funds       |                                | Expenditure | Balance at 30<br>Sept 2023 |
|--------------------------------|-------------------------------|--------|-------------------------|--------------------------------|-------------|----------------------------|
|                                | £                             | £      | Transfer to<br>One YMCA | Balance at<br>31 March<br>2023 | £           | £                          |
| Freehold land<br>and buildings | 481,808                       | -      | (481,808)               | -                              | -           | -                          |
|                                | 481,808                       | -      | (481,808)               | -                              | -           | -                          |

The designated fund represents the net book value of the freehold land and buildings which were transferred to One YMCA.

|                             | Balance<br>at 1 April<br>2021 | Income  | Expenditure | Balance at<br>31 March<br>2022 |
|-----------------------------|-------------------------------|---------|-------------|--------------------------------|
|                             | £                             | £       |             | £                              |
| Freehold land and buildings | 363,146                       | 138,684 | (20,022)    | 481,808                        |
|                             | 363,146                       | 138,684 | (20,022)    | 481,808                        |

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023

#### 18 Analysis of net assets between funds

|                                                                 | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Restated<br>Total<br>2022<br>£ |
|-----------------------------------------------------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------------------|
| Fund balances<br>at 30 September<br>2023 are<br>represented by: |                                    |                                  |                    |                                    |                                  |                                |
| Tangible assets                                                 | -                                  | -                                | -                  | 1,220,753                          | -                                | 1,220,753                      |
| Programme<br>related assets                                     |                                    |                                  |                    |                                    |                                  |                                |
| Current assets<br>/(liabilities)                                | -                                  | -                                | -                  | 564,424                            | 476,685                          | 1,041,109                      |
| Long term<br>liabilities                                        | -                                  | -                                | -                  | -                                  | -                                | -                              |
|                                                                 | -                                  | -                                | --                 | 1,785,177                          | 476,685                          | 2,261,862                      |

#### 19 Operating lease commitments

At the reporting end date the charity had no outstanding commitments for future minimum lease payments under non-cancellable operating leases as all agreements were novated to One YMCA at 30 September 2023.

|                            | 2023<br>£ | 2022<br>£ |
|----------------------------|-----------|-----------|
| Within one year            | -         | 56,700    |
| Between two and five years | -         | 226,800   |
| In over five years         | -         | 765,450   |
|                            | -         | 1,048,950 |

#### 20 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

#### 21 Analysis of changes in net funds

The charity had no debt during the year.

**HAVEN FIRST****NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE 18 MONTHS ENDED 30 SEPTEMBER 2023**

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|    |                                                                   |                       |                      |
|----|-------------------------------------------------------------------|-----------------------|----------------------|
| 22 | <b>Cash generated from operations</b>                             | <b>2023</b>           | <b>2022</b>          |
|    |                                                                   | <b>£</b>              | <b>£</b>             |
|    | Surplus for the year                                              | 77,831                | 170,774              |
|    | Adjustments for:                                                  |                       |                      |
|    | Investment income recognised in statement of financial activities | (7,667)               | (95)                 |
|    | Depreciation and impairment of tangible fixed assets              | 24,098                | 19,835               |
|    | Loss on disposal of fixed assets                                  | 141,422               | -                    |
|    | Movements in working capital:                                     |                       |                      |
|    | Decrease in programme related assets                              | -                     | 8,694                |
|    | Decrease/(Increase) in debtors                                    | 311,306               | (196,026)            |
|    | Increase/(Decrease) in creditors                                  | 121,500               | (32,509)             |
|    | (Decrease)/Increase in deferred income                            | <u>(149,484)</u>      | <u>67,984</u>        |
|    | <b>Cash generated from operations</b>                             | <b><u>519,006</u></b> | <b><u>38,657</u></b> |

**Haven First**

England & Wales - Charity number 1064495

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# Accounts

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Charity registration number 1064495

Company registration number 03366848 (England and Wales)

**HAVEN FIRST**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# HAVEN FIRST

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                          |                                                                                                      |                                                      |
|--------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>Trustees</b>          | Mr A Curtis<br>Mrs T Callaghan<br>Ms J Dollimore<br>Ms R Manning                                     |                                                      |
| <b>Secretary</b>         | Mr R Cohen<br>Mr M Howe                                                                              | (Resigned 1 April 2022)<br>(Appointed 1 August 2022) |
| <b>Charity number</b>    | 1064495                                                                                              |                                                      |
| <b>Company number</b>    | 03366848                                                                                             |                                                      |
| <b>Registered office</b> | 6 Ditchmore Lane<br>Stevenage<br>Hertfordshire<br>SG1 3LJ                                            |                                                      |
| <b>Auditor</b>           | Moore NHC Audit Limited<br>First Floor<br>73-75 High Street<br>Stevenage<br>Hertfordshire<br>SG1 3HR |                                                      |
| <b>Bankers</b>           | National Westminster Bank plc<br>26 - 28 Queensway<br>Stevenage<br>Hertfordshire<br>SG1 1BT          |                                                      |

# HAVEN FIRST

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# HAVEN FIRST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2022

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The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 1 January 2019)".

#### **Objectives and activities**

The objects of the charity are:

- to relieve people in Stevenage and the surrounding area in particular through the provision of short-term housing accommodation;
- to give assistance to homeless people.

In setting out the objectives and planning the activities, the trustees of Haven First have given careful consideration to the Charity Commission's general guidance on public benefit.

The activities include:

- providing a hostel where homeless people can find shelter overnight, have an evening meal, bed and breakfast and facilities to wash themselves and their clothing;
- providing an advancement in education and facilities in the interest of social welfare with the objective of improving conditions of life for the homeless;
- providing assistance to homeless people seeking permanent accommodation, including financial assistance to help them meet the initial cost of moving into permanent accommodation;
- training residents and supporting ex-residents of the hostel to take on responsibility of managing their affairs in order to retain permanent accommodation;
- in accordance with its Memorandum and Articles of Association, Haven First has the power to:- "purchase, take on lease, or in exchange, hire or otherwise acquire real or personal property and rights or privileges and to construct, maintain and alter buildings or erections". Accordingly the charity is looking to increase capacity by purchasing accommodation to use for "move on" purposes.

#### **Achievements and performance**

As we came through lockdown periods and easing of covid-19 restrictions during the year, our services continued to operate with a 'business as usual' focus, to ensure consistent support to the clients across our entire organisation.

We continue to use the hotel in Baldock as accommodation for our clients in North Herts, which we anticipate will be the case until we have the new purpose built facility in the area. Whilst planning permission was granted in February 2021, construction costs have greatly increased and so we are having to explore new ways to reduce the costs and identify options for funding. The new development remains a high priority for Haven First trustees.

Our in-house substance misuse and sports mentoring services are working well in providing additional health and wellbeing support and activities to our clients. We are also now working with The Counselling Foundation to provide a counselling service for our clients. These services are very much needed, as we are seeing an increase in the support needs of clients being referred to our services.

The requirement to access emergency temporary accommodation therefore is still very much the need and with the economic climate experienced at present and predicted for the future, these figures are unfortunately like to continue to increase. During the year we received referrals for 319 individuals who were homeless or facing homelessness. We supported 184 clients in our accommodation services throughout the period and have achieved a planned move on rate of 75% which is a credit to the dedicated staff team during a time where move on accommodation options remain limited.

# HAVEN FIRST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

---

Positive client move on rates remains a high priority for Haven First as we recognise the need for clients to access suitable move on accommodation for the opportunity to succeed living as independent, secure and as decent lifestyle as possible. However, social and private rented properties are difficult to source and one of the main strategic aims on the Haven's business plan remains to actively increase the Haven's own housing stock and during the year we have been fortunate to increase our own move on accommodation by five units; three of which are leased from Settle Group. We were also pleased to be able to invest in the purchase of two flats in early 2022, which were part funded with a grant from North Hertfordshire Council and also with a successful application to the Government Rough Sleeping Accommodation Programme (RSAP).

The Connect Services team continues to focus on providing the essential transition to support the clients from leaving the hostels to supporting them to sustain their own independent tenancies in the community. They also work with the few valuable landlords willing to provide private let accommodation to those who are on benefits/low income.

The volunteer contribution on site had been withdrawn during previous lockdown restrictions but has since gradually resumed and so during this year we have had support from 24 volunteers, providing assistance with a range of services and activities. These include governance, fundraising, counselling, lunchtime help and kitchen assistants, cleaning, admin assistance and day services such as teaching, mentoring, arts & crafts, and sports/wellbeing.

#### Financial review

As mentioned previously, the development of a new hostel in North Herts remains a high priority and so we continue to explore options to achieve this with partner organisations and funders. We also continue to look for ways to increase the number of move on properties we have access to by working with private landlords, housing associations and also potential opportunities to purchase.

We recognise that our work needs to continue and to streamline the services to be as effective and efficient as possible whilst remaining operationally resilient, financially stable and strategically proactive and will focus on these strategic goals.

We are able to focus on expanding strategic work with partners that retain the same ethos and values as us which will ensure future sustainability of our services.

Our charity has been expanding and adjusting to the changing times, with our committed and expert staff and volunteer team, but the challenge of homelessness is still all-too present in our area. As we have looked for ways to develop and grow, despite the ongoing uncertainty around commissioned and fundraised income in these difficult times, the Haven First Trustees have been exploring whether a partnership with another charity could enable us to focus our efforts more effectively on the critical front-line services we are known and respected for.

The Trustees considered joining forces with larger organisations to strengthen and protect the support for Haven First's service users for future years. During this process it remained important for Trustees to identify an organisation who we already have a good relationship with and who share similar values. We are therefore pleased to announce that Haven First has set a course to merge into One YMCA on 1st April 2023, which will allow us to benefit from all YMCA's central services and economies of scale, while also preserving our local presence and impact. The Haven First brand is so powerful and well-thought-of that this will be retained and expanded into some other elements of YMCA's housing activity. As a single, larger charity, we will be able to accommodate and support around 800 homeless people each and every night, making a huge positive impact on our local communities. To help us make the smoothest transition possible, Haven First has joined the One YMCA Group structure as a subsidiary charity from 1st August 2022, and will begin the process of full integration over the following months.

#### Plans for future periods

We are planning to increase the number of move on properties we have access to and to increase opportunities for clients to gain more voluntary and employed work in the community. This will also include properties destined to be Housing First support schemes.

We are able to focus on expanding strategic work with partners that retain the same ethos and values as us which will ensure future sustainability of our services.

# HAVEN FIRST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

---

### Structure, governance and management

Haven First is a company limited by guarantee and not having a share capital, incorporated on the 8 May 1997 as amended by special resolution on the 10 August 1997. Haven First was registered as a charity on 19 September 1997.

The charity was established under a memorandum of association which established the objects and powers of the charity and it is governed by its articles of association.

Our gratitude is extended to the trustees who have served and support the charity during the period.

The trustees, who are also the directors for the purpose of company law, who served during the year were:

|                 |                              |
|-----------------|------------------------------|
| Mr A Curtis     |                              |
| Ms R Patterson  | (Resigned 12 August 2021)    |
| Mrs L Copland   | (Resigned 11 November 2021)  |
| Mrs S Forde     | (Resigned 13 October 2021)   |
| Mrs T Callaghan |                              |
| Ms J Dollimore  |                              |
| Ms R Manning    |                              |
| Mr J R Raynor   | (Resigned 15 September 2021) |

The trustees of the company consist of the Chairman and eight members, all of whom are members of the committee.

The maximum number of committee members is determined by the organisation's Articles of Association which specifies the a maximum number of 12. The minimum number of committee members shall be three.

The committee shall have power at any time to appoint any person to be a committee member, either to fill a casual vacancy or as an addition to the existing members.

Committee members retire after serving a term of three years and are eligible for re-election.

The trustees manage the charity. Trustee meetings are held at eight-weekly intervals.

Committees and working groups are formed when appropriate, on a temporary basis.

The Project Director and the Chairman communicate regularly with each other and the other trustees by telephone or e-mail to reach decisions on important matters arising between trustee meetings.

Responsibility for day-to-day management of Haven First lies with the Project Director, Barbara Howard; with powers and responsibilities approved by the trustees.

Trustees are provided with a full information pack on their induction and are encouraged to attend external training appropriate to their role.

Haven First reviews salary levels annually and uses agreed NJC pay scales (local government pay scales which are extensively used in the voluntary sector) as a guideline for identifying pay scales and banding, including those those for key management posts. Any proposed amendments to salary scales or remuneration of key staff is taken to the finance sub-committee meeting for initial consideration. Any decision to change salary scales or remuneration levels is then taken to the Board for final decision.

# HAVEN FIRST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

---

### Auditor

In accordance with the company's articles, a resolution proposing that Moore NHC Audit Limited be reappointed as auditor of the company will be put at a General Meeting.

### Disclosure of information to auditor

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

The trustees' report was approved by the Board of Trustees.



