

Registered Charity No:1086450
Registered Company No: 03910612
(England and Wales)

PARK LODGE PROJECT

(A Company limited by guarantee)

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2023

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

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FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2023**

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**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

Charity Reference and Administrative Details for the year ended 31 March 2023

Charity Name:	Park Lodge Project	
Charity Registration Number:	1086450	
Company Registration Number:	03910612	
Registered Office and Operational Address:	2 Central Avenue Clarendon Park Leicester LE2 1TB	
Trustees (and Directors):	David Pollard Nigel Oldman Deborah Lockton Rod Moore Maureen Dover Sarah Oldman Malcolm Pell Guy Dalby	(Treasurer) (Chair) (Appointed 4 July 2022) (Appointed 13 April 2022) (Appointed 13 April 2022) (Co-opted 20 January 2023)
Management Team:	Edward Bailey Helen Miller Michelle Brown	Chief Executive Officer Service Manager Service Manager
Senior Statutory Auditor:	Anilkumar Tailor Celerica Ltd, Chartered Certified Accountants The Old Chapel, 9A Kempson Road Leicester LE2 8AN	
Bankers:	National Westminster 1 Granby Street Leicester LE1 6EJ	

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**TRUSTEES ANNUAL REPORT (INCLUDING DIRECTOR'S REPORT AND
STRATEGIC REPORT) FOR THE YEAR ENDED 31ST MARCH 2023**

The trustees present their report and financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity governing document, 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 Published in October 2019 (second edition).

Trustees of the Charity

The directors of the charitable company are also its trustees for the purpose of charitable law. The trustees who have served during the year and since the year end are as follows:

Rod Moore	(Chair)	Maureen Dover	(Appointed 4 July 2022)
David Pollard	(Treasurer)	Sarah Oldman	(Appointed 13 April 2022)
Nigel Oldman		Malcolm Pell	(Appointed 13 April 2022)
Deborah Lockton		Guy Dalby	(Co-opted 20 January 2023)

Objectives and Activities

Park Lodge Project aims to empower young people to develop the skills to live independently through the provision of supported housing. We will do this by ensuring:

1. Every young person applying for accommodation gets fair and equal access.
2. All our staff are DBS checked and we have a clear Safeguarding Policy which is regularly monitored and updated.
3. All our staff have the necessary skills, knowledge and attitude to deliver the standard of service that we strive for.
4. Our accommodation is fit for purpose and we strive to improve the standard wherever possible.
5. We identify and apply, where possible, for local, regional and national funding opportunities that will further support and develop our work with young people.
6. Every young person has an individual support plan that identifies their health, education, training/employment needs and opportunities.

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**TRUSTEES ANNUAL REPORT (INCLUDING DIRECTOR'S REPORT AND
STRATEGIC REPORT) FOR THE YEAR ENDED 31ST MARCH 2023 (CONTINUED)**

Objectives and Activities (Continued)

The aims of Park Lodge Project

- * Reduce homelessness, repeat homelessness and risks of homelessness within the city, including offering advice, guidance and support.
- * Offer safe and nurturing accommodation, providing a stable living experience to those in need primarily young people.
- * Support service users to develop positive relationships and gain life skills to live independently and maintain tenancies.

Public Benefit Statement

The Trustees have considered the general guidance on public benefit issued by the Charities Commission and have taken due regard of that guidance. The Trustees consider they are satisfied that the charity's activities do provide a wide public benefit.

Strategic Report

Achievements and Performance

The main areas of charitable activity are the provision of supported accommodation, advice and information in housing related support, life skills, education and training and resettlement of homeless young people.

Funding for the Project is through commissioned bed spaces by Leicester City and other Authorities' Children and Young People's Services, Housing Benefit, young people's contributions, grants and donations. This is sufficient to employ 27 members of staff which is equivalent to 22 full time staff and 5 part time staff. In addition there is a bank of 8 sessional workers who are casual employees working for the Project. During the year we have achieved an occupancy level of 97.5% and have accommodated 141 residents within our 80 bed unit. 99 residents moved on during the year, with 45 leaving the Project and 54 moving within the Project to the next stage of their independence. 77% of all moves were considered to be positive. The Project continues to receive high demand with 303 referrals received during the year.

