

Registered number: 03590328
Charity number: 1070430

HAMOAZE HOUSE
(A COMPANY LIMITED BY GUARANTEE)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

**HAMOAZE HOUSE
(A COMPANY LIMITED BY GUARANTEE)**

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**HAMOAZE HOUSE
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021**

Trustees	Judge W E M Taylor, Director Mrs S J Hobbs Mr S J Pearce Mr M R Thomas Cllr B Vincent Mr A J Westall (resigned 29 October 2020) Mr S D Young Mrs E Fluellen Mrs W A Hannon
Company registered number	03590328
Charity registered number	1070430
Registered office	Hamoaze House Mount Wise Devonport Plymouth Devon PL1 4JQ
Chief Executive Officer	Mr M Bignell
Bankers	The Co-Operative Bank Plc PO Box 250 Skelmersdale Lancashire WN8 6WT

**HAMOAZE HOUSE
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

The Trustees present their report and the certified financial statements for the year ended 31 March 2020. The accounts have been drawn up in compliance with the Statement of Recommended Practice – Accounting and Reporting by Charities (as revised in March 2005) ('SORP'), the Charities Act 2011, the Companies Act (2006), and in accordance with the company's Memorandum and Articles of Association.

Structure, governance, and management

The company was incorporated on 30 June 1998 and attained registered Charity status on 7 July 1998. The company is limited by guarantee and does not have a share capital.

Trustee recruitment, induction, and training

The Trustees who served during the year and since the year end are set out on page 1. The Board of Trustees, which meets regularly during the year, appoints trustees and deals with the induction process for new trustees.

All new Trustees are given the opportunity to tour the project and meet both service users and staff. Trustees are always invited to various celebrations and festivities throughout the year, however, please note that during the period April 2020 to March 2021 these opportunities were not available due to Covid-19 government guidelines. Hamoaze House also has an open-door policy encouraging trustees to drop in.

Charity Commission booklets are also provided for new trustees such as "The Essential Trustee" to outline the role.

Organisational structure and decision-making policy

Day to day decisions are ultimately made by the Chief Executive in collaboration with the Senior Leadership Team. All decisions are made using appropriate operational policy and procedures, and if needed in consultation with the Specialist Public Health Consultant at the Office of the Director of Public Health, Plymouth City Council, Hamoaze House's core funder. Plymouth City Council is now responsible for implementing the Government's drug strategy at a local level, including commissioning, and developing treatment services. The City has announced that the tender for services for 'multiple and complex needs' will need to be a collaborative partnership approach. This will mean that services working with people with multiple and complex needs will work very closely together using simple core assessment with multiple access to services. Closing gaps between services and ensuring that there is no duplication of services. Hamoaze House is working with partners to be able to apply for the tender. We have now established an Alliance with relevant partners commissioned by the current Complex Needs Budget. As such we have set up an integrated Model Development Group to collaborate with providers from across the sector including service users, family members and commissioners to co-produce a system model that will meet current and future demand. This is in preparation for the anticipated tendering process. Since this time the Alliance successfully completed the tendering process. The Alliance went live from the 1st April 2019.

We have now been working together since this time as an Alliance to co-produce, co-ordinate and provide a range of support services for people with complex needs. As an Alliance, members, which include the provider(s) and commissioners, will drive forwards change and respond effectively to the complex needs of the citizens of Plymouth in an ever-changing landscape, shaping the future system accordingly.

The Alliance aims to improve the lives of people with complex needs by supporting the whole person to meet their aspirations, whilst also contributing towards national outcome targets in relation to statutory homelessness, children in care and care leavers, drug treatment, reoffending rates, preventing admissions to hospital and urgent care targets.