Mr A Curtis

Trustee

Date: 28.09.22

# **HAVEN FIRST**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

### ***FOR THE YEAR ENDED 31 MARCH 2022***

---

The trustees, who are also the directors of Haven First for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

# HAVEN FIRST

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HAVEN FIRST

---

### Opinion

We have audited the financial statements of Haven First (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

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

### Conclusions relating to going concern

The trustees are using the break-up basis to prepare the 31 March 2022 accounts.

Based on the work performed, this is deemed appropriate given the company plans to dissolve on 1 April 2023, when the assets and liabilities will merge with One YMCA.

### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

# HAVEN FIRST

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF HAVEN FIRST

---

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

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

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

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

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

# HAVEN FIRST

## INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF HAVEN FIRST

---

### Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

The objectives of our audit in respect of fraud, are; to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the charity.

Our approach was as follows:

- We obtained an understanding of the legal and regulatory requirements applicable to the charity and considered that the most significant are the Charities Act 2011 and UK financial reporting standards as issued by the Financial Reporting Council.
- We obtained an understanding of how the charity complies with these requirements by discussions with management and those charged with governance.
- We assessed the risk of material misstatement of the financial statements, including the risk of material misstatement due to fraud and how it might occur, by holding discussions with management and those charged with governance.
- We inquired of management and those charged with governance as to any known instances of non-compliance or suspected non-compliance with laws and regulations.

Based on this understanding, we designed specific appropriate audit procedures to identify instances of non-compliance with laws and regulations. This included making enquiries of management and those charged with governance and obtaining additional corroborative evidence as required

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

### Use of our report

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

*Moore NHC Audit Ltd.*

Anne Davies (Senior Statutory Auditor)  
for and on behalf of Moore NHC Audit Limited  
Chartered Accountants  
Statutory Auditor

*29/09/22*

First Floor  
73-75 High Street  
Stevenage  
Hertfordshire  
SG1 3HR

# HAVEN FIRST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

|                                               | Notes | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ | Unrestricted<br>funds<br>2021<br>£ | Restricted<br>funds<br>2021<br>£ | Total<br>2021<br>£ |
|-----------------------------------------------|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| <b>Income from:</b>                           |       |                                    |                                  |                    |                                    |                                  |                    |
| Donations and legacies                        | 2     | 364,211                            | 55,786                           | 419,997            | 335,316                            | 54,820                           | 390,136            |
| Charitable activities                         | 3     | 1,723,540                          | 35,000                           | 1,758,540          | 1,605,807                          | 92,876                           | 1,698,683          |
| Investments                                   | 4     | 95                                 | -                                | 95                 | 156                                | -                                | 156                |
| <b>Total income</b>                           |       | <b>2,087,846</b>                   | <b>90,786</b>                    | <b>2,178,632</b>   | <b>1,941,279</b>                   | <b>147,696</b>                   | <b>2,088,975</b>   |
| <b>Expenditure on:</b>                        |       |                                    |                                  |                    |                                    |                                  |                    |
| Raising funds                                 | 5     | 5,854                              | -                                | 5,854              | 4,225                              | -                                | 4,225              |
| Charitable activities                         | 6     | 1,884,075                          | 117,929                          | 2,002,004          | 1,827,897                          | 147,362                          | 1,975,259          |
| <b>Total expenditure</b>                      |       | <b>1,889,929</b>                   | <b>117,929</b>                   | <b>2,007,858</b>   | <b>1,832,122</b>                   | <b>147,362</b>                   | <b>1,979,484</b>   |
| <b>Net income/(expenditure) for the year/</b> |       |                                    |                                  |                    |                                    |                                  |                    |
| <b>Net movement in funds</b>                  |       | <b>197,917</b>                     | <b>(27,143)</b>                  | <b>170,774</b>     | <b>109,157</b>                     | <b>334</b>                       | <b>109,491</b>     |
| Fund balances at 1 April 2021                 |       | 1,587,260                          | 503,828                          | 2,091,088          | 1,478,103                          | 503,494                          | 1,981,597          |
| <b>Fund balances at 31 March 2022</b>         |       | <b>1,785,177</b>                   | <b>476,685</b>                   | <b>2,261,862</b>   | <b>1,587,260</b>                   | <b>503,828</b>                   | <b>2,091,088</b>   |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# HAVEN FIRST

## BALANCE SHEET

AS AT 31 MARCH 2022

|                                                                | Notes | 2022<br>£ | £         | 2021<br>£ | £         |
|----------------------------------------------------------------|-------|-----------|-----------|-----------|-----------|
| <b>Fixed assets</b>                                            |       |           |           |           |           |
| Tangible assets                                                | 10    |           | -         |           | 901,512   |
| Programme related investments                                  |       |           | -         |           | 8,694     |
|                                                                |       |           | -         |           | 910,206   |
| <b>Current assets</b>                                          |       |           |           |           |           |
| Debtors                                                        | 11    | 1,532,059 |           | 115,280   |           |
| Cash at bank and in hand                                       |       | 992,475   |           | 1,292,799 |           |
|                                                                |       | 2,524,534 |           | 1,408,079 |           |
| <b>Creditors: amounts falling due within one year</b>          | 12    | (262,672) |           | (188,397) |           |
| Net current assets                                             |       |           | 2,261,862 |           | 1,219,682 |
| <b>Total assets less current liabilities</b>                   |       |           | 2,261,862 |           | 2,129,888 |
| <b>Creditors: amounts falling due after more than one year</b> | 13    |           | -         |           | (38,800)  |
| <b>Net assets</b>                                              |       |           | 2,261,862 |           | 2,091,088 |
| <b>Income funds</b>                                            |       |           |           |           |           |
| Restricted funds                                               | 16    |           | 476,685   |           | 503,828   |
| <u>Unrestricted funds</u>                                      |       |           |           |           |           |
| Designated funds                                               | 17    | 481,808   |           | 492,304   |           |
| General unrestricted funds                                     |       | 1,303,369 |           | 1,094,956 |           |
|                                                                |       |           | 1,785,177 |           | 1,587,260 |
|                                                                |       |           | 2,261,862 |           | 2,091,088 |

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on 28.09.22

  
 .....  
 Mr A Curtis  
 Trustee

Company Registration No. 03366848

# HAVEN FIRST

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

|                                                               | Notes | 2022<br>£ | £           | 2021<br>£ | £         |
|---------------------------------------------------------------|-------|-----------|-------------|-----------|-----------|
| <b>Cash flows from operating activities</b>                   |       |           |             |           |           |
| Cash (absorbed by)/generated from operations                  | 23    |           | (1,182,096) |           | 190,060   |
| <b>Investing activities</b>                                   |       |           |             |           |           |
| Purchase of tangible fixed assets                             |       | (339,076) |             | (138,684) |           |
| Proceeds on disposal of tangible fixed assets                 |       | 1,220,753 |             | -         |           |
| Investment income received                                    |       | 95        |             | 156       |           |
| <b>Net cash generated from/(used in) Investing activities</b> |       |           | 881,772     |           | (138,528) |
| <b>Net cash used in financing activities</b>                  |       |           | -           |           | -         |
| <b>Net (decrease)/increase in cash and cash equivalents</b>   |       |           | (300,324)   |           | 51,532    |
| Cash and cash equivalents at beginning of year                |       |           | 1,292,799   |           | 1,241,267 |
| <b>Cash and cash equivalents at end of year</b>               |       |           | 992,475     |           | 1,292,799 |

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

---

### 1 Accounting policies

#### Charity information

Haven First (formerly known as Stevenage Haven) is a private company limited by guarantee incorporated in England and Wales. The registered office is 6 Ditchmore Lane, Stevenage, Hertfordshire, SG1 3LJ.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

The trustees are preparing the accounts on the break up basis this year. The Trustees plan to dissolve the company on 1 April 2023, when it will merge with YMCA. As such, going concern basis not adopted.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Gifts in kind have been valued at the cost to the donor. The value of services provided by volunteers has not been included.

#### 1.5 Expenditure

Expenditure is recognised in the statement of financial activities on an accrual basis as a liability is incurred. Expenditure includes any VAT which can not be fully recovered.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

---

### 1 Accounting policies

(Continued)

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

Resources expended are allocated to the particular activity where the cost relates directly to that activity.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost net of depreciation and any impairment losses. Expenditure on furniture, fittings and equipment is written off in the year of purchase.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                             |                      |
|-----------------------------|----------------------|
| Freehold land and buildings | 2% per annum on cost |
|-----------------------------|----------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 1.12 Government grants

Grant income is recognised immediately as income in the period in which it was received.

#### 1.13 Programme related investments

Programme related investments represent loans made to residents and are recognised as receivables.

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 2 Donations and legacies

|                     | Unrestricted<br>funds | Restricted<br>funds | Total          | Unrestricted<br>funds | Restricted<br>funds | Total          |
|---------------------|-----------------------|---------------------|----------------|-----------------------|---------------------|----------------|
|                     | 2022<br>£             | 2022<br>£           | 2022<br>£      | 2021<br>£             | 2021<br>£           | 2021<br>£      |
| Donations and gifts | 38,907                | -                   | 38,907         | 50,906                | -                   | 50,906         |
| Grant income        | 325,304               | -                   | 325,304        | 284,410               | -                   | 284,410        |
| Gifts in kind       | -                     | 55,786              | 55,786         | -                     | 54,820              | 54,820         |
|                     | <u>364,211</u>        | <u>55,786</u>       | <u>419,997</u> | <u>335,316</u>        | <u>54,820</u>       | <u>390,136</u> |

### 3 Charitable activities

|                            | Total<br>2022<br>£ | Total<br>2021<br>£ |
|----------------------------|--------------------|--------------------|
| Grants and contracts       | 444,584            | 443,339            |
| Rent and residents' fees   | 1,307,502          | 1,251,039          |
| Management fees receivable | 6,454              | 4,305              |
|                            | <u>1,758,540</u>   | <u>1,698,683</u>   |
| Analysis by fund           |                    |                    |
| Unrestricted funds         | 1,723,540          | 1,605,807          |
| Restricted funds           | 35,000             | 92,876             |
|                            | <u>1,758,540</u>   | <u>1,698,683</u>   |

### 4 Investments

|                     | Unrestricted<br>funds<br>2022<br>£ | Unrestricted<br>funds<br>2021<br>£ |
|---------------------|------------------------------------|------------------------------------|
| Interest receivable | <u>95</u>                          | <u>156</u>                         |

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### 5 Raising funds

|                                   | Unrestricted<br>funds | Unrestricted<br>funds |
|-----------------------------------|-----------------------|-----------------------|
|                                   | 2022                  | 2021                  |
|                                   | £                     | £                     |
| <b>Fundraising and publicity</b>  |                       |                       |
| Fundraising and development costs | 5,854                 | 4,225                 |
|                                   | <u>5,854</u>          | <u>4,225</u>          |
|                                   | <u><u>5,854</u></u>   | <u><u>4,225</u></u>   |

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 6 Charitable activities

|                                         | 2022<br>£        | 2021<br>£        |
|-----------------------------------------|------------------|------------------|
| Staff costs                             | 1,005,460        | 949,581          |
| Depreciation and impairment             | 19,835           | 18,051           |
| Rent and rates                          | 321,296          | 332,823          |
| Light and heat                          | 69,029           | 95,756           |
| Repairs and maintenance                 | 59,710           | 37,485           |
| Insurance                               | 15,062           | 13,530           |
| Office equipment                        | 2,720            | 11,773           |
| Travel costs                            | 17,514           | 14,617           |
| Bad debts                               | -                | 35,353           |
| Legal and professional fees             | 9,597            | 6,528            |
| Computer costs                          | 19,287           | 15,961           |
| Telephone                               | 7,427            | 6,378            |
| Postage and stationery                  | 4,933            | 6,227            |
| Training                                | 14,226           | 13,011           |
| Recruitment                             | 4,054            | 1,261            |
| Activities for residents                | 7,394            | 4,963            |
| Housekeeping costs                      | 21,239           | 45,816           |
| Bank charges                            | 365              | 253              |
| General expenses                        | 2,187            | 2,781            |
| Subscriptions                           | 106              | 11,061           |
| Concierge                               | 336,855          | 287,030          |
| Catering costs                          | 53,278           | 57,100           |
|                                         | <u>1,991,574</u> | <u>1,967,339</u> |
| Share of governance costs (see note 7)  | 10,430           | 7,920            |
|                                         | <u>2,002,004</u> | <u>1,975,259</u> |
| <b>Analysis by fund</b>                 |                  |                  |
| Unrestricted funds                      | 1,884,075        |                  |
| Restricted funds                        | 117,929          |                  |
|                                         | <u>2,002,004</u> |                  |
| <b>For the year ended 31 March 2021</b> |                  |                  |
| Unrestricted funds                      |                  | 1,827,897        |
| Restricted funds                        |                  | 147,362          |
|                                         |                  | <u>1,975,259</u> |

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 7 Support costs

|                                    | Support costs<br>£ | Governance costs<br>£ | 2022<br>£ | 2021<br>£ | Basis of allocation |
|------------------------------------|--------------------|-----------------------|-----------|-----------|---------------------|
| Audit fees                         | -                  | 10,200                | 10,200    | 7,920     | Governance          |
| Other trustees costs               | -                  | 230                   | 230       | -         | Governance          |
|                                    | -                  | 10,430                | 10,430    | 7,920     |                     |
| Allocated to Charitable activities | -                  | 10,430                | 10,430    | 7,920     |                     |

Governance costs includes payments to the auditors of £10,200 (2021- £7,920) for audit fees.