Residents accommodated during the year

12	Moved into their own tenancies
3	Moved back to family
3	Moved in with friends or partner
22	Abandoned their bed space or were evicted
3	Were supported to find other accommodation due to age/pregnancy
2	Moved to take up university courses and related accommodation
54	Internal transfers
42	Still residing at the Project

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**TRUSTEES ANNUAL REPORT (INCLUDING DIRECTOR'S REPORT AND
STRATEGIC REPORT) FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)**

Financial Review

During the year, the charity made a net surplus of £115,872.

It has been a difficult year with the extensive refurbishment work carried out at the Hinckley Road premises. The long term strategy of the charity looks promising as we now own two properties whereas all our properties were rented in earlier years.

Reserves Policy

The Trustees have examined the charity's requirements for reserves in light of the risks to the organisation. It has established a policy whereby the reserves are invested on deposit at National Westminster Bank in a high deposit account. The level of reserves has been depleted by the need to invest in the refurbishment of the Hinckley Road property. The Trustees have prioritised the need to build up cash reserves to equate to 3 months average running costs of the Project and seek additional sources of funding should the Project lose its current funding sources. The Trustees consider that this is a prudent measure to take place should existing activities be curtailed.

Plans for Future Periods

The charity plans to continue the activities outlined above in the forthcoming years subject to the continuance of satisfactory funding arrangements. We have continued to develop the purchased properties and enhance our financial stability. Current developments are centred on the West End of Leicester, where property is significantly cheaper than in Clarendon Park.

Structure, Governance & Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 20th January 2000 and registered as a charity on 3rd May 2001. The company was established under a Memorandum of Articles which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**TRUSTEES ANNUAL REPORT (INCLUDING DIRECTORS' REPORT AND
STRATEGIC REPORT) FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)**

Governing Document (Continued)

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association.

One third of the trustees or a minimum of three are required to stand for re-election at each Annual General Meeting on a rotating basis.

Due to the nature of the objectives of the Project much of the charity's work focuses upon young people. The Trustees seek to ensure that the needs of this group are appropriately reflected through the diversity of the trustee board. To enhance the potential pool of trustees, the charity seeks to identify young people who have been homeless and would be willing to become trustees and use their own experiences to assist the charity.

The more traditional business skills are well represented by the Trustees. In an effort to maintain a broad mix of skills, Trustees are requested to provide a list of their skills and in the event of particular skills being lost due to retirement, individuals are approached to offer themselves for election as Trustees.

Most trustees are familiar with the practical work of the charity as the charity has worked in partnership with them in a variety of fields to enhance the support provision provided to the young people.

New trustees are invited and encouraged to attend an induction course to familiarise themselves with the charity and the context within which it operates. This is led by the Chief Executive Officer and overseen by the Chair of the Trustees and covers:

1. A tour of all of the Project's properties.
2. The obligations of the Trustees.
3. The policies and procedures and other documents including the Memorandum and Articles of Association.
4. Resourcing and the current financial position as set out in the latest published accounts.
5. Future plans and objectives.
6. Information Pack

Further information is provided in a pack prepared from various Charity Commission documents and the Charity Commission's website guide 'An Essential Trustee'.

Additional training, if required, is sourced and paid for by the Project or delivered by the Chief Executive Officer.

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**TRUSTEES ANNUAL REPORT (INCLUDING DIRECTOR'S REPORT AND
STRATEGIC REPORT) FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)**

Risk Management

The Project's Risk Register is reviewed three times per year, the outcome of which is reported to the Management Committee. Where appropriate, systems and procedures have been established to mitigate the risks that the charity faces. External risks to funding have been minimised with a strategic plan to allow diversification of funding. Internal control risks are minimised by the implementation of a Financial Policy and Procedure for authorisation of all transactions within the Project.

Procedures are in place to ensure compliance with Health and Safety of staff, volunteers, trustees, service users, contractors and visitors to the Project. The Project's internal monitoring procedures ensure a consistent quality delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Organisational Structure

Park Lodge Project currently has 6 trustees who meet every 6 weeks and are responsible for the strategic direction and policy of the charity. The trustees come from a variety of professional backgrounds relevant to the work of the charity.

A scheme of delegation is in place and the day to day responsibility for the provision of services rests with the Chief Executive Officer along with the Service Managers. The CEO is also responsible for ensuring that the charity delivers the services specified and that key performance indicators are met, and for working with the Management Committee to provide strategic management. The Service Managers have the responsibility for the day to day operational management of the Project, one at each of the Project's two hubs, and for the individual supervision of the staff team and also ensuring that the team continue to develop their skills and working practices in line with good practice.