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**

The purpose of the Alliance is to:

- Enable people to fulfill their potential by resolving underlying issues and causes, the consequences of which are homelessness, substance misuse, offending, mental health and risk of exploitation and in the case of parents, often has a negative impact on their capacity to meet their child(ren)s developmental, wellbeing and health needs
- Provide support to enable people to become independent and step down from services, by providing the right support at the right time, reducing the pressure on crisis and emergency services and moving towards independence and wellbeing
- Support people to achieve their goals (the things that matter most to the individuals) through an honest relationship that changes over time as aspirations grow, develop and are achieved
- Following the implementation of the Homelessness Reduction Act 2017, support the local authority in discharging its statutory duties in relation to homelessness.

Any strategic decision would be made in consultation and with the approval of the Board of Trustees.

Hamoaze House continuously collects data and returns this monthly and quarterly to the National Drug Treatment Monitoring Service (NDTMS).

Many areas are monitored, including waiting times to access treatment, duration of treatment, treatment modalities, family involvement, care planning and reviews. HALO our chosen case management system is now used by all staff. This is a system that allows there to be a single virtual case file, in which, all specialist drug and alcohol services providing treatment, or a specific modality has access and can input to this file. This is to prevent replication of i.e., assessments, risk assessments and case notes. The file is essentially owned by the service user.

As part of a collaborative partnership approach, we are piloting a single assessment process with our partners with shared training to reduce duplication and for the services to appear seamless for the service user. In the past 24 months the Alliance has made considerable steps in stepping away from duplication and able to make cost savings as such. We also have come together as an Alliance collaborate and work together to deliver effective homeless services and accommodation services and as such significantly reduced the number of people spend lengthy periods of time in bed and breakfast. There is also now a multi-disciplinary team dealing with access to accommodation with one single referral and assessment process.

However, the Alliance's focus and attention turned to managing services and continuing to offer services under the threat of Covid-19 and the subsequent government guidelines. On the 23rd of March 2020 Hamoaze House closed its doors and immediately began to develop a system of virtual support. This started with telephone calls, emails and Skype contact and developed into a variety of platforms such as Zoom Groups and Workshops, closed Facebook rooms, 1 – 1 facetime support, texting and of course telephone conversations. This has proved highly successful and daily we are able to support an average of 50 people. With the reduction of the restrictions through government guidelines we have started a slow process of opening our doors allowing clients back into the building. This has been achieved by adhering to all government, public health, and Plymouth City Council guidelines. However, this is a stepped approach, and we still offer daily support including groups and activities through Zoom platforms. It is anticipated that even when all current restrictions are lifted, as well as opening our doors fully and supporting service users face to face, we will continue to offer daily online support for those individuals who are unable to access the service or unwilling to attend in person.

We also as part of the Alliance provide in partnership with following the instructions of the government needed to get all of the people rough sleeping, and or living in dormitory style accommodation off the streets, out of dormitory accommodation and into single room living. This happened within 5 days and was a very good example of Alliance working. All appropriate staff from Hamoaze were moved across to help supervise the 27 rooms of accommodation as were other staff members from within the Alliance. We also had a member of staff and some volunteers preparing and cooking 27 meals a day at Hamoaze and delivering them to the houses. This was enormously successful. However, as the above provision was ending on the 31st Dec 2020, Hamoaze House received grant funding to convert the previous Winter Provision dormitory accommodation into a single

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**

independent 8 bedrooomed units as per coved guidelines. We also received funding to purchase 4 independent sleeping pods which are situated in the courtyard adjacent to the Winter Provision. In November last year (2020) as a result of us beginning to prepare Hamoaze House for re-opening we re-opened the Winter Provision. We have also seen a steady increase in the number of clients referring themselves or being referred to Hamoaze for support.

Seymour House re-opened on the 14th September 2020 under safe working practices for schools and we are once again working in partnership with Mount Tamar to provide support for those complex young people at risk of exclusion from main-stream school. The Seymour House Youth Team were furloughed during the periods of closure, this enabled us to retain our experienced staff and avoid redundancies. The services we deliver depend on the knowledge, skills, and experience of our staff team.

Our Hidden Harm service is back up to full capacity and is working well, some increase in mental health problems and more impoverished families struggling to make ends meet was noted due to the lock down and the additional stresses this brought.