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 9 Employees

The average monthly number of employees during the year was:

|                                  | 2022<br>Number    | 2021<br>Number    |
|----------------------------------|-------------------|-------------------|
| Project and administrative staff | 44                | 42                |
| <b>Employment costs</b>          | <b>2022<br/>£</b> | <b>2021<br/>£</b> |
| Wages and salaries               | 914,090           | 861,921           |
| Social security costs            | 76,727            | 74,248            |
| Other pension costs              | 14,643            | 13,412            |
|                                  | 1,005,460         | 949,581           |

There were no employees whose annual remuneration was more than £60,000.

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 10 Tangible fixed assets

|                                    | Freehold land<br>and buildings | Leasehold<br>land and<br>buildings | Total       |
|------------------------------------|--------------------------------|------------------------------------|-------------|
|                                    | £                              | £                                  | £           |
| At 1 April 2021                    | 951,073                        | -                                  | 951,073     |
| Additions                          | -                              | 339,076                            | 339,076     |
| Transfer to held for sale          | (951,073)                      | (339,076)                          | (1,290,149) |
|                                    |                                |                                    |             |
| <b>Depreciation and impairment</b> |                                |                                    |             |
| At 1 April 2021                    | 49,561                         | -                                  | 49,561      |
| Depreciation charged in the year   | 19,021                         | 814                                | 19,835      |
| Transfer to held for sale          | (68,582)                       | (814)                              | (69,396)    |
|                                    |                                |                                    |             |
| <b>Carrying amount</b>             |                                |                                    |             |
| At 31 March 2022                   | -                              | -                                  | -           |
|                                    |                                |                                    |             |
| At 31 March 2021                   | 901,512                        | -                                  | 901,512     |

### 11 Debtors

|                                             | 2022      | 2021    |
|---------------------------------------------|-----------|---------|
|                                             | £         | £       |
| <b>Amounts falling due within one year:</b> |           |         |
| Trade debtors                               | 275,007   | 97,428  |
| Other debtors                               | 1,230,722 | 530     |
| Prepayments and accrued income              | 26,330    | 17,322  |
|                                             |           |         |
|                                             | 1,532,059 | 115,280 |

### 12 Creditors: amounts falling due within one year

|                                    | Notes | 2022    | 2021    |
|------------------------------------|-------|---------|---------|
|                                    |       | £       | £       |
| Other taxation and social security |       | 24,050  | 21,733  |
| Deferred income                    | 14    | 149,484 | 42,700  |
| Trade creditors                    |       | 68,588  | 99,832  |
| Other creditors                    |       | 11      | 11      |
| Accruals and deferred income       |       | 20,539  | 24,121  |
|                                    |       |         |         |
|                                    |       | 262,672 | 188,397 |

### 13 Creditors: amounts falling due after more than one year

|                 | Notes | 2022 | 2021   |
|-----------------|-------|------|--------|
|                 |       | £    | £      |
| Deferred income | 14    | -    | 38,800 |

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 14 Deferred income

|                       | 2022<br>£ | 2021<br>£ |
|-----------------------|-----------|-----------|
| Other deferred income | 149,484   | 81,500    |

Deferred income is included in the financial statements as follows:

|                                     | 2022<br>£ | 2021<br>£ |
|-------------------------------------|-----------|-----------|
| Deferred income is included within: |           |           |
| Current liabilities                 | 149,484   | 42,700    |
| Non-current liabilities             | -         | 38,800    |
|                                     | 149,484   | 81,500    |
| Movements in the year:              |           |           |
| Deferred income at 1 April 2021     | 81,500    | -         |
| Released from previous periods      | (42,700)  | -         |
| Resources deferred in the year      | 110,684   | 81,500    |
| Deferred income at 31 March 2022    | 149,484   | 81,500    |

### 15 Retirement benefit schemes

#### Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £14,643 (2021 - £13,412).

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                              | Balance at 1<br>April 2021<br>£ | Movement in funds |                  | Balance at 31<br>March 2022<br>£ |
|------------------------------|---------------------------------|-------------------|------------------|----------------------------------|
|                              |                                 | Income<br>£       | Expenditure<br>£ |                                  |
| Rent deposit scheme          | 33,175                          | -                 | -                | 33,175                           |
| Gifts in kind                | -                               | 55,786            | (55,786)         | -                                |
| Outreach project             | -                               | 35,000            | (35,000)         | -                                |
| Publicity grants             | 1,116                           | -                 | (288)            | 828                              |
| Minibus appeal               | 1,819                           | -                 | (1,819)          | -                                |
| Fixed assets - Held for sale | 409,208                         | -                 | (8,525)          | 400,683                          |
| Cyclical maintenance fund    | 9,600                           | -                 | (1,002)          | 8,598                            |
| Extraordinary repair fund    | 36,176                          | -                 | (4,355)          | 31,821                           |
| Contingency fund             | 1,314                           | -                 | -                | 1,314                            |
| SBC Locality budget grants   | 266                             | -                 | -                | 266                              |
| Housing First (NH)           | 11,154                          | -                 | (11,154)         | -                                |
|                              | <u>503,828</u>                  | <u>90,786</u>     | <u>(117,929)</u> | <u>476,685</u>                   |

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 16 Restricted funds

(Continued)

#### Rent deposit scheme

The rent deposit scheme provides loans to clients moving from the hostels, enabling them to pay rent deposits for their move on to independent living.

#### Gifts in kind

The gifts in kind comprise the rentable value of the property provided free of charge by Stevenage Borough Council, North Hertfordshire Homes and Stevenage Consolidated Charities together with charitable relief applied to business rates.

#### Outreach project

Funded by NHDC, the Outreach Project provides a wide range of support and services to people sleeping rough in North Herts, to help them connect with appropriate services and to find accommodation through the help of a dedicated support worker.

#### Housing First

Funded by NHDC, the Housing First project provides a wide range of support and services to people sleeping rough in North Herts, to help them connect with appropriate services and to find accommodation through the help of a dedicated support worker similarly to the Outreach Project.

#### Publicity grants

This is funding towards promotional supplies and equipment.

#### Minibus appeal

This represents fundraising for a minibus to use for client activities.

#### Hertfordshire Community Foundation

The grants received are for Almshouse renovations, a specialist worker is acquired and the purpose is to increase the usage of communal areas in Baldock.

#### SBC loyalty budget grant

Grant which funds driving lessons for client employability skills.

### 17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                                                | Movement in funds          |                |                |                            |                 | Balance at<br>31 March 2022 |
|------------------------------------------------|----------------------------|----------------|----------------|----------------------------|-----------------|-----------------------------|
|                                                | Balance at<br>1 April 2020 | Income         | Expenditure    | Balance at<br>1 April 2021 | Expenditure     |                             |
|                                                | £                          | £              | £              | £                          | £               | £                           |
| Freehold land and buildings<br>(Held for sale) | 363,146                    | 138,684        | (9,526)        | 492,304                    | (10,496)        | 481,808                     |
|                                                | <u>363,146</u>             | <u>138,684</u> | <u>(9,526)</u> | <u>492,304</u>             | <u>(10,496)</u> | <u>481,808</u>              |

The designated fund represents the net book value of the freehold land and buildings (held for sale).

# HAVEN FIRST

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 18 Analysis of net assets between funds

|                                                    | Unrestricted<br>funds | Restricted<br>funds | Total            | Unrestricted<br>funds | Restricted<br>funds | Total            |
|----------------------------------------------------|-----------------------|---------------------|------------------|-----------------------|---------------------|------------------|
|                                                    | 2022                  | 2022                | 2022             | 2021                  | 2021                | 2021             |
|                                                    | £                     | £                   | £                | £                     | £                   | £                |
| Fund balances at 31 March 2022 are represented by: |                       |                     |                  |                       |                     |                  |
| Tangible assets                                    | -                     | -                   | -                | 492,281               | 409,231             | 901,512          |
| Programme related assets                           | -                     | -                   | -                | -                     | 8,694               | 8,694            |
| Current assets/(liabilities)                       | 1,785,177             | 476,685             | 2,261,862        | 1,133,779             | 85,903              | 1,219,682        |
| Long term liabilities                              | -                     | -                   | -                | (38,800)              | -                   | (38,800)         |
|                                                    | <u>1,785,177</u>      | <u>476,685</u>      | <u>2,261,862</u> | <u>1,587,260</u>      | <u>503,828</u>      | <u>2,091,088</u> |

#### 19 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

|                            | 2022<br>£        | 2021<br>£        |
|----------------------------|------------------|------------------|
| Within one year            | 56,700           | 56,700           |
| Between two and five years | 226,800          | 226,800          |
| In over five years         | 765,450          | 822,150          |
|                            | <u>1,048,950</u> | <u>1,105,650</u> |

#### 20 Events after the reporting date

On 1 August 2022 Haven First was acquired as a 100% subsidiary of One YMCA. On 1 April 2023 Haven First will merge fully into One YMCA and Haven First will cease to exist.

#### 21 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

#### 22 Analysis of changes in net funds

The charity had no debt during the year.

## HAVEN FIRST

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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| 23 | Cash generated from operations                                    | 2022<br>£          | 2021<br>£      |
|----|-------------------------------------------------------------------|--------------------|----------------|
|    | Surplus for the year                                              | 170,774            | 109,491        |
|    | Adjustments for:                                                  |                    |                |
|    | Investment Income recognised in statement of financial activities | (95)               | (156)          |
|    | Depreciation and impairment of tangible fixed assets              | 19,835             | 18,051         |
|    | Movements in working capital:                                     |                    |                |
|    | Decrease in programme related assets                              | 8,694              | (1,804)        |
|    | (Increase) in debtors                                             | (1,416,779)        | (11,765)       |
|    | (Decrease) in creditors                                           | (32,509)           | (5,257)        |
|    | Increase in deferred income                                       | 67,984             | 81,500         |
|    | <b>Cash (absorbed by)/generated from operations</b>               | <b>(1,182,096)</b> | <b>190,060</b> |

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**Haven First**

England & Wales - Charity number 1064495

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# Accounts

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**Charity Registration No. 1064495**

**HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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|                       |                                                                                                                   |
|-----------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>       | Mr A Curtis<br>Mrs T Callaghan<br>Ms J Dollimore<br>Ms R Manning                                                  |
| <b>Charlty number</b> | 1064495                                                                                                           |
| <b>Auditor</b>        | Moore Northern Home Counties Limited<br>First Floor<br>73-75 High Street<br>Stevenage<br>Hertfordshire<br>SG1 3HR |
| <b>Bankers</b>        | National Westminster Bank plc<br>26 - 28 Queensway<br>Stevenage<br>Hertfordshire<br>SG1 1BT                       |

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# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

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# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **TRUSTEES' REPORT**

***FOR THE YEAR ENDED 31 MARCH 2021***

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The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Charities Act 2011 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 1 January 2019)".

### **Objectives and activities**

The objects of the charity are:

- to relieve people in Stevenage and the surrounding area in particular by the provision of short-term housing accommodation;
- to give assistance to homeless people.

In setting out the objectives and planning the activities, the trustees of Haven First have given careful consideration to the Charity Commission's general guidance on public benefit.

The activities include:

- providing a hostel where homeless people can find shelter overnight, have an evening meal, bed and breakfast and facilities to wash themselves and their clothing;
- providing an advancement in education and facilities in the interest of social welfare with the objective of improving conditions of life for the homeless;
- providing assistance to homeless people seeking permanent accommodation, including financial assistance to help them meet the initial cost of moving into permanent accommodation;
- training residents and supporting ex-residents of the hostel to take on responsibility of managing their affairs in order to retain permanent accommodation;
- In accordance with its Memorandum and Articles of Association, Haven First has the power to:- "purchase, take on lease, or in exchange, hire or otherwise acquire real or personal property and rights or privileges and to construct, maintain and alter buildings or erections". Accordingly the charity is looking to increase capacity by purchasing accommodation to use for "move on" purposes.

# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Achievements and performance**

In an extraordinary year we gained planning permission for accommodation comprising of 34 single hostel units together with 6 x 2nd stage move on units in Letchworth on 24th February 2021. This has taken many years to achieve, and we are now working with various partners to push forward the development over the next 12 months.