Related Parties

To enable the charity to achieve its charitable objectives, the charity operates within local and national guidelines. At a national level the Project is steered by the Department of Housing, Communities and Local Government strategy to reduce homelessness. In future the Project will also have to register with Ofsted. At a local level the Project works within Leicester City's Homelessness Strategy and the Leicester City and Leicestershire County Council's Children and Young People's Services guidelines. Park Lodge Project continues to establish and improve links with other organisations, local authorities elsewhere in the country, and the community to identify policy development and prospective funding opportunities to improve services to all service users.

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**TRUSTEES ANNUAL REPORT (INCLUDING DIRECTOR'S REPORT AND
STRATEGIC REPORT) FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)**

Statement of Trustees' Responsibilities

The Trustees (who are also directors of the Park Lodge Project for the purposes of company law) are responsible for preparing the Trustees' Report and 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 charitable company and of the incoming resources and application of resources of the charitable company for the year.

In preparing those 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 2019 (FRS 102);
- * 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;
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

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

In so far as we are aware:

- * There is no relevant audit information of which the charitable company's auditor is aware
- * 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.

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**TRUSTEES ANNUAL REPORT (INCLUDING DIRECTOR'S REPORT AND
STRATEGIC REPORT) FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)**

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities 2019 (FRS 102) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the trustees and signed on their behalf by:


.....

Mr D. Pollard (Director)

Dated: 21 November 2023

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITOR'S REPORT
TO THE TRUSTEES OF PARK LODGE PROJECT
FOR THE YEAR ENDED 31 MARCH 2023**

Opinion

We have audited the financial statements of Park Lodge Project (the 'charitable company') for the year ended 31 March 2023 which comprise The Statement of Financial Activities, Balance Sheet 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 2023, 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 responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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 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 charitable company'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.

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITOR'S REPORT
TO THE TRUSTEES OF PARK LODGE PROJECT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

Other information

The other information comprises the information included in the trustees 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 the audit:

- * the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- * the strategic report and the directors' report have 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report and 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 directors' 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 directors' report and from the requirement to prepare a strategic report.

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITOR'S REPORT
TO THE TRUSTEES OF PARK LODGE PROJECT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 7, the trustees (who are also the directors of the charitable company for the purposes 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 charitable company'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 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:

We gained an understanding of the legal and regulatory framework applicable to the company and the industry in which it operates and, considered the risk of acts by Management which were contrary to applicable laws and regulations, including fraud.

We made enquiries of the Directors to obtain further understanding of risks of non-compliance.

We focused on laws and regulations that could give rise to a material misstatement in the financial statements.

Our tests included, but were not limited to:

- * obtaining an understanding of the applicable legal and regulatory framework and how the board is complying with that framework;
- * assessing the susceptibility of the financial statements to material misstatement, including how fraud might occur;
- * identifying which laws and regulations are significant in the context of the board;
- * enquiries of management regarding known or suspected instances of non-compliance with laws and regulations;

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITOR'S REPORT
TO THE TRUSTEES OF PARK LODGE PROJECT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

Auditor responsibilities for the audit of the financial statements (Continued)

- * review of minutes of the Board meetings throughout the year;
- * obtaining an understanding of the control environment in place to prevent and detect irregularities;
- * agreement of the financial statement disclosures to underlying supporting documentation; and
- * considering whether the audit team collectively has the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion.

There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities is available on the FRC's website at: <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for> This description forms part of our auditor's report.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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.



ANILKUMAR TAILOR (SENIOR STATUTORY AUDITOR)
CELERICA LIMITED
FIRST FLOOR
THE OLD CHAPEL
9A KEMPSON ROAD
LEICESTER
LE2 8AN

Dated: 21 November 2023

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023
(including income and expenditure account)**

		<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2022</u>
			<u>Unrestricted</u>			
		<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Note		<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Income and endowments						
Voluntary income	2	7,700	-	105,250	112,950	19,816
Charitable activities	3	1,340,584	-	-	1,340,584	1,052,314
Investment income	4	38	-	-	38	1
Other		1,643	-	-	1,643	-
Total Income and endowments		1,349,965	-	105,250	1,455,215	1,072,131
Expenditure on:						
Raising funds		-	-	-	-	-
Charitable activities	5	1,234,093	-	105,250	1,339,343	1,034,127
Other		-	-	-	-	-
Total expenditure		1,234,093	-	105,250	1,339,343	1,034,127
Net income (deficit)		115,872	-	-	115,872	38,004
Transfer between funds		364,565	(364,565)	-	-	-
Net movements in funds		480,437	(364,565)	-	115,872	38,004
Reconciliation of funds:						
Total funds brought forward		133,217	853,279	-	986,496	948,492
Total funds carried forward		613,654	488,714	-	1,102,368	986,496

All figures relate to continuing operations.