It is important to note that the lockdown has compounded the common mental health difficulties of those using our services, increasing anxiety, loneliness, and isolation.

The Charity shop reopened on the 3rd July 2020 however, had we not received the retail grants and the opportunity to furlough staff, it is very unlikely that we would have been able to sustain operations.

Risk management

The Trustees confirm that the major risks to which the Charity is exposed as identified by the Trustees have been reviewed and systems are established to mitigate those risks. A full review of all our Safeguarding Policies and Procedures have been completed and compliance with the new GDPR Regulations.

Objects and activities

In furtherance of its objectives and public benefit, the Charity's principle objectives according to its governing document are:

To preserve and safeguard the health, well-being and recovery of all persons whose lives are affected by dependency upon drugs (illegal and legal) and/or alcohol and the families of such persons and their community's.

To treat, preserve, intervene and safeguard the health and wellbeing of those persons at risk and vulnerable persons, young people, individuals and families.

To promote the education and further the attendance and attainment of those persons who have been unable to succeed in the traditional education system

To provide and manage a specialist day care centre for the benefit of the general public in Plymouth and elsewhere.

To advance the life skills of young people by, for example:

The provision of recreational and leisure time activities in the interest of social welfare, designed to improve their conditions of life.

The provision of support and activities which develop their skills, capacities and capabilities thus enabling them to participate in society as mature and responsible individuals

The Charity operates day to day support facilities for all persons affected by problematic substance use and multiple vulnerabilities and complex needs in the community, an alternative education programme and a

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

weekend and holiday short breaks programme for children and young people with disabilities. The program includes but is not limited to:

Individualised Recovery Care Plans	Theatre and drama productions
Structured time management	Music, i.e. writing, playing and performing
Group therapy	Anger management
Health promotion	Gardening and vegetable growing
Relapse prevention	Early intervention initiatives
Leisure and sport	Support into employment and training
Young persons' support	Education
Families' support	Life skills
Creative Writing	Seymour Young Peoples Day Support Service
Cookery	Student Placement
Supervised Contact	Fit and Fed (in conjunction with PCC)
Trampolining – British Gymnastics Qualification	Barista Project
Sensory Room	SHARP Project (in partnership with Harbour)
Hidden Harm Support and Training	Yoga
Core Maths and English	Charity Shop Volunteering
Various programs of online virtual support	

Young People

Our partnership continues with Mount Tamar (a specialist education provider) delivering services out of Seymour House. This service engages with several young people with specialist education needs (SEN's). This includes cognition and learning, autistic spectrum conditions, medical needs, physical disabilities, specific learning difficulties (dyslexia/dyscalculia). We are also supporting some of the Outreach provision.

The Charity hopes to build on the success of the current provision in the next financial year and beyond.

Strategic objectives

The overall objective is to encourage and support people in developing and improving skills and strategies to facilitate a move on from dependent behaviour (substances, lifestyles and associated agencies).

In addition, of particular significance is the objective to provide support for families, parents and young people affected by problematic substance use within their family and/or neighbourhood. This is achieved through offering structured day programmes individually tailored to the identified need of the client.

In support of this we are currently able to offer a dedicated service known as Hidden Harm, to young people whose lives are affected by the problematic drug or alcohol use of their parents or carers.

Hamoaze House is fully signed up with the recently established Alliance. Plymouth City Council in conjunction with all partners and people continue through the Alliance to co-design the future Complex Needs System. This will enable people using services to be supported flexibly, receiving the right care, at the right time, in the right place.

This Alliance Model is focused on creating systemic change; changes to culture, funding structures, commission and policy which will support this new way of working. Together we have created a contractual environment where suppliers share responsibility for achieving outcomes and are mutually supportive, all decisions are made on the best outcome for people using services.

The vision is to improve the lives of people with complex needs, supporting the whole person to meet their aspirations and to participate in and contribute to all aspects of life.