In line with everyone, last year has been a very unusual year presenting diverse challenges that could never have been predicted. However, the focus was 'business as usual' during lockdown periods to ensure support to the clients was consistent throughout the projects and with those who were accommodated in hotels by the Government's 'Everyone In' initiative.

The purpose-built hostel in Stevenage appeared to have been built with a pandemic in mind as it provided the safe space environment that was encouraged at the time to deal with an unknown and harmful virus. The service continued to operate as a 24/7 project with a collaboration of front line and management staff so the projects could continue, where possible, to provide the supported service with little disruption.

Unfortunately, the clients in the hostel in Hitchin, due to shared accommodation arrangements, were required to decant to a hotel in Baldock which will remain the case until the new hostel in Letchworth is developed. We are thankful to the owner and management of this property for the lease to remain until new hostel is built. The clients in Baldock have been supported by a full staff team and continues to operate in a professional, safe, and caring manner.

In partnership with North Herts District Council and underpinned by MHCLG's Rough Sleeper Accommodation Programme we were able to temporarily lease a 12 bed property in Royston to provide supported accommodation during lockdown for 6 months.

It was a particularly challenging time for clients particularly those with mental health and addiction issues to be able to access the necessary statutory services and compromises had to be found, not least those rough sleepers who had been placed in hotels as a temporary measure to ensure they were safely off the streets. We were very pleased to lead the way, together with DENS and OneYMCA secured with funding by Hertfordshire County Council and North Herts District Council, by providing remote and face to face contact with the clients in the hotels.

We were able to assist and 83 clients, producing 956 recorded interactions to provide support and advice to these clients who were safe but nevertheless in isolation.

We were naturally concerned about the impact of the pandemic on our services and funding and were very pleased to receive additional COVID assistance with funding from Hertfordshire County Council including regular support and encouragement from the Housing Related Support team at HCC.

We are now operating fully within the 'new normal' parameters although there will be many challenges ahead and the full impact of COVID 19 on the vulnerable people that we work with may continue for several years to come as time remains quite uncertain.

In January 2021 we rebranded our floating support service to 'Connect Services' representing the actual work that the team undertake with clients moving on from the hostels into the community.

In line with our Stevenage project we were fortunate to be able have secured funding from OneYMCA for an additional substance misuse worker working specifically in North Herts to assist individuals who are struggling with addiction issues; this being one of the main causes of homelessness.

# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2021**

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The Sports Mentoring programme continues to work with the clients on sports activities to increase self-worth and wellbeing and this activity had a great impact with our clients during lockdown.

Local homelessness statistics during this last financial year have reduced mainly due to the 'Everyone In' initiative including legislative restrictions on landlord evictions. Over 14,000 people who were either rough sleeping or at risk of rough sleeping were provided emerging accommodation in response to COVID 19 pandemic.

The requirement to access emergency temporary accommodation therefore is still very much the need and with the economic climate experienced at present and predicted for the future, these figures are unfortunately like to continue to increase. There have been a total of 525 referrals for both projects in Stevenage and North Hertfordshire during this fiscal year whereby we have accommodated and supported 257 residents and have achieved a planned move on rate of 63% which is a credit to the dedicated staff team during difficult circumstances.

Positive client move on rates remains a high priority for Haven First as we recognise the need for clients to access suitable move on accommodation for the opportunity to succeed living as independent, secure and a decent lifestyle as possible. However, social and private rented properties are difficult to source and one of the main strategic aims on the Haven's business plan remains to actively increase the Haven's own housing stock.

The Connect Services team continues to focus on providing the essential transition to support the clients from leaving the hostels to supporting them to sustain their own independent tenancies in the community. They also work with the few valuable landlords willing to provide private let accommodation to those who are on benefits/low income.

We continue to retain a social lettings contract with a reputable landlord in Stevenage to manage and support an impressive designed 6 bed self contained unit focusing on clients moving on from the hostels. It is anticipated that a similar contract will be attained in Autumn 2021 when a further 6 bed unit will hopefully be completed in Stevenage.

The volunteers contribution on site had to obviously withdraw during the restrictions but we have had support from over 20 volunteers, providing assistance with a range of services and activities. These include governance, fundraising, counselling, lunchtime help and kitchen assistants, cleaning, admin assistance and day services such as teaching, mentoring, arts & crafts, and sports/wellbeing.

#### **Financial review**

The trustees aim to keep unrestricted funds at a level equal to six months' budgeted expenditure. This level is required to demonstrate financial stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to link the policy to its business plan and to hold this level of reserves to fund:

- costs of future developments that will enable Haven First to meet its aims and objectives;
- fluctuations in income due to delayed receipt of statutory and contract payments;
- any unplanned but necessary expenditure.

The level of reserves is monitored and the policy is reviewed four times a year by the trustees. At the year-end, the level of unrestricted general funds was £1,095,031.

Haven First has powers to invest in any way the trustees wish. The trustees, having regard to liquidity requirements, decided to keep any spare funds not required for immediate use in an interest-bearing instant access account with the Charities Aid Foundation.

# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2021**

---

We recognise that our work needs to continue and to streamline the services to be as effective and efficient as possible whilst remaining operationally resilient, financially stable and strategically proactive and will focus on these strategic goals.

We are planning to increase the number of move on properties we have access to and to increase opportunities for clients to gain more voluntary and employed work in the community. This will also include properties destined to be Housing First support schemes.

We are able to focus on expanding strategic work with partners that retain the same ethos and values as us which will ensure future sustainability of our services.

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

Haven First is a company limited by guarantee and not having a share capital, incorporated on the 8 May 1997 as amended by special resolution on the 10 August 1997. Haven First was registered as a charity on 19 September 1997.

The charity was established under a memorandum of association which established the objects and powers of the charity and it is governed by its articles of association.

Our gratitude is extended to the trustees who have served and support the charity during the period.

The trustees who served during the year were:

|                 |                              |
|-----------------|------------------------------|
| Mr A Curtis     |                              |
| Ms R Patterson  | (Resigned 12 August 2021)    |
| Mrs L Copland   | (Resigned 11 November 2021)  |
| Mrs S Forde     | (Resigned 13 October 2021)   |
| Mr R Robinson   | (Resigned 31 March 2021)     |
| Mrs T Callaghan |                              |
| Ms J Dollimore  |                              |
| Ms R Manning    |                              |
| Mr J R Raynor   | (Resigned 15 September 2021) |

The trustees of the company consist of the Chairman and eight members, all of whom are members of the committee.

The maximum number of committee members is determined by the organisation's Articles of Association which specifies the a maximum number of 12. The minimum number of committee members shall be three.

The committee shall have power at any time to appoint any person to be a committee member, either to fill a casual vacancy or as an addition to the existing members.

Committee members retire after serving a term of three years and are eligible for re-election.

The trustees manage the charity. Trustee meetings are held at eight-weekly intervals.

Committees and working groups are formed when appropriate, on a temporary basis.

The Project Director and the Chairman communicate regularly with each other and the other trustees by telephone or e-mail to reach decisions on important matters arising between trustee meetings.

Responsibility for day-to-day management of Haven First lies with the Project Director, Barbara Howard; with powers and responsibilities approved by the trustees.

## **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

### **TRUSTEES' REPORT (CONTINUED)**

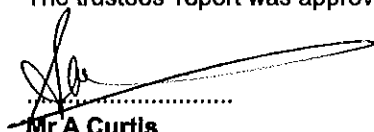
***FOR THE YEAR ENDED 31 MARCH 2021***

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Trustees are provided with a full information pack on their induction and are encouraged to attend external training appropriate to their role.

Haven First reviews salary levels annually and uses agreed NJC pay scales (local government pay scales which are extensively used in the voluntary sector) as a guideline for identifying pay scales and banding, including those for key management posts. Any proposed amendments to salary scales or remuneration of key staff is taken to the finance sub-committee meeting for initial consideration. Any decision to change salary scales or remuneration levels is then taken to the Board for final decision.

The trustees' report was approved by the Board of Trustees.



**Mr A Curtis**

Trustee

Dated: 21/12/21

# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2021***

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The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE TRUSTEES OF HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

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#### **Opinion**

We have audited the financial statements of Haven First (formerly known as Stevenage Haven) (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

#### **Basis for opinion**

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

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### **Other Information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Opinions on other matters prescribed by the Companies Act 2006**

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

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#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

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

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

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

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

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

| Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud |
|-------------------------------------------------------------------------------------------------------------|
|-------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The objectives of our audit in respect of fraud, are; to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses to those assessed risks; and to respond appropriately to instances of fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance of the charity.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Our approach was as follows:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• We obtained an understanding of the legal and regulatory requirements applicable to the charity and considered that the most significant are the Charities Act 2011 and UK financial reporting standards as issued by the Financial Reporting Council.</li><li>• We obtained an understanding of how the charity complies with these requirements by discussions with management and those charged with governance.</li><li>• We assessed the risk of material misstatement of the financial statements, including the risk of material misstatement due to fraud and how it might occur, by holding discussions with management and those charged with governance.</li><li>• We inquired of management and those charged with governance as to any known instances of non-compliance or suspected non-compliance with laws and regulations.</li></ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Based on this understanding, we designed specific appropriate audit procedures to identify instances of non-compliance with laws and regulations. This included making enquiries of management and those charged with governance and obtaining additional corroborative evidence as required</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### Other matters which we are required to address

Your attention is drawn to the fact that the charity has prepared financial statements 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)" (as amended) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the financial statements to provide a true and fair view in accordance with current Generally Accepted Accounting Practice.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

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#### Use of our report

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

*Moore Northern Home Counties Ltd.*

**Anne Davies (Senior Statutory Auditor)**

**for and on behalf of Moore Northern Home Counties Limited**

*23/12/21*

**Chartered Accountants**

**Statutory Auditor**

First Floor

73-75 High Street

Stevenage

Hertfordshire

SG1 3HR

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

|                                                           |       | Unrestricted<br>funds<br>2021<br>£ | Restricted<br>funds<br>2021<br>£ | Total<br>2021<br>£ | Unrestricted<br>funds<br>2020<br>£ | Restricted<br>funds<br>2020<br>£ | Total<br>2020<br>£ |
|-----------------------------------------------------------|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
|                                                           | Notes |                                    |                                  |                    |                                    |                                  |                    |
| <b>Income and endowments from:</b>                        |       |                                    |                                  |                    |                                    |                                  |                    |
| Donations and legacies                                    | 2     | 335,316                            | 54,820                           | 390,136            | 40,250                             | 68,265                           | 108,515            |
| Charitable activities                                     | 3     | 1,605,807                          | 92,876                           | 1,698,683          | 1,533,872                          | 49,200                           | 1,583,072          |
| Investments                                               | 4     | 156                                | -                                | 156                | 1,295                              | -                                | 1,295              |
| Other Income                                              | 5     | -                                  | -                                | -                  | 5,096                              | 474,398                          | 479,494            |
| <b>Total Income</b>                                       |       | <b>1,941,279</b>                   | <b>147,696</b>                   | <b>2,088,975</b>   | <b>1,580,513</b>                   | <b>591,863</b>                   | <b>2,172,376</b>   |
| <b>Expenditure on:</b>                                    |       |                                    |                                  |                    |                                    |                                  |                    |
| Raising funds                                             | 6     | 4,225                              | -                                | 4,225              | 4,633                              | -                                | 4,633              |
| Charitable activities                                     | 7     | 1,827,897                          | 147,362                          | 1,975,259          | 1,349,634                          | 124,139                          | 1,473,773          |
| <b>Total resources expended</b>                           |       | <b>1,832,122</b>                   | <b>147,362</b>                   | <b>1,979,484</b>   | <b>1,354,267</b>                   | <b>124,139</b>                   | <b>1,478,406</b>   |
| <b>Net Income for the year/<br/>Net movement in funds</b> |       | <b>109,157</b>                     | <b>334</b>                       | <b>109,491</b>     | <b>226,246</b>                     | <b>467,724</b>                   | <b>693,970</b>     |
| Fund balances at 1 April 2020                             |       | 1,478,103                          | 503,494                          | 1,981,597          | 1,251,857                          | 35,770                           | 1,287,627          |
| <b>Fund balances at 31 March 2021</b>                     |       | <b>1,587,260</b>                   | <b>503,828</b>                   | <b>2,091,088</b>   | <b>1,478,103</b>                   | <b>503,494</b>                   | <b>1,981,597</b>   |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

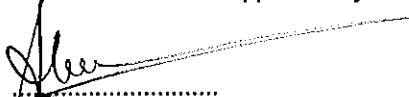
# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## BALANCE SHEET

