

**WALTHAM FOREST CHURCHES NIGHT SHELTER -**

**WFCNS LIMITED**

**Company Limited by Guarantee No 03844727**

**Registered Charity No 1086888**

**ACCOUNTS FOR THE YEAR ENDED**

**31 MARCH 2021**

**WALTHAM FOREST CHURCHES NIGHT SHELTER - WFCNS LIMITED**

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**FOR THE YEAR ENDED 31 MARCH 2021**

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# WALTHAM FOREST CHURCHES NIGHT SHELTER - WFCNS LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

### Directors and Trustees

W Reid  
B J P Lynch  
G A Stowe  
A Mustafa  
E Petersen  
M A Dumri  
E J Hamilton

### Bankers

CAF Bank Ltd  
25 Kings Hill Avenue  
West Malling  
Kent  
ME19 4JQ

### Chief Executive

J Saunders

### Registered Office

740 Forest Road  
Walthamstow  
London  
E17 3HR

### Company Registration No

03844727

### Charity Registration No

1086888

### Auditors

Fredericks Limited  
Chartered Accountants & Registered Auditors  
106 Charter Avenue  
Ilford, Essex  
IG2 7AD

**REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 MARCH 2021**

**Purposes and Aims**

Waltham Forest Churches Night Shelter is registered in England and Wales under company number 3844727 and charity registration number 1086888.

The Charity is governed by its Memorandum and Articles of Association. Our charity's purposes, the charity's 'objects' are to relieve the poverty of single persons in the London Borough of Waltham Forest and the surrounding areas who are homeless by the provision of a hostel, information and advice services, and other appropriate support services:

- To develop the capacity and skills of homeless people in such a way that they are better able to identify and meet their needs, enabling individuals to participate more fully in society.
- To provide counselling for single homeless people who have alcohol or substance misuse