Alliance success is based on leadership, alignment, shared risks and incentives and a commitment to collaboration. It promotes a new way of working, it drives collaboration and innovation, provides integrated care and improves efficiency and stability promoting sustainable outcomes for those people using the services.

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**

Achievements and performance

The successful realisation of each service user's care plan, their purpose for being here, is monitored with regular reviews by Hamoaze House staff, client and referrer. Many of the policies are standard with other drug and alcohol service providers.

Performance objectives

- To increase capacity of adult service users to 72.

(Note: During the Covid 19 first lockdown we saw a gradual but steady increase in people requiring support.)

- With a significant increase in mental health issues
- People struggling financially
- Spiraling alcohol use.

- To maintain capacity of young people's combined service at 40.

(Note: This was impacted during the Covid lockdown period leaving many young people isolated as services and professionals closed and went into lockdown and staff furloughed/isolating. We continued to offer support, particularly to the Hidden Harm cohort via telephone, text and face to face whenever it was assessed as necessary. A significant number of young people and families were in crisis because prior to Covid they were surrounded by professionals and services which disappeared overnight.)

- To increase capacity of affected others' group to 20.

(Note: During the Covid 19 first lockdown period this figure increased to 26 families who were supported by telephone, email and virtually through Zoom.)

- To increase access to our facilities, such as the cabin, for the benefit of families, young people and children through a multi-agency approach.
- To continue to develop opportunities for greater partnership working, through the Alliance with a view to embedding collaboration and combined service provision.
- To provide education, training and employment opportunities for those using our services through the Hamoaze House Charity Shop and the Hamoaze House Coffee Box.
- To offer virtual online support for those who cannot or do not wish to access face to face groups and for this also to be available to compliment those already receiving face to face support.

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**

Significant activities for achieving objectives

To continually improve on quality of service.

To actively promote Hamoaze House's services.

To build capacity with "Not Engaged in Employment Training or School" Young people ("NEETS" – Not in Education, Employment, Training or School).

Actively promote the facilities available at Hamoaze House and build on current working relationships with all services involved in adult social care and child social care.

The Coffee Box was also affected due to the lockdown but as soon as we were able to re-open, we did so. Initially this was the only available outside location locally to sell coffee to members of the public and was extremely popular. This is a small venture where service users will benefit from education, training and improved employment opportunities through customer service, barista training, food and hygiene training and bookkeeping experience. All profit earnings from this project will be used to further the work of Hamoaze and Seymour House.

The Charity Shop has proven to be an effective way to build an independent income stream, wider engagement with the community and the city and particularly providing volunteering opportunities for those citizens using our services including accredited retail training.

We have also benefited this year from some of the funding that became available to help organisations/charities delivering services for people to re-open. These grants have allowed us to purchase furniture and soft furnishings with new wipeable furniture/furnishings, hands-free sanitizing stations, steam cleaning equipment, carpet cleaning equipment, additional IT equipment to avoid cross contamination and enabled effective home working by some staff. The IT infrastructure was completed during lockdown which also enable staff to be able to access all their files securely through the cloud system employed,

It is important to acknowledge our continued dependence upon grants and donations to enable specific t to go ahead i.e. enhancing facilities/services, developing new projects and exceptional repairs. Due to Covid many of the maintenance and repairs were not permitted for the period 2020/2021. We are now focused on catching up with all urgent repairs and refurbishments.

Financial review

It would be important to note and convey the diligence of Trustees when considering crucial policy proposals and expenditure with the careful attention to the possible outcome of such decisions both good or bad, financial or otherwise. With particular focus on both the risk and opportunities with each individual decision.

Revenue funding

Core revenue funding to cover the ongoing operating expenses has been covered for the next few months.

Principal funding sources

The principle funding sources of the organisation are set out in Note 4-7 of the accounts.

Reserves – Unrestricted Reserves Policy

Unrestricted general funds can be used in accordance with the Charitable Objects at the discretion of the Board of Trustees.