AS AT 31 MARCH 2021

|                                                                | Notes | 2021<br>£        | £                       | 2020<br>£        | £                       |
|----------------------------------------------------------------|-------|------------------|-------------------------|------------------|-------------------------|
| <b>Fixed assets</b>                                            |       |                  |                         |                  |                         |
| Tangible assets                                                | 11    |                  | 901,512                 |                  | 780,879                 |
| Programme related investments                                  | 12    |                  | 8,694                   |                  | 6,890                   |
|                                                                |       |                  | <u>910,206</u>          |                  | <u>787,769</u>          |
| <b>Current assets</b>                                          |       |                  |                         |                  |                         |
| Debtors                                                        | 13    | 115,280          |                         | 103,515          |                         |
| Cash at bank and in hand                                       |       | 1,292,799        |                         | 1,241,267        |                         |
|                                                                |       | <u>1,408,079</u> |                         | <u>1,344,782</u> |                         |
| <b>Creditors: amounts falling due within one year</b>          | 14    | (188,397)        |                         | (150,954)        |                         |
| Net current assets                                             |       |                  | <u>1,219,682</u>        |                  | <u>1,193,828</u>        |
| <b>Total assets less current liabilities</b>                   |       |                  | <u>2,129,888</u>        |                  | <u>1,981,597</u>        |
| <b>Creditors: amounts falling due after more than one year</b> | 15    |                  | (38,800)                |                  | -                       |
| <b>Net assets</b>                                              |       |                  | <u><u>2,091,088</u></u> |                  | <u><u>1,981,597</u></u> |
| <b>Income funds</b>                                            |       |                  |                         |                  |                         |
| Restricted funds                                               | 18    |                  | 503,828                 |                  | 503,494                 |
| <u>Unrestricted funds</u>                                      |       |                  |                         |                  |                         |
| Designated funds                                               | 19    | 492,304          |                         | 363,146          |                         |
| General unrestricted funds                                     |       | <u>1,094,956</u> |                         | <u>1,114,957</u> |                         |
|                                                                |       |                  | <u>1,587,260</u>        |                  | <u>1,478,103</u>        |
|                                                                |       |                  | <u><u>2,091,088</u></u> |                  | <u><u>1,981,597</u></u> |

The accounts were approved by the Trustees on 21/12/21

  
 .....  
 Mr A Curtis  
 Trustee

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

|                                                  | Notes | 2021<br>£ | £         | 2020<br>£ | £         |
|--------------------------------------------------|-------|-----------|-----------|-----------|-----------|
| <b>Cash flows from operating activities</b>      |       |           |           |           |           |
| Cash generated from operations                   | 23    |           | 190,060   |           | 736,733   |
| <b>Investing activities</b>                      |       |           |           |           |           |
| Purchase of tangible fixed assets                |       | (138,684) |           | (631,258) |           |
| Investment income received                       |       | 156       |           | 1,295     |           |
| <b>Net cash used in investing activities</b>     |       |           | (138,528) |           | (629,963) |
| <b>Net cash used in financing activities</b>     |       |           | -         |           | -         |
| <b>Net Increase in cash and cash equivalents</b> |       |           | 51,532    |           | 106,770   |
| Cash and cash equivalents at beginning of year   |       |           | 1,241,267 |           | 1,134,497 |
| <b>Cash and cash equivalents at end of year</b>  |       |           | 1,292,799 |           | 1,241,267 |

# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

---

### **1 Accounting policies**

#### **Charity information**

Haven First (formerly known as Stevenage Haven) is a private company limited by guarantee incorporated in England and Wales. The registered office is 6 Ditchmore Lane, Stevenage, Hertfordshire, SG1 3LJ.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Charities Act 2011 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 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

The trustees have considered the impact of the Covid-19 pandemic on the business and, despite the impact it has had on the charity's operations, they do not believe there to be any change in the going concern status of the charity.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

Gifts in kind have been valued at the cost to the donor. The value of services provided by volunteers has not been included.

#### 1.5 Expenditure

Expenditure is recognised in the statement of financial activities on an accrual basis as a liability is incurred. Expenditure includes any VAT which can not be fully recovered.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

Resources expended are allocated to the particular activity where the cost relates directly to that activity.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost net of depreciation and any impairment losses. Expenditure on furniture, fittings and equipment is written off in the year of purchase.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                             |                      |
|-----------------------------|----------------------|
| Freehold land and buildings | 2% per annum on cost |
|-----------------------------|----------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 1.12 Government grants

Grant income is recognised immediately as Income in the period in which it was received.

Due to the Covid-19 pandemic and the social distancing rules, the business utilised local authorities grants available to it. Grants were received to cover additional costs incurred to meet social distancing and cleaning standards including the cost of utilising hotels to maintain bed numbers for residents. During the year a total of £ 218,377 was received from local councils. Further non Covid-19 related government grants were received of £42,954 in the year.

### 2 Donations and legacies

|                     | Unrestricted<br>funds | Restricted<br>funds | Total          | Unrestricted<br>funds | Restricted<br>funds | Total          |
|---------------------|-----------------------|---------------------|----------------|-----------------------|---------------------|----------------|
|                     | 2021<br>£             | 2021<br>£           | 2021<br>£      | 2020<br>£             | 2020<br>£           | 2020<br>£      |
| Donations and gifts | 50,906                | -                   | 50,906         | 40,250                | -                   | 40,250         |
| Grant income        | 284,410               | -                   | 284,410        | -                     | -                   | -              |
| Gifts in kind       | -                     | 54,820              | 54,820         | -                     | 68,265              | 68,265         |
|                     | <u>335,316</u>        | <u>54,820</u>       | <u>390,136</u> | <u>40,250</u>         | <u>68,265</u>       | <u>108,515</u> |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 3 Charitable activities

|                            | Total<br>2021    | Total<br>2020    |
|----------------------------|------------------|------------------|
|                            | £                | £                |
| Grants and contracts       | 443,339          | 418,007          |
| Rent and residents' fees   | 1,251,039        | 1,141,352        |
| Management fees receivable | 4,305            | 23,713           |
|                            | <u>1,698,683</u> | <u>1,583,072</u> |
| Analysis by fund           |                  |                  |
| Unrestricted funds         | 1,605,807        | 1,533,872        |
| Restricted funds           | 92,876           | 49,200           |
|                            | <u>1,698,683</u> | <u>1,583,072</u> |

### 4 Investments

|                     | Unrestricted<br>funds<br>2021<br>£ | Unrestricted<br>funds<br>2020<br>£ |
|---------------------|------------------------------------|------------------------------------|
| Interest receivable | <u>156</u>                         | <u>1,295</u>                       |

### 5 Other income

|                           | Total<br>2021<br>£ | Unrestricted<br>funds<br>2020<br>£ | Restricted<br>funds<br>2020<br>£ | Total<br>2020<br>£ |
|---------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Contingency fund          | -                  | -                                  | 1,314                            | 1,314              |
| Fixed assets              | -                  | 2,145                              | 426,258                          | 428,403            |
| Cyclical maintenance fund | -                  | 2,951                              | 10,000                           | 12,951             |
| Extraordinary repair fund | -                  | -                                  | 36,826                           | 36,826             |
|                           | <u>-</u>           | <u>5,096</u>                       | <u>474,398</u>                   | <u>479,494</u>     |

The other income represents assets transferred from Stevenage Consolidated Charities that are now under the control of Haven First.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 6 Raising funds

|                                   | Unrestricted<br>funds | Unrestricted<br>funds |
|-----------------------------------|-----------------------|-----------------------|
|                                   | 2021<br>£             | 2020<br>£             |
| <b>Fundraising and publicity</b>  |                       |                       |
| Fundraising and development costs | 4,225                 | 3,633                 |
|                                   | <hr/>                 | <hr/>                 |
| Investment management             | -                     | 1,000                 |
|                                   | <hr/>                 | <hr/>                 |
|                                   | <b>4,225</b>          | <b>4,633</b>          |
|                                   | <hr/>                 | <hr/>                 |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 7 Charitable activities

|                                         | 2021<br>£        | 2020<br>£        |
|-----------------------------------------|------------------|------------------|
| Staff costs                             | 949,581          | 861,999          |
| Depreciation and impairment             | 18,051           | 13,395           |
| Rent and rates                          | 332,823          | 147,888          |
| Light and heat                          | 95,756           | 40,734           |
| Repairs and maintenance                 | 37,485           | 42,782           |
| Insurance                               | 13,530           | 13,122           |
| Office equipment                        | 11,773           | 1,234            |
| Travel costs                            | 14,617           | 22,877           |
| Bad debts                               | 35,353           | 18,906           |
| Legal and professional fees             | 6,528            | 13,487           |
| Computer costs                          | 15,961           | 28,647           |
| Telephone                               | 6,378            | 6,273            |
| Postage and stationery                  | 6,227            | 3,569            |
| Training                                | 13,011           | 8,560            |
| Recruitment                             | 1,261            | 2,773            |
| Activities for residents                | 4,963            | 6,521            |
| Housekeeping costs                      | 45,816           | 17,316           |
| Bank charges                            | 253              | 258              |
| General expenses                        | 2,781            | 21,360           |
| Subscriptions                           | 11,061           | 9,580            |
| Concierge                               | 287,030          | 140,499          |
| Catering costs                          | 57,100           | 44,181           |
|                                         | <u>1,967,339</u> | <u>1,465,961</u> |
| Share of governance costs (see note 8)  | 7,920            | 7,812            |
|                                         | <u>1,975,259</u> | <u>1,473,773</u> |
| <b>Analysis by fund</b>                 |                  |                  |
| Unrestricted funds                      | 1,827,897        |                  |
| Restricted funds                        | 147,362          |                  |
|                                         | <u>1,975,259</u> |                  |
| <b>For the year ended 31 March 2020</b> |                  |                  |
| Unrestricted funds                      |                  | 1,349,634        |
| Restricted funds                        |                  | 124,139          |
|                                         |                  | <u>1,473,773</u> |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 8 Support costs

|                                    | Support costs<br>£ | Governance costs<br>£ | 2021<br>£ | 2020<br>£ | Basis of allocation |
|------------------------------------|--------------------|-----------------------|-----------|-----------|---------------------|
| Audit fees                         | -                  | 7,920                 | 7,920     | 7,812     | Governance          |
|                                    | -                  | 7,920                 | 7,920     | 7,812     |                     |
| Allocated to Charitable activities | -                  | 7,920                 | 7,920     | 7,812     |                     |

Governance costs includes payments to the auditors of £7,920 (2020- £7,812) for audit fees.

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 10 Employees

The average monthly number of employees during the year was:

|                                  | 2021<br>Number    | 2020<br>Number    |
|----------------------------------|-------------------|-------------------|
| Project and administrative staff | 42                | 39                |
| <b>Employment costs</b>          | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
| Wages and salaries               | 861,921           | 785,407           |
| Social security costs            | 74,248            | 65,628            |
| Other pension costs              | 13,412            | 10,964            |
|                                  | 949,581           | 861,999           |

There were no employees whose annual remuneration was £60,000 or more.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 11 Tangible fixed assets

|                                    | Freehold land and buildings<br>£ |
|------------------------------------|----------------------------------|
| <b>Cost</b>                        |                                  |
| At 1 April 2020                    | 812,389                          |
| Additions                          | 138,684                          |
| At 31 March 2021                   | 951,073                          |
| <b>Depreciation and impairment</b> |                                  |
| At 1 April 2020                    | 31,510                           |
| Depreciation charged in the year   | 18,051                           |
| At 31 March 2021                   | 49,561                           |
| <b>Carrying amount</b>             |                                  |
| At 31 March 2021                   | 901,512                          |
| At 31 March 2020                   | 780,879                          |

### 12 Programme related investments

|                   | £     |
|-------------------|-------|
| At 1 April 2020   | 6,891 |
| Advances          | 2,103 |
| Recovered amounts | (300) |
| At 31 March 2021  | 8,694 |

Programme related investments comprise loans made to clients under the rent deposit scheme.

### 13 Debtors

|                                             | 2021<br>£ | 2020<br>£ |
|---------------------------------------------|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| Trade debtors                               | 97,428    | 86,761    |
| Other debtors                               | 530       | 1,342     |
| Prepayments and accrued income              | 17,322    | 15,412    |
|                                             | 115,280   | 103,515   |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 14 Creditors: amounts falling due within one year

|                                    | Notes | 2021<br>£      | 2020<br>£      |
|------------------------------------|-------|----------------|----------------|
| Other taxation and social security |       | 21,733         | 18,749         |
| Deferred income                    | 16    | 42,700         | -              |
| Trade creditors                    |       | 99,832         | 55,700         |
| Other creditors                    |       | 11             | 29             |
| Accruals and deferred income       |       | 24,121         | 76,476         |
|                                    |       | <u>188,397</u> | <u>150,954</u> |

### 15 Creditors: amounts falling due after more than one year

|                 | Notes | 2021<br>£     | 2020<br>£ |
|-----------------|-------|---------------|-----------|
| Deferred income | 16    | <u>38,800</u> | <u>-</u>  |

### 16 Deferred Income

|                       | 2021<br>£     | 2020<br>£ |
|-----------------------|---------------|-----------|
| Other deferred income | <u>81,500</u> | <u>-</u>  |

Deferred income is included in the financial statements as follows:

|                         | 2021<br>£     | 2020<br>£ |
|-------------------------|---------------|-----------|
| Current liabilities     | 42,700        | -         |
| Non-current liabilities | 38,800        | -         |
|                         | <u>81,500</u> | <u>-</u>  |

### 17 Retirement benefit schemes

#### Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £13,412 (2020 - £10,964).