There were no recognised gains or losses for the current or previous period other than as stated above.
The movement in funds is due to the net incoming resources for the year.

The notes on pages 16 to 23 form part of these accounts

PARK LODGE PROJECT
(LIMITED BY GUARANTEE)
Registered company number 03910612

BALANCE SHEET AS AT 31 MARCH 2023

		<u>2023</u>		<u>2022</u>
	Note	£	£	£
FIXED ASSETS	12		1,366,742	1,363,588
CURRENT ASSETS				
Debtors & prepayments	13	113,657		76,283
Cash at bank		182,959		92,046
Cash in hand		300		713
		<u>296,916</u>		<u>169,042</u>
CURRENT LIABILITIES				
Creditors	14	<u>85,262</u>		<u>56,959</u>
		85,262		56,959
TOTAL ASSETS LESS CURRENT LIABILITIES			211,654	112,083
Creditors: amounts falling due after one year	15		(476,028)	(489,175)
NET ASSETS			<u><u>1,102,368</u></u>	<u><u>986,496</u></u>
FUNDS				
Unrestricted	17		613,654	133,217
Designated	17		488,714	853,279
Restricted	17		-	-
			<u><u>1,102,368</u></u>	<u><u>986,496</u></u>

Approved by the Management Committee on 21 November 2023 and signed on its behalf by:



David Pollard

The notes on pages 16 to 23 form part of these accounts

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)
Registered company number 03910612**

CASHFLOW STATEMENT AS AT 31 MARCH 2023

	<u>2023</u>	<u>2022</u>
	£	£
Cash flow from operating activities	115,872	38,004
Depreciation of tangible fixed assets	2,448	5,232
(Increase)/decrease in debtors	(37,374)	(19,333)
Increase/(decrease) in creditors	35,017	18,732
Bank interest received	(38)	(1)
Bank interest paid	26,895	19,963
	<hr/>	<hr/>
Net cash flow from operating activities	142,820	62,597
	<hr/> <hr/>	<hr/> <hr/>
Cash flow from investing activities		
Purchase of tangible fixed assets	(5,602)	-
Interest received	38	1
	<hr/>	<hr/>
Net cash flow from investing activities	(5,564)	1
	<hr/> <hr/>	<hr/> <hr/>
Cash flow from financing activities		
Receipts from issue of new long term loans	-	-
Repayment of long term loans	(19,861)	(18,918)
Interest paid	(26,895)	(19,963)
	<hr/>	<hr/>
Net cash flow from financing activities	(46,756)	(38,881)
	<hr/> <hr/>	<hr/> <hr/>
Net increase / (decrease) in cash and cash equivalents	90,500	23,717
Cash and cash equivalents at 1 April 2022	92,759	69,042
	<hr/>	<hr/>
Cash and cash equivalents at 31 March 2023	183,259	92,759
	<hr/> <hr/>	<hr/> <hr/>
Cash and cash equivalents consists of:		
Cash at bank and in hand	183,259	92,759
	<hr/>	<hr/>
Cash and cash equivalents at 31 March 2023	183,259	92,759
	<hr/> <hr/>	<hr/> <hr/>

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

1 Accounting Policies

1. Summary of significant accounting policies

a General information and basis of preparation

Park Lodge Project is a registered charity in England and Wales and also a company that is limited by guarantee. 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. The address of the charity's registered office is given on page 1 of these financial statements. The nature of the charity's operations and principal activities are detailed on page 2-3 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting practice.

The financial statements have been prepared to give a "true and fair" view and 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 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value where considered necessary. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

b Funds

Unrestricted funds 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.

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)**

1 Accounting Policies (Continued)

1. Summary of significant accounting policies (Continued)

b Funds (Continued)

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 cost 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.

c Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance of conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. A corresponding amount is recognised in expenditure.

No amount of time is included in the financial statements for volunteer time in line with SORP FRS (102). Further detail is given in the Trustees Annual Report.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

Gifts in kind donated for resale are included at fair value, being the expected proceeds from sale less the expected cost of the sale. Where estimating the fair value is practicable upon receipt it is recognised in stock and "Income from other trading activities". Upon sale, the value of stock is charged against "Income from trading activities" and the proceeds are recognised as "Income from other trading activities". Where it is impracticable to fair value the items due to the volume of low value items they are not recognised in the financial statements until sold. This income is recognised within "Income from other trading activities".