- To protect the Charity against the consequences of any contract being terminated or not renewed resulting in redundancy of roles.

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**

- To provide funds for urgent capital expenditure.
- To provide working capital if there are short term funding gaps.

Having completed a review of the likely costs involved the Trustees consider it to be apposite to maintain unrestricted reserves within the range £250,000 to £300,000. Current free reserves are £331,052.

Restricted funds can only be used for restricted purposes within the objects of the Charity.

Fundraising

We are predominately funded by public health grants and individual grant making trusts. Hamoaze House do not employ professional bodies or employ any fundraising staff. Hamoaze has a 'Just Giving' page on our website. We occasionally receive donations from supportive individuals and now raise independent funds through the Charity Shop and Coffee Box.

Pay Policy

This Pay Policy Statement sets out the Hamoaze House policy on pay and conditions for senior managers and employees.

Hamoaze House aims to attract and retain employees to deliver its objectives. In determining pay for senior managers and all other employees Hamoaze House operates in accordance with Plymouth City Council and the principles underlying the Living Wage and complies with current legislation.

KEY PRINCIPLES FOR PAY POLICY

- To be fair, reasonable and transparent
- To be affordable
- To reward employees for their contribution to the services delivered by Hamoaze House
- To maintain rates of pay which are both competitive in the local sector marketplace, reflect the need to retain key skills and recognise the commitment and hard work of all staff

Chief Executive and Executive Directors

The Board of Trustees is responsible for setting remuneration based on salary comparison against similar posts within the local charitable sector in line with the key principles above.

OTHER EMPLOYEES' PAY STRUCTURE

(including lowest paid employees)

Remuneration for other employees is normally determined by National Government Guidelines, in association with the National Living Wage and in line with other local sector charities within the same field of operation.

Any increases to salary structure are agreed by the Board of Trustees and recorded in the minutes of those meetings.

Plans for future periods

To further pursue, participate and invest in the Alliance framework and to be a valued and respected member within this system for the benefit of the people of the city of Plymouth.

The Alliance aims to improve the lives of people with complex needs by supporting the whole person to meet their aspirations, whilst also contributing towards National outcome targets in relation to drug treatment, statutory homelessness, re-offending rates, children in care and care leavers and preventing admissions to hospitals and urgent care targets.

**HAMOAZE HOUSE
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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**

The purpose of the Alliance is to:

- Enable people to fulfil their potential by resolving underlying issues and causes, the consequences of which are problematic relations with substances, homelessness, offending, mental health and risk of exploitation and in the case of parents this often has a negative impact on the capacity to meet their child(ren)'s developmental, wellbeing and health needs.
- To steadily build capacity within the youth provision, essentially by responding to demand, youth clubs and Bud Club (which has significantly grown).
- To continue and develop partnership with Mount Tamar.

Government policy is to encourage and sustain an environment where third sector organisations play an increasing role in the delivery of public services. It should be noted that people who use this service have complex issues; problematic use of alcohol and other drugs is multi-faceted. More recently the term being used to identify these people is "multiple vulnerabilities and complex needs".

Public benefit

The Trustees have complied with their duty outlined in Section 4 of the Charities Act 2006, to have due regard to public benefit guidance issued by the Charity Commission.

The review of our activities given in this document exemplifies how we have acted for the benefit of the public in and around the City of Plymouth.

Approved by order of the members of the board of Trustees and signed on their behalf by:



Judge W E M Taylor

Date: 5th December '21.

**HAMOAZE HOUSE
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**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

Independent Examiner's Report to the Trustees of Hamoaze House ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2021.