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                                       | Balance at 1<br>April 2020 | Movement in funds |                  |                | Balance at 31<br>March 2021 |
|---------------------------------------|----------------------------|-------------------|------------------|----------------|-----------------------------|
|                                       | £                          | Income            | Expenditure      | Transfers      | £                           |
|                                       |                            | £                 | £                | £              |                             |
| Rent deposit scheme                   | 33,175                     | -                 | -                | -              | 33,175                      |
| Gifts in kind                         | -                          | 54,820            | (54,820)         | -              | -                           |
| Outreach project                      | -                          | 35,000            | (31,753)         | (3,247)        | -                           |
| Publicity grants                      | 1,252                      | -                 | (136)            | -              | 1,116                       |
| Minibus appeal                        | 2,496                      | -                 | (677)            | -              | 1,819                       |
| Fixed assets                          | 417,733                    | -                 | (8,525)          | -              | 409,208                     |
| Cyclical maintenance fund             | 10,000                     | -                 | -                | (400)          | 9,600                       |
| Extraordinary repair fund             | 36,826                     | -                 | -                | (650)          | 36,176                      |
| Contingency fund                      | 1,314                      | -                 | -                | -              | 1,314                       |
| SBC Locality budget grants            | 266                        | -                 | -                | -              | 266                         |
| Client activities grants              | 432                        | -                 | (416)            | (16)           | -                           |
| Hertfordshire Community<br>Foundation | -                          | 24,722            | (20,136)         | (4,586)        | -                           |
| Housing First (NH)                    | -                          | 22,000            | (10,846)         | -              | 11,154                      |
|                                       | <u>503,494</u>             | <u>136,542</u>    | <u>(127,309)</u> | <u>(8,899)</u> | <u>503,828</u>              |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 18 Restricted funds

(Continued)

#### Rent deposit scheme

The rent deposit scheme provides loans to clients moving from the hostels, enabling them to pay rent deposits for their move on to independent living.

#### Gifts in kind

The gifts in kind comprise the rentable value of the property provided free of charge by Stevenage Borough Council, North Hertfordshire Homes and Stevenage Consolidated Charities together with charitable relief applied to business rates.

#### Outreach project

Funded by NHDC, the Outreach Project provides a wide range of support and services to people sleeping rough in North Herts, to help them connect with appropriate services and to find accommodation through the help of a dedicated support worker.

#### Housing First

Funded by NHDC, the Housing First project provides a wide range of support and services to people sleeping rough in North Herts, to help them connect with appropriate services and to find accommodation through the help of a dedicated support worker similarly to the Outreach Project.

#### Publicity grants

This is funding towards promotional supplies and equipment.

#### Minibus appeal

This represents fundraising for a minibus to use for client activities.

#### Hertfordshire Community Foundation

The grants received are for Almshouse renovations, a specialist worker is acquired and the purpose is to increase the usage of communal areas in Baldock.

#### SBC loyalty budget grant

Grant which funds driving lessons for client employability skills.

### 19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                                   | Movement in funds          |                |                | Movement in funds          |                |                | Balance at<br>31 March 2021 |
|-----------------------------------|----------------------------|----------------|----------------|----------------------------|----------------|----------------|-----------------------------|
|                                   | Balance at<br>1 April 2019 | Income         | Expenditure    | Balance at<br>1 April 2020 | Income         | Expenditure    |                             |
|                                   | £                          | £              | £              | £                          | £              | £              | £                           |
| Freehold<br>land and<br>buildings | 163,016                    | 205,000        | (4,870)        | 363,146                    | 138,684        | (9,526)        | 492,304                     |
|                                   | <u>163,016</u>             | <u>205,000</u> | <u>(4,870)</u> | <u>363,146</u>             | <u>138,684</u> | <u>(9,526)</u> | <u>492,304</u>              |

The designated fund represents the net book value of the freehold land and buildings

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 20 Analysis of net assets between funds

|                                                    | Unrestricted<br>funds<br>2021<br>£ | Restricted<br>funds<br>2021<br>£ | Total<br>2021<br>£ | Unrestricted<br>funds<br>2020<br>£ | Restricted<br>funds<br>2020<br>£ | Total<br>2020<br>£ |
|----------------------------------------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Fund balances at 31 March 2021 are represented by: |                                    |                                  |                    |                                    |                                  |                    |
| Tangible assets                                    | 492,281                            | 409,231                          | 901,512            | 363,146                            | 417,733                          | 780,879            |
| Programme related assets                           | -                                  | 8,694                            | 8,694              | -                                  | 6,890                            | 6,890              |
| Current assets/<br>(liabilities)                   | 1,133,779                          | 85,903                           | 1,219,682          | 1,114,957                          | 78,871                           | 1,193,828          |
| Long term liabilities                              | (38,800)                           | -                                | (38,800)           | -                                  | -                                | -                  |
|                                                    | <u>1,587,260</u>                   | <u>503,828</u>                   | <u>2,091,088</u>   | <u>1,478,103</u>                   | <u>503,494</u>                   | <u>1,981,597</u>   |

### 21 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

|                            | 2021<br>£        | 2020<br>£        |
|----------------------------|------------------|------------------|
| Within one year            | 56,700           | 56,700           |
| Between two and five years | 226,800          | 226,800          |
| In over five years         | 822,150          | 878,850          |
|                            | <u>1,105,650</u> | <u>1,162,350</u> |

### 22 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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| 23 | Cash generated from operations                                    | 2021<br>£      | 2020<br>£      |
|----|-------------------------------------------------------------------|----------------|----------------|
|    | Surplus for the year                                              | 109,491        | 693,970        |
|    | Adjustments for:                                                  |                |                |
|    | Investment income recognised in statement of financial activities | (156)          | (1,295)        |
|    | Depreciation and impairment of tangible fixed assets              | 18,051         | 13,395         |
|    | Movements in working capital:                                     |                |                |
|    | Decrease/(increase) in programme related assets                   | (1,804)        | (2,125)        |
|    | (Increase) in debtors                                             | (11,765)       | (5,992)        |
|    | (Decrease)/increase in creditors                                  | (5,257)        | 38,780         |
|    | Increase in deferred income                                       | 81,500         | -              |
|    | <b>Cash generated from operations</b>                             | <u>190,060</u> | <u>736,733</u> |
| 24 | <b>Analysis of changes in net funds</b>                           |                |                |
|    | The charity had no debt during the year.                          |                |                |



**Haven First**

England & Wales - Charity number 1064495

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# Accounts

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Charity Registration No. 1064495

Company Registration No. 03366848 (England and Wales)

**HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                          |                                                                                                                                                                                    |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>          | Mr A Curtis<br>Ms R Patterson<br>Mrs L Copland<br>Mrs S Forde<br>Mr R Robinson<br>Mrs T Callaghan<br>Ms J Dollimore<br>Ms R Manning<br>Mr J R Raynor<br>(Appointed 21 August 2019) |
| <b>Secretary</b>         | Mr R Cohen                                                                                                                                                                         |
| <b>Charity number</b>    | 1064495                                                                                                                                                                            |
| <b>Company number</b>    | 03366848                                                                                                                                                                           |
| <b>Registered office</b> | 6 Ditchmore Lane<br>Stevenage<br>Hertfordshire<br>SG1 3LJ                                                                                                                          |
| <b>Auditor</b>           | Moore Northern Home Counties Limited<br>First Floor<br>73-75 High Street<br>Stevenage<br>Hertfordshire<br>SG1 3HR                                                                  |
| <b>Bankers</b>           | National Westminster Bank plc<br>26 - 28 Queensway<br>Stevenage<br>Hertfordshire<br>SG1 1BT                                                                                        |

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# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

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# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2020**

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The trustees present their report and financial statements for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 1 January 2019)".

#### **Objectives and activities**

The objects of the charity are:

- to relieve people in Stevenage and the surrounding area in particular by the provision of short-term housing accommodation;
- to give assistance to homeless people.

In setting out the objectives and planning the activities, the trustees of Haven First have given careful consideration to the Charity Commission's general guidance on public benefit.

The activities include:

- providing a hostel where homeless people can find shelter overnight, have an evening meal, bed and breakfast and facilities to wash themselves and their clothing;
- providing an advancement in education and facilities in the interest of social welfare with the objective of improving conditions of life for the homeless;
- providing assistance to homeless people seeking permanent accommodation, including financial assistance to help them meet the initial cost of moving into permanent accommodation;
- training residents and supporting ex-residents of the hostel to take on responsibility of managing their affairs in order to retain permanent accommodation;
- in accordance with its Memorandum and Articles of Association, Haven First has the power to:- "purchase, take on lease, or in exchange, hire or otherwise acquire real or personal property and rights or privileges and to construct, maintain and alter buildings or erections". Accordingly the charity is looking to increase capacity by purchasing accommodation to use for "move on" purposes.

#### **Achievements and performance**

The purpose-built hostel in Stevenage, which opened in October 2015, provides single en-suite bedroom accommodation for 40 clients. This style of facility has enabled us to provide temporary accommodation to clients with increased support needs and we have therefore endeavoured to work more closely with statutory and non statutory agencies to enhance the client services.

All clients have a dedicated keyworker who meet regularly to undertake relevant support plans to provide an effective pathway for the clients to eventually move on to suitable independent accommodation.

We continue to provide a variety of day services for clients including employability skills, basic living and cooking skills, counselling, budgeting guidance, tenancy training, art group, substance misuse and sports and leisure activities. We continue to work in close partnership with external agencies that provide additional support and training services.

The Sports Mentor works with the clients on sports activities to increase self-worth as well as wellbeing. We have a dedicated Substance Misuse Worker who can provide specialized 1-2-1 assessments and counselling with clients to assist them with addressing various addictions.

# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2020**

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Local homelessness statistics show that rough sleeping rose by 83% between 2018/2019 and despite the introduction of the Homeless Reduction Act 2017, the number of homeless people in temporary accommodation rose to its highest rate since 2010 in the period 2018/2019.

Recent figures record the highest levels of homelessness in the UK, 15 % higher than the previous year. Government cuts have put pressure on staffing and resources to combat homelessness and the complicated and stringent structure of Universal Credit continues to further exacerbate an already precarious situation.

Affordability for rented housing and buying is a major issue with 'loss of home' caused by rent or mortgage arrears. On 31 March 2019 the Ministry for Housing, Communities and Local Government published that the number of households living in temporary accommodation across England was 84,740, up 4.7% from March 2018 and up by an immense 76.5% on December 2010 demonstrating that the number and complexity of homeless cases continues to increase.

The requirement to access emergency temporary accommodation therefore is still very much the need and with the economic climate experienced at present, these figures are unfortunately like to continue to increase. There have been a total of 712 referrals for both projects in Stevenage and North Hertfordshire. During this fiscal year, the Haven have accommodated and supported nearly 140 residents and have achieved a planned move on rate of 81%, which is a credit to the dedicated staff team but remains a target that the organization continues to improve.

Whilst we continue to provide the operational management of the 16 bed hostel in Hitchin we are actively working with other partners to be able to provide a new purpose-built hostel in Letchworth due to the current building not being fit for purpose. We have identified a suitable site that would provide a new hostel mirroring the Stevenage project as well as providing second and third stage accommodation and are working hard with other interested parties to achieve this long-awaited goal. It is hoped that approved planning permission for this long-awaited hostel will be approved this year.

Positive client move on rates remains a high priority for Haven First as we recognise the need for clients to access suitable move on accommodation for the opportunity to succeed living as independent, secure and a decent lifestyle as possible. However, social and private rented properties are difficult to source and one of the main strategic aims on the Haven's business plan remains to actively increase the Haven's own housing stock. We were therefore pleased to be able to acquire 4 single person almshouses from Stevenage Consolidated Charities which will ensure the longevity of these properties remaining as social housing. A three-bed house was also purchased to provide the next second stage housing step for clients from the hostel which is our first owned property in North Hertfordshire.

Our Floating Support team continues to focus on providing the essential transition to support the clients from leaving the hostels to supporting them to sustain their own independent tenancies. They also work with the valuable few landlords in Stevenage and North Herts willing to provide private let accommodation to those who are on benefits.