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)**

1 Accounting Policies (Continued)

1. Summary of significant accounting policies (Continued)

c Income recognition (Continued)

Fixed assets gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion, legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed on these occasions, the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Investment income is earned through holding assets for investment purposes such as interest. Interest income is recognised using the effective interest method. Any dividend and rent income is recognised as the charity's right to receive payment is established.

d Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Cost of raising funds
- Expenditure on charitable activities
- Other expenditure represents those items not falling into the above categories.

Irrecoverable VAT is charged as an expense against the activity for which the expenditure arose.

e Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs and administrative costs. They are incurred directly in support of expenditure on the objects of the charity.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The analysis of these costs is included in note 6.

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)**

1 Accounting Policies (Continued)

1. Summary of significant accounting policies (Continued)

f Tangible fixed assets

The accounting policy seeks to capitalise such fixed assets that are of continued use to the and administration of the Charity and provides depreciation thereon as follows:

Freehold Properties	Not Depreciated
Improvement to Freehold Properties	Not Depreciated
Computer Equipment	- 33.33% on cost
Fixtures & Fittings	- 25% on cost

The freehold property and improvements thereon has not been depreciated since it is the opinion of the trustees that it's market value is in excess of its book value. It is a requirement from the Companies Act 2006 and FRS102 to charge depreciation on all tangible fixed assets, but in the opinion of the trustees' the valuation as stated provides a true and fair view.

Assets that relate to direct charitable expenditure for residents continue to be written off at the time of purchase. These items will continue to have very little residual value.

g Provisions

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, It is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

h Leases

Rentals payable or receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

i Taxation

No provision has been made for taxation as the charity's charitable status renders it exempt from UK direct taxation.

j Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)**

2 Voluntary income		<u>2023</u>	<u>2022</u>
Job Retention Scheme	Restricted	-	3,430
Landlaid Refurbishment Grant	Restricted	105,250	-
Other grants	Unrestricted	-	9,970
Sundry donations	Unrestricted	3,073	701
Miscellaneous	Unrestricted	4,627	5,715
		<u>112,950</u>	<u>19,816</u>

Voluntary income was £112,950 (2022: £19,816). £105,250 were of a restricted nature (2022: £3,430).

3 Charitable activities income		<u>2023</u>	<u>2022</u>
Housing benefits / rents / commissioning		1,340,584	1,052,314
		<u>1,340,584</u>	<u>1,052,314</u>

Income from charitable activities was £1,344,346 (2022: £1,052,314). All unrestricted

4 Investment income		<u>2023</u>	<u>2022</u>
Bank interest received		38	1

Investment income was £38 (2022: £1). All of these were unrestricted.

5 Charitable activities expenditure			
Provide supported housing		<u>2023</u>	<u>2022</u>
Activities undertaken directly		614,375	383,308
Support costs		724,968	650,819
		<u>1,339,343</u>	<u>1,034,127</u>

£1,234,093 (2022: £1,030,697) of the above costs were related to unrestricted funds.

£105,250 (2022: £3,430) of these costs were related to restricted funds.

6 Allocation of support costs	<u>Provide</u> <u>Supported</u> <u>Housing</u> <u>2023</u>	<u>Provide</u> <u>Supported</u> <u>Housing</u> <u>2022</u>
Governance	33,167	29,044
Travelling	2,476	2,898
Telephone	12,172	10,656
Salaries for resident support	648,784	583,026
Mortgage interest	25,921	19,963
Depreciation	2,448	5,232
	<u>724,968</u>	<u>650,819</u>

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)**

7 Governance Costs	<u>2023</u>	<u>2022</u>
Advertising	709	1,682
Audit / Independent examiner's fees	5,244	3,600
Professional fees	26,448	23,126
Bank charges	766	636
	<u>33,167</u>	<u>29,044</u>

8 Trustees Expenses
There were no trustees expenses during the year. (2022: £Nil)

9 Net Income	<u>2023</u>	<u>2022</u>
This is stated after charging:		
Audit / Independent examiner's fees	<u>4,200</u>	<u>3,600</u>

10 Wages and Salaries	<u>2023</u>	<u>2022</u>
Wages & salaries	604,261	544,176
Social security	44,523	38,850
	<u>648,784</u>	<u>583,026</u>

	<u>2023</u>	<u>2023</u>	<u>2022</u>	<u>2022</u>
		Full time		Full time
	Number	Equivalent	Number	Equivalent
Average number of employees	<u>45</u>	<u>36</u>	<u>34</u>	<u>29</u>

All staff are employed by the charity. No employees earned more than £60,000 during the two years ended 31 March 2023.