Responsibilities and Basis of Report

As the Trustees of the Charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent Examiner's Statement

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


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

1. accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:



Dated: 17/12/2021

Pamela Tuckett FCA, DChA

Bishop Fleming LLP

Chartered Accountants
Salt Quay House
4 North East Quay
Sutton Harbour
Plymouth
PL4 0BN

HAMOAZE HOUSE
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STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	4	29,367	46,085	75,452	27,394
Charitable activities	5	162,463	385,681	548,144	512,230
Other trading activities	6	-	67,323	67,323	122,096
Investments	7	-	322	322	1,844
		<u>191,830</u>	<u>499,411</u>	<u>691,241</u>	<u>663,564</u>
Total income					
Expenditure on:					
Raising funds		-	27,880	27,880	29,682
Charitable activities	8	191,830	445,586	637,416	595,047
		<u>191,830</u>	<u>473,466</u>	<u>665,296</u>	<u>624,729</u>
Total expenditure					
		<u>-</u>	<u>25,945</u>	<u>25,945</u>	<u>38,835</u>
Net movement in funds					
Reconciliation of funds:					
Total funds brought forward		-	1,267,299	1,267,299	1,228,464
Net movement in funds		-	25,945	25,945	38,835
		<u>-</u>	<u>1,293,244</u>	<u>1,293,244</u>	<u>1,267,299</u>
Total funds carried forward					

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 27 form part of these financial statements.

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REGISTERED NUMBER:03590328

BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	12	829,560	858,154
		<u>829,560</u>	<u>858,154</u>
Current assets			
Stocks	13	335	150
Debtors	14	44,160	86,995
Cash at bank and in hand		519,700	393,465
		<u>564,195</u>	<u>480,610</u>
Creditors: amounts falling due within one year	15	(100,511)	(71,465)
Net current assets		<u>463,684</u>	<u>409,145</u>
Total assets less current liabilities		<u>1,293,244</u>	<u>1,267,299</u>
Total net assets		<u>1,293,244</u>	<u>1,267,299</u>
Charity funds			
Restricted funds	16	-	-
Unrestricted funds	16	1,293,244	1,267,299
Total funds		<u>1,293,244</u>	<u>1,267,299</u>

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Judge W E M Taylor

Date: 5th Decem'21

The notes on pages 13 to 27 form part of these financial statements.

**HAMOAZE HOUSE
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. General information

The Charity is a Company limited by guarantee. The Members of the Charity are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per Member of the Charity.

2. Accounting policies

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Hamoaze House meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 GOING CONCERN

The accounts have been prepared on a going concern basis. At the end of the previous accounting period, the COVID19 pandemic forced a lockdown, and this affected operations within the current accounting period. The Charity has however continued to provide services to users, has continuing contracts for services and has sufficient reserves to cover short term reductions in income/additional costs. The Charity has continued operating whilst under restrictions after the year end and these restrictions have now been lifted. Based on these factors the Trustees consider that the going concern basis continues to be appropriate.

2.3 INCOME

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold.

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

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

2. Accounting policies (continued)

2.4 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 GOVERNMENT GRANTS

Revenue government grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

2.6 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the following bases.

Depreciation is provided on the following bases:

Freehold property	- 2% straight line
Short-term leasehold property	- 20% straight line
Motor vehicles	- 25% reducing balance
Fixtures and fittings	- 33% straight line

2.8 STOCKS

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.9 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

2. Accounting policies (continued)

2.10 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.12 FINANCIAL INSTRUMENTS

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 OPERATING LEASES

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

2.14 PENSIONS

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.15 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

HAMOAZE HOUSE
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

3. CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGMENT

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. Whilst there is a level of assumption in these judgements, the Trustees feel these are unlikely to have a significant effect on, or cause material error to the amounts recognised in the financial statements.