We continue to retain a social lettings contract with a reputable landlord in Stevenage to manage and support an impressive designed 6 bed self contained unit focusing on clients moving on from the hostels. It is anticipated that a similar contract will be attained in Spring 2021 when a further 6 bed unit will be completed in Stevenage.

Throughout the year we have had help from over 20 volunteers, providing support and assistance with a range of services and activities. These include governance, counselling, lunchtime help and kitchen assistants, cleaning, admin assistance and day services such as signposting, teaching, mentoring, arts & crafts, and sports/wellbeing. A total of approximately 2,400 volunteer hours in the year.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### Financial review

The trustees aim to keep unrestricted funds at a level equal to six months' budgeted expenditure. This level is required to demonstrate financial stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to link the policy to its business plan and to hold this level of reserves to fund:

- costs of future developments that will enable Haven First to meet its aims and objectives;
- fluctuations in income due to delayed receipt of statutory and contract payments;
- any unplanned but necessary expenditure.

The level of reserves is monitored and the policy is reviewed four times a year by the trustees. At the year-end, the level of unrestricted general funds was £1,105,185.

Haven First has powers to invest in any way the trustees wish. The trustees, having regard to liquidity requirements, decided to keep any spare funds not required for immediate use in an interest-bearing instant access account with the Charities Aid Foundation.

The trustees have identified the major risks to which Haven First is exposed and are satisfied that systems or procedures have been established to manage these risks. The Risk Management plan is visited half-yearly at trustee meetings. For example, the operational risk of losing key personnel is managed by maintaining regular supervisions, annual appraisals, training and annual salary reviews. The financial risk of failure of sustainability of the charity and/or evolving is managed through regular reporting to the Board and identifying new projects which are scrutinised for financial viability by the finance sub-committee. The external risks of changes in Government policies is managed through membership of relevant national umbrella organisations and by monitoring proposed legal and regulatory changes.

We are planning to increase the number of move on properties we have access to and to increase opportunities for clients to gain more voluntary work in the community.

Other plans include: expanding the Haven First Floating Support service and outreach work to help rough sleepers throughout the Stevenage and North Herts area; increase the number of move on properties we have access to and increase opportunities for clients to gain more voluntary work.

Since the year-end, the charity has utilised further property in North Herts to comply with the restrictions put in place due to the Covid-19 pandemic. The charity continues to monitor the risks associated with the pandemic and deal with them as they arise.

### Structure, governance and management

Haven First is a company limited by guarantee and not having a share capital, incorporated on the 8 May 1997 as amended by special resolution on the 10 August 1997. Haven First was registered as a charity on 19 September 1997.

The charity was established under a memorandum of association which established the objects and powers of the charity and it is governed by its articles of association.

The trustees, who are also the directors for the purpose of company law, who served during the year were:

Mr A Curtis  
Ms R Patterson  
Mrs L Copland  
Mrs S Forde  
Mr R Robinson

# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2020***

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Mrs T Callaghan

Ms J Dollimore

Ms R Manning

Mr P Watson

Mr J R Raynor

(Resigned 8 April 2019)

(Appointed 21 August 2019)

The trustees of the company consist of the Chairman and eight members, all of whom are members of the committee.

The maximum number of committee members is determined by the organisation's Articles of Association which specifies the a maximum number of 12. The minimum number of committee members shall be three.

The committee shall have power at any time to appoint any person to be a committee member, either to fill a casual vacancy or as an addition to the existing members.

Committee members retire after serving a term of three years and are eligible for re-election.

The trustees manage the charity. Trustee meetings are held at eight-weekly intervals.

Committees and working groups are formed when appropriate, on a temporary basis.

The Project Director and the Chairman communicate regularly with each other and the other trustees by telephone or e-mail to reach decisions on important matters arising between trustee meetings.

Responsibility for day-to-day management of Haven First lies with the Project Director, Barbara Howard; with powers and responsibilities approved by the trustees.

Trustees are provided with a full information pack on their induction and are encouraged to attend external training appropriate to their role.

Haven First reviews salary levels annually and uses agreed NJC pay scales (local government pay scales which are extensively used in the voluntary sector) as a guideline for identifying pay scales and banding, including those those for key management posts. Any proposed amendments to salary scales or remuneration of key staff is taken to the finance sub-committee meeting for initial consideration. Any decision to change salary scales or remuneration levels is then taken to the Board for final decision.

## **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2020**

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#### **Statement of trustees' responsibilities**

The trustees, who are also the directors of Haven First (formerly known as Stevenage Haven) for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

#### **Auditor**

The auditor, Moore Northern Home Counties Limited, is deemed to be reappointed under section 487(2) of the Companies Act 2006.

#### **Disclosure of information to auditor**

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

The trustees' report was approved by the Board of Trustees.

.....*R. Patterson*.....

**Ms R Patterson**

Trustee

Dated: *29 March 2021*

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

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#### Opinion

We have audited the financial statements of Haven First (formerly known as Stevenage Haven) (the 'charity') for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

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

#### Conclusions relating to going concern

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

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

#### Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

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#### **Opinions on other matters prescribed by the Companies Act 2006**

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

- the information given in the trustees' Report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

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

#### **Responsibilities of trustees**

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

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

#### **Auditor's responsibilities for the audit of the financial statements**

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

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



**Anne Davies (Senior Statutory Auditor)**  
for and on behalf of Moore Northern Home Counties Limited

**Chartered Accountants**  
**Statutory Auditor**  
First Floor  
73-75 High Street  
Stevenage  
Hertfordshire  
SG1 3HR

29 March 2021

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

|                                                           |       | Unrestricted<br>funds<br>2020<br>£ | Restricted<br>funds<br>2020<br>£ | Total<br>2020<br>£ | Unrestricted<br>funds<br>2019<br>£ | Restricted<br>funds<br>2019<br>£ | Total<br>2019<br>£ |
|-----------------------------------------------------------|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
|                                                           | Notes |                                    |                                  |                    |                                    |                                  |                    |
| <b>Income and endowments from:</b>                        |       |                                    |                                  |                    |                                    |                                  |                    |
| Donations and legacies                                    | 2     | 40,250                             | 68,265                           | 108,515            | 32,586                             | 81,276                           | 113,862            |
| Charitable activities                                     | 3     | 1,533,872                          | 49,200                           | 1,583,072          | 1,505,891                          | 37,595                           | 1,543,486          |
| Investments                                               | 4     | 1,295                              | -                                | 1,295              | 996                                | -                                | 996                |
| Other income                                              | 5     | 5,096                              | 474,398                          | 479,494            | -                                  | -                                | -                  |
| <b>Total income</b>                                       |       | <b>1,580,513</b>                   | <b>591,863</b>                   | <b>2,172,376</b>   | <b>1,539,473</b>                   | <b>118,871</b>                   | <b>1,658,344</b>   |
| <b>Expenditure on:</b>                                    |       |                                    |                                  |                    |                                    |                                  |                    |
| Raising funds                                             | 6     | 4,633                              | -                                | 4,633              | 2,647                              | -                                | 2,647              |
| Charitable activities                                     | 7     | 1,349,634                          | 124,139                          | 1,473,773          | 1,279,139                          | 116,276                          | 1,395,415          |
| <b>Total resources expended</b>                           |       | <b>1,354,267</b>                   | <b>124,139</b>                   | <b>1,478,406</b>   | <b>1,281,786</b>                   | <b>116,276</b>                   | <b>1,398,062</b>   |
| <b>Net income for the year/<br/>Net movement in funds</b> |       | <b>226,246</b>                     | <b>467,724</b>                   | <b>693,970</b>     | <b>257,687</b>                     | <b>2,595</b>                     | <b>260,282</b>     |
| Fund balances at 1 April 2019                             |       | 1,251,857                          | 35,770                           | 1,287,627          | 994,170                            | 33,175                           | 1,027,345          |
| <b>Fund balances at 31 March 2020</b>                     |       | <b>1,478,103</b>                   | <b>503,494</b>                   | <b>1,981,597</b>   | <b>1,251,857</b>                   | <b>35,770</b>                    | <b>1,287,627</b>   |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

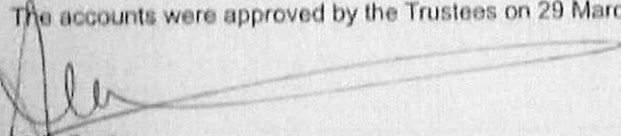
## BALANCE SHEET

AS AT 31 MARCH 2020

|                                                       | Notes | 2020<br>£        | £ | 2019<br>£        | £ |
|-------------------------------------------------------|-------|------------------|---|------------------|---|
| <b>Fixed assets</b>                                   |       |                  |   |                  |   |
| Tangible assets                                       | 11    | 780,879          |   | 163,016          |   |
| Programme related investments                         | 12    | 6,890            |   | 4,765            |   |
|                                                       |       | <u>787,769</u>   |   | <u>167,781</u>   |   |
| <b>Current assets</b>                                 |       |                  |   |                  |   |
| Debtors                                               | 13    | 103,515          |   | 97,523           |   |
| Cash at bank and in hand                              |       | 1,241,267        |   | 1,134,497        |   |
|                                                       |       | <u>1,344,782</u> |   | <u>1,232,020</u> |   |
| <b>Creditors: amounts falling due within one year</b> | 14    | (150,954)        |   | (112,174)        |   |
| <b>Net current assets</b>                             |       | <u>1,193,828</u> |   | <u>1,119,846</u> |   |
| <b>Total assets less current liabilities</b>          |       | <u>1,981,597</u> |   | <u>1,287,627</u> |   |
| <b>Income funds</b>                                   |       |                  |   |                  |   |
| Restricted funds                                      | 16    | 503,494          |   | 35,770           |   |
| <b>Unrestricted funds</b>                             |       |                  |   |                  |   |
| Designated funds                                      | 17    | 363,146          |   | 163,016          |   |
| General unrestricted funds                            |       | <u>1,114,957</u> |   | <u>1,088,841</u> |   |
|                                                       |       | <u>1,478,103</u> |   | <u>1,251,857</u> |   |
|                                                       |       | <u>1,981,597</u> |   | <u>1,287,627</u> |   |

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

The accounts were approved by the Trustees on 29 March 2021

  
Mr A Curtis  
Trustee

Company Registration No. 03366848

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2020

|                                                               | Notes | 2020<br>£ | £                | 2019<br>£ | £                |
|---------------------------------------------------------------|-------|-----------|------------------|-----------|------------------|
| <b>Cash flows from operating activities</b>                   |       |           |                  |           |                  |
| Cash generated from operations                                | 21    |           | 736,733          |           | 287,402          |
| <b>Investing activities</b>                                   |       |           |                  |           |                  |
| Purchase of tangible fixed assets                             |       | (631,258) |                  | -         |                  |
| Interest received                                             |       | 1,295     |                  | 996       |                  |
| <b>Net cash (used in)/generated from investing activities</b> |       |           | (629,963)        |           | 996              |
| <b>Net cash used in financing activities</b>                  |       |           | -                |           | -                |
| <b>Net increase in cash and cash equivalents</b>              |       |           | 106,770          |           | 288,398          |
| Cash and cash equivalents at beginning of year                |       |           | 1,134,497        |           | 846,099          |
| <b>Cash and cash equivalents at end of year</b>               |       |           | <u>1,241,267</u> |           | <u>1,134,497</u> |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 1 Accounting policies

#### Charity information

Haven First (formerly known as Stevenage Haven) is a private company limited by guarantee incorporated in England and Wales. The registered office is 6 Ditchmore Lane, Stevenage, Hertfordshire, SG1 3LJ.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

The trustees have considered the impact of the Covid-19 pandemic on the business and, despite the impact it has had on the charity's operations, they do not believe there to be any change in the going concern status of the charity.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Gifts in kind have been valued at the cost to the donor. The value of services provided by volunteers has not been included.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised in the statement of financial activities on an accrual basis as a liability is incurred. Expenditure includes any VAT which can not be fully recovered.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

Resources expended are allocated to the particular activity where the cost relates directly to that activity.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost net of depreciation and any impairment losses. Expenditure on furniture, fittings and equipment is written off in the year of purchase.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                             |                      |
|-----------------------------|----------------------|
| Freehold land and buildings | 2% per annum on cost |
|-----------------------------|----------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 1 Accounting policies (Continued)

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Donations and legacies

|                     | Unrestricted<br>funds | Restricted<br>funds | Total          | Unrestricted<br>funds | Restricted<br>funds | Total          |
|---------------------|-----------------------|---------------------|----------------|-----------------------|---------------------|----------------|
|                     | 2020                  | 2020                | 2020           | 2019                  | 2019                | 2019           |
|                     | £                     | £                   | £              | £                     | £                   | £              |
| Donations and gifts | 40,250                | -                   | 40,250         | 32,586                | -                   | 32,586         |
| Gifts in kind       | -                     | 68,265              | 68,265         | -                     | 81,276              | 81,276         |
|                     | <u>40,250</u>         | <u>68,265</u>       | <u>108,515</u> | <u>32,586</u>         | <u>81,276</u>       | <u>113,862</u> |