11 Operating Lease Commitments

Total minimum payments under operating leases are:	<u>2023</u>	<u>2022</u>
Within one year	238,424	176,418
Within 2 - 5 years	300,850	222,222
	<u>539,274</u>	<u>398,640</u>

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)**

12 Fixed Assets	<u>Freehold Property</u>	<u>Property Improvements</u>	<u>Computer Equipment</u>	<u>Fixtures & Fittings</u>	<u>Total</u>
COST:					
As at 1 April 2022	720,166	641,688	22,085	1,925	1,385,864
Additions	-	3,064	980	1,558	5,602
As at 31 March 2023	720,166	644,752	23,065	3,483	1,391,466
DEPRECIATION:					
As at 1 April 2022	-	-	20,352	1,924	22,276
Charge for the year	-	-	2,058	390	2,448
As at 31 March 2023	-	-	22,410	2,314	24,724
NET BOOK VALUE:					
As at 31 March 2023	720,166	644,752	655	1,169	1,366,742
As at 31 March 2022	720,166	641,688	1,732	1	1,363,588
13 Debtors				<u>2023</u>	<u>2022</u>
Rents receivable				81,475	49,817
Sundry debtors & prepayments				32,182	26,466
				113,657	76,283
14 Creditors: Amounts falling due within one year				<u>2023</u>	<u>2022</u>
Sundry creditors & accruals				72,576	37,560
Loans & mortgages				12,686	19,399
				85,262	56,959
15 Creditors: Amounts falling due after one year				<u>2023</u>	<u>2022</u>
Loans & mortgages				476,028	489,175
				476,028	489,175
16 Secured Debts					

The loans and mortgages are secured by :

The property 11 Sweetbriar Road, Leicester, LE3 1AP

The property 113 - 115 Hinckley Road, Leicester, LE3 0TF

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)**

17 Movements in Funds

	<u>01-Apr</u> <u>2022</u>	<u>Incoming</u> <u>Resources</u>	<u>Outgoing</u> <u>Resources</u>	<u>Transfers</u>	<u>31-Mar</u> <u>2023</u>
Unrestricted Funds					
General Fund	133,217	1,349,965	(1,234,093)	364,565	613,654
Designated Property	853,279	-	-	(364,565)	488,714
Restricted Funds					
Restricted Funds	-	105,250	(105,250)	-	-
TOTAL FUNDS	<u>986,496</u>	<u>1,455,215</u>	<u>(1,339,343)</u>	<u>-</u>	<u>1,102,368</u>

The designated fund represents the loans still due on the two properties owned by the charity.

18 Related Party Transactions

There were no related party transactions for the year ended 31 March 2023 or in the previous year.

**PARK LODGE PROJECT
(LIMITED BY GUARANTEE)**

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023**

Income:

Housing benefits, rents & commissioning	1,340,584	1,052,314
Other income	114,593	19,816
Bank interest	38	1
	<u>1,455,215</u>	<u>1,072,131</u>

Expenditure:

Wages	648,784	583,026
Training	4,699	3,268
Advertising	709	1,682
Rates	26,301	15,251
Light & heat	68,989	62,209
Insurance	16,839	12,591
Repairs & renewals	153,375	74,550
Fixtures & equipment consumables	-	2,268
Household expenses	14,048	2,294
Activity	31,490	18,399
Rent	269,987	175,398
Telephone	12,172	10,656
IT & Computer expenses	17,590	-
Audit / Independent Examiners	5,244	3,600
Printing, postage & stationery	8,433	7,405
Miscellaneous	1,650	9,675
Bank charges	766	636
Professional fees	26,448	23,126
Travel	2,476	2,898
Mortgage & loan interest charges	26,895	19,963
Depreciation	2,448	5,232
	<u>1,339,343</u>	<u>1,034,127</u>

Net Income for the Year	115,872	38,004
Fund Balance Brought Forward	986,496	948,492
Transfers	-	-
Fund Balance Carried Forward	<u>1,102,368</u>	<u>986,496</u>

This page does form part of the statutory financial statements