4. Income from donations and legacies

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Donations	-	3,440	3,440
Government grants	29,367	42,645	72,012
	<u>29,367</u>	<u>46,085</u>	<u>75,452</u>

	Unrestricted funds 2020 £	Total funds 2020 £
Donations	27,394	27,394
	<u>27,394</u>	<u>27,394</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

5. Income from charitable activities

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
SHARP - Substance Misuse Project	68,527	-	68,527
PCC Hidden Harm Grant	38,069	-	38,069
Plymouth Drug and Alcohol Team	-	332,236	332,236
Youth Referral Project	-	10,757	10,757
Lloyds TSB Foundation	31,367	-	31,367
Other Grant and Contract Income	-	11,779	11,779
Comic Relief - Family Resilience	-	-	-
Love Thy Neighbour	24,500	-	24,500
Sport England Grant	-	29,717	29,717
Fit and Fed Grant	-	1,192	1,192
	162,463	385,681	548,144

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
SHARP - Substance Misuse Project	69,067	-	69,067
PCC - Hidden Harm	38,069	-	38,069
Plymouth Drug and Alcohol Team	-	352,000	352,000
Youth Referral Project	-	29,341	29,341
Lloyds TSB Foundation	9,958	-	9,958
Other Grant and Contract Income	1,560	5,040	6,600
Comic Relief - Family Resilience	7,195	-	7,195
	125,849	386,381	512,230

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NOTES TO THE FINANCIAL STATEMENTS
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6. Income from other trading activities

Income from non charitable trading activities

	Unrestricted funds 2021 £	Total funds 2021 £
Rental and other income	56,642	56,642
Shop income	10,681	10,681
	<u>67,323</u>	<u>67,323</u>
	Unrestricted funds 2020 £	Total funds 2020 £
Rental and other income	85,897	85,897
Shop income	36,199	36,199
	<u>122,096</u>	<u>122,096</u>

7. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £
Bank interest	322	322
	<u>322</u>	<u>322</u>
	Unrestricted funds 2020 £	Total funds 2020 £
Bank interest	1,844	1,844
	<u>1,844</u>	<u>1,844</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £
Charitable activities	495,360	142,056	637,416

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £
Charitable activities	397,549	197,498	595,047

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2021 £	Total funds 2020 £
Staff costs	136,824	192,021
Governance costs	5,232	5,477
	142,056	197,498

9. Independent examiner's remuneration

	2021 £	2020 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	3,100	3,000

10. Staff costs

	2021 £	2020 £
Wages and salaries	387,898	395,932
Social security costs	28,330	35,138
Contribution to defined contribution pension schemes	29,708	17,615
	445,936	448,685

The average number of persons employed by the Charity during the year was as follows:

2021 No.	2020 No.
22	22

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel comprise the Senior Management Team. The aggregate employee benefits payable to the key management personnel for the year was £72,152 (2020: £69,965), this included pension and social security costs of £11,902 (2020: £9,965).

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020 - £NIL).

12. Tangible fixed assets

	Freehold property £	Short-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Total £
COST OR VALUATION					
At 1 April 2020	1,116,693	9,156	32,339	311,294	1,469,482
Additions	-	-	-	4,709	4,709
At 31 March 2021	1,116,693	9,156	32,339	316,003	1,474,191
DEPRECIATION					
At 1 April 2020	281,395	3,970	31,060	294,903	611,328
Charge for the year	22,334	1,639	320	9,010	33,303
At 31 March 2021	303,729	5,609	31,380	303,913	644,631
NET BOOK VALUE					
At 31 March 2021	812,964	3,547	959	12,090	829,560
At 31 March 2020	835,298	5,186	1,279	16,391	858,154

13. Stocks

	2021 £	2020 £
Coffee boxes for resale	335	150

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

14. Debtors

	2021 £	2020 £
DUE WITHIN ONE YEAR		
Trade debtors	24,379	57,915
Prepayments and accrued income	19,781	29,080
	<u>44,160</u>	<u>86,995</u>

15. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	26,349	22,968
Other creditors	10,742	22,380
Accruals and deferred income	63,420	26,117
	<u>100,511</u>	<u>71,465</u>

	2021 £	2020 £
Deferred income at 1 April 2020	13,045	16,328
Resources deferred during the year	34,565	9,873
Amounts released from previous periods	(9,873)	(13,156)
	<u>37,737</u>	<u>13,045</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Staff restructuring	50,000	-	-	-	50,000
Property maintenance	82,632	-	-	-	82,632
Net book value of fixed assets	888,744	-	(33,303)	(25,881)	829,560
	<u>1,021,376</u>	<u>-</u>	<u>(33,303)</u>	<u>(25,881)</u>	<u>962,192</u>
GENERAL FUNDS					
General funds	<u>245,923</u>	<u>499,411</u>	<u>(440,163)</u>	<u>25,881</u>	<u>331,052</u>
TOTAL UNRESTRICTED FUNDS	<u>1,267,299</u>	<u>499,411</u>	<u>(473,466)</u>	<u>-</u>	<u>1,293,244</u>
RESTRICTED FUNDS					
Restricted revenue funds	-	162,463	(162,463)	-	-
Coronavirus Job Retention Scheme	-	29,367	(29,367)	-	-
	<u>-</u>	<u>191,830</u>	<u>(191,830)</u>	<u>-</u>	<u>-</u>
TOTAL OF FUNDS	<u>1,267,299</u>	<u>691,241</u>	<u>(665,296)</u>	<u>-</u>	<u>1,293,244</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16. Statement of funds (continued)

Statement of funds - prior year

Designated funds

Staff restructuring – Hamoaze House is reliant upon finite project funding. In order to attract staff to posts within the organisation, it is not normal practice to issue fixed term contracts. Therefore it may be necessary to make posts redundant were funding to end and this designated fund is included to cover the anticipated costs of this restructuring.

Property maintenance – Hamoaze House is a grade II listed building and as such requires a great deal of maintenance and upkeep. The Trustees think it prudent to set aside funds to support the cyclical and often expensive maintenance requirements.

Net book value of fixed assets - represents the value of fixed assets not available for day to day use as cash.

Restricted funds

The *revenue expenditure* fund relates to donations and grants received in respect of revenue expenditure.

Coronavirus Job Retention Scheme - this is funding received from the government in respect of the Coronavirus Job Retention Scheme.

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Staff restructuring	50,000	-	-	-	50,000
Property maintenance	82,632	-	-	-	82,632
Computer equipment/IT infrastructure	6,750	-	-	(6,750)	-
Net book value of fixed assets	881,994	-	-	6,750	888,744
	<u>1,021,376</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,021,376</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

16. Statement of funds (continued)

GENERAL FUNDS

General funds	207,088	537,715	(498,880)	-	245,923
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RESTRICTED FUNDS

Restricted revenue funds	-	125,849	(125,849)	-	-
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TOTAL OF FUNDS	1,228,464	125,849	(624,729)	-	1,267,299
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17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds	1,021,376	-	(33,303)	(25,881)	962,192
General funds	245,923	499,411	(440,163)	25,881	331,052
Restricted funds	-	191,830	(191,830)	-	-
	1,267,299	691,241	(665,296)	-	1,293,244

Summary of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Designated funds	1,021,376	-	-	-	1,021,376
General funds	207,088	537,715	(498,880)	-	245,923
Restricted funds	-	125,849	(125,849)	-	-
	1,228,464	663,564	(624,729)	-	1,267,299

HAMOAZE HOUSE
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

18. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	829,560	829,560
Current assets	564,195	564,195
Creditors due within one year	(100,511)	(100,511)
TOTAL	1,293,244	1,293,244

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	858,154	858,154
Current assets	480,610	480,610
Creditors due within one year	(71,465)	(71,465)
TOTAL	1,267,299	1,267,299

19. Pension commitments

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £29,708 (2020: £17,615). Contributions totalling £4,212 (2020: £7,009) were payable to the fund at the balance sheet date and are included in creditors.

20. Operating lease commitments

At 31 March 2021 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	14,250	28,250
Later than 1 year and not later than 5 years	-	14,250
	14,250	42,500

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

21. Related party transactions

During the year, the Charity received income from a related party, with a common Trustee, of £Nil (2020: £88) for venue hire at Hamoaze House. At the year end, £Nil (2020: £88) was included within trade debtors.

22. Controlling party

The Charitable Company is controlled by its Trustees.