### 3 Charitable activities

|                                  | 2020<br>£        | 2019<br>£        |
|----------------------------------|------------------|------------------|
| Grants and contracts             | 418,007          | 409,222          |
| Rent and residents' fees         | 1,141,352        | 1,119,512        |
| Management fees receivable       | 23,713           | 14,752           |
|                                  | <u>1,583,072</u> | <u>1,543,486</u> |
| Analysis by fund                 |                  |                  |
| Unrestricted funds               | 1,533,872        |                  |
| Restricted funds                 | 49,200           |                  |
|                                  | <u>1,583,072</u> |                  |
| For the year ended 31 March 2019 |                  |                  |
| Unrestricted funds               |                  | 1,505,891        |
| Restricted funds                 |                  | 37,595           |
|                                  |                  | <u>1,543,486</u> |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 4 Investments

|                     | Unrestricted funds | Unrestricted funds |
|---------------------|--------------------|--------------------|
|                     | 2020               | 2019               |
|                     | £                  | £                  |
| Interest receivable | 1,295              | 996                |

### 5 Other income

|                           | Unrestricted funds | Restricted funds | Total   | Total |
|---------------------------|--------------------|------------------|---------|-------|
|                           | 2020               | 2020             | 2020    | 2019  |
|                           | £                  | £                | £       | £     |
| Contingency fund          | -                  | 1,314            | 1,314   | -     |
| Fixed assets              | 2,145              | 426,258          | 428,403 | -     |
| Cyclical maintenance fund | 2,951              | 10,000           | 12,951  | -     |
| Extraordinary repair fund | -                  | 36,826           | 36,826  | -     |
|                           | 5,096              | 474,398          | 479,494 | -     |

The other income represents assets transferred from Stevenage Consolidated Charities that are now under the control of Haven First.

### 6 Raising funds

|                                   | Unrestricted funds | Unrestricted funds |
|-----------------------------------|--------------------|--------------------|
|                                   | 2020               | 2019               |
|                                   | £                  | £                  |
| <u>Fundraising and publicity</u>  |                    |                    |
| Fundraising and development costs | 3,633              | 2,647              |
| <u>Investment management</u>      | 1,000              | -                  |
|                                   | 4,633              | 2,647              |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 7 Charitable activities

|                                         | 2020<br>£        | 2019<br>£        |
|-----------------------------------------|------------------|------------------|
| Staff costs                             | 861,999          | 842,069          |
| Depreciation and impairment             | 13,395           | 3,623            |
| Rent and rates                          | 147,888          | 161,879          |
| Light and heat                          | 40,734           | 32,102           |
| Repairs and maintenance                 | 42,782           | 32,431           |
| Insurance                               | 13,122           | 11,452           |
| Office equipment                        | 1,234            | 1,807            |
| Travel costs                            | 22,877           | 10,880           |
| Bad debts                               | 18,906           | 24,711           |
| Legal and professional fees             | 13,487           | 6,806            |
| Computer costs                          | 28,647           | 4,088            |
| Telephone                               | 6,273            | 4,898            |
| Postage and stationery                  | 3,569            | 4,124            |
| Training                                | 8,560            | 7,607            |
| Recruitment                             | 2,773            | 1,722            |
| Activities for residents                | 6,521            | 10,430           |
| Housekeeping costs                      | 17,316           | 14,140           |
| Bank charges                            | 258              | 209              |
| General expenses                        | 21,360           | 2,981            |
| Subscriptions                           | 9,580            | 9,939            |
| Concierge                               | 140,499          | 146,789          |
| Catering costs                          | 44,181           | 47,071           |
| Outsourced project costs                | -                | 6,361            |
|                                         | <u>1,465,961</u> | <u>1,388,119</u> |
| Share of governance costs (see note 8)  | 7,812            | 7,296            |
|                                         | <u>1,473,773</u> | <u>1,395,415</u> |
| <b>Analysis by fund</b>                 |                  |                  |
| Unrestricted funds                      | 1,349,634        |                  |
| Restricted funds                        | 124,139          |                  |
|                                         | <u>1,473,773</u> |                  |
| <b>For the year ended 31 March 2019</b> |                  |                  |
| Unrestricted funds                      |                  | 1,279,139        |
| Restricted funds                        |                  | 116,276          |
|                                         |                  | <u>1,395,415</u> |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 8 Support costs

|                                    | Support costs<br>£ | Governance costs<br>£ | 2020<br>£ | 2019<br>£ | Basis of allocation |
|------------------------------------|--------------------|-----------------------|-----------|-----------|---------------------|
| Audit fees                         | -                  | 7,812                 | 7,812     | 7,296     | Governance          |
|                                    | -                  | 7,812                 | 7,812     | 7,296     |                     |
| Allocated to Charitable activities | -                  | 7,812                 | 7,812     | 7,296     |                     |

Governance costs includes payments to the auditors of £7,812 (2019- £7,296) for audit fees.

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 10 Employees

#### Number of employees

The average monthly number of employees during the year was:

|                                  | 2020<br>Number | 2019<br>Number |
|----------------------------------|----------------|----------------|
| Project and administrative staff | 39             | 41             |

#### Employment costs

|                       | 2020<br>£ | 2019<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 785,407   | 771,799   |
| Social security costs | 65,628    | 62,989    |
| Other pension costs   | 10,964    | 7,281     |
|                       | 861,999   | 842,069   |

There were no employees whose annual remuneration was £60,000 or more.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 11 Tangible fixed assets

|                                    | Freehold land and buildings<br>£ |
|------------------------------------|----------------------------------|
| <b>Cost</b>                        |                                  |
| At 1 April 2019                    | 181,131                          |
| Additions                          | 631,258                          |
|                                    | <hr/>                            |
| At 31 March 2020                   | 812,389                          |
|                                    | <hr/>                            |
| <b>Depreciation and impairment</b> |                                  |
| At 1 April 2019                    | 18,115                           |
| Depreciation charged in the year   | 13,395                           |
|                                    | <hr/>                            |
| At 31 March 2020                   | 31,510                           |
|                                    | <hr/>                            |
| <b>Carrying amount</b>             |                                  |
| At 31 March 2020                   | 780,879                          |
|                                    | <hr/>                            |
| At 31 March 2019                   | 163,016                          |
|                                    | <hr/>                            |

### 12 Programme related investments

|                   | £       |
|-------------------|---------|
| At 1 April 2019   | 4,765   |
| Advances          | 3,305   |
| Recovered amounts | (1,180) |
|                   | <hr/>   |
| At 31 March 2020  | 6,890   |
|                   | <hr/>   |

Programme related investments comprise loans made to clients under the rent deposit scheme.

### 13 Debtors

|                                             | 2020<br>£ | 2019<br>£ |
|---------------------------------------------|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| Trade debtors                               | 86,761    | 83,136    |
| Other debtors                               | 1,342     | 1,250     |
| Prepayments and accrued income              | 15,412    | 13,137    |
|                                             | <hr/>     | <hr/>     |
|                                             | 103,515   | 97,523    |
|                                             | <hr/>     | <hr/>     |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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**14 Creditors: amounts falling due within one year**

|                                    | 2020           | 2019           |
|------------------------------------|----------------|----------------|
|                                    | £              | £              |
| Other taxation and social security | 18,749         | 16,569         |
| Trade creditors                    | 55,700         | 38,663         |
| Other creditors                    | 29             | 28             |
| Accruals and deferred income       | 76,476         | 56,914         |
|                                    | <u>150,954</u> | <u>112,174</u> |

**15 Retirement benefit schemes**

**Defined contribution schemes**

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £10,964 (2019 - £7,281).

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                            | Balance at 1<br>April 2019<br>£ | Movement in funds |                  | Balance at 31<br>March 2020<br>£ |
|----------------------------|---------------------------------|-------------------|------------------|----------------------------------|
|                            |                                 | Income<br>£       | Expenditure<br>£ |                                  |
| Rent deposit scheme        | 33,175                          | -                 | -                | 33,175                           |
| Gifts in kind              | -                               | 68,265            | (68,265)         | -                                |
| Outreach project           | -                               | 35,000            | (35,000)         | -                                |
| Publicity grants           | 1,595                           | -                 | (343)            | 1,252                            |
| Minibus appeal             | 1,000                           | 11,000            | (9,504)          | 2,496                            |
| Fixed assets               | -                               | 426,258           | (8,525)          | 417,733                          |
| Cyclical maintenance fund  | -                               | 10,000            | -                | 10,000                           |
| Extraordinary repair fund  | -                               | 36,826            | -                | 36,826                           |
| Contingency fund           | -                               | 1,314             | -                | 1,314                            |
| SBC Locality budget grants | -                               | 300               | (34)             | 266                              |
| Client activities grants   | -                               | 2,900             | (2,468)          | 432                              |
|                            | <u>35,770</u>                   | <u>591,863</u>    | <u>(124,139)</u> | <u>503,494</u>                   |

#### Rent deposit scheme

The rent deposit scheme provides loans to clients moving from the hostels, enabling them to pay rent deposits for their move on to independent living.

#### Gifts in kind

The gifts in kind comprise the rentable value of the property provided free of charge by Stevenage Borough Council, North Hertfordshire Homes and Stevenage Consolidated Charities together with charitable relief applied to business rates.

#### Outreach project

Funded by NHDC, the Outreach Project provides a wide range of support and services to people sleeping rough in North Herts, to help them connect with appropriate services and to find accommodation through the help of a dedicated support worker.

#### Publicity grants

This is funding towards promotional supplies and equipment.

#### Minibus appeal

This represents fundraising for a minibus to use for client activities.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                             | Balance at<br>1 April 2018<br>£ | Expenditure<br>£ | Balance at<br>1 April 2019<br>£ | Movement in funds |                  | Balance at<br>31 March 2020<br>£ |
|-----------------------------|---------------------------------|------------------|---------------------------------|-------------------|------------------|----------------------------------|
|                             |                                 |                  |                                 | Income<br>£       | Expenditure<br>£ |                                  |
| Freehold land and buildings | 166,639                         | (3,623)          | 163,016                         | 205,000           | (4,870)          | 363,146                          |
|                             | <u>166,639</u>                  | <u>(3,623)</u>   | <u>163,016</u>                  | <u>205,000</u>    | <u>(4,870)</u>   | <u>363,146</u>                   |

The designated fund represents the net book value of the freehold land and buildings

### 18 Analysis of net assets between funds

|                                                    | Unrestricted<br>funds<br>2020<br>£ | Restricted<br>funds<br>2020<br>£ | Total<br>2020<br>£ | Unrestricted<br>funds<br>2019<br>£ | Restricted<br>funds<br>2019<br>£ | Total<br>2019<br>£ |
|----------------------------------------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Fund balances at 31 March 2020 are represented by: |                                    |                                  |                    |                                    |                                  |                    |
| Tangible assets                                    | 363,146                            | 417,733                          | 780,879            | 163,016                            | -                                | 163,016            |
| Programme related assets                           | -                                  | 6,890                            | 6,890              | -                                  | 4,765                            | 4,765              |
| Current assets/ (liabilities)                      | 1,114,957                          | 78,871                           | 1,193,828          | 1,088,841                          | 31,005                           | 1,119,846          |
|                                                    | <u>1,478,103</u>                   | <u>503,494</u>                   | <u>1,981,597</u>   | <u>1,251,857</u>                   | <u>35,770</u>                    | <u>1,287,627</u>   |

### 19 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

|                            | 2020<br>£        | 2019<br>£        |
|----------------------------|------------------|------------------|
| Within one year            | 56,700           | 56,700           |
| Between two and five years | 226,800          | 226,800          |
| In over five years         | 878,850          | 935,550          |
|                            | <u>1,162,350</u> | <u>1,219,050</u> |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 20 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).

| 21 | Cash generated from operations                                    | 2020<br>£      | 2019<br>£      |
|----|-------------------------------------------------------------------|----------------|----------------|
|    | Surplus for the year                                              | 693,970        | 260,282        |
|    | Adjustments for:                                                  |                |                |
|    | Investment income recognised in statement of financial activities | (1,295)        | (996)          |
|    | Depreciation and impairment of tangible fixed assets              | 13,395         | 3,623          |
|    | Movements in working capital:                                     |                |                |
|    | (Increase)/decrease in programme related assets                   | (2,125)        | 783            |
|    | (Increase)/decrease in debtors                                    | (5,992)        | 7,075          |
|    | Increase in creditors                                             | 38,780         | 16,635         |
|    | <b>Cash generated from operations</b>                             | <b>736,733</b> | <b>287,402</b> |

### 22 Analysis of changes in net funds

The charity had no debt during the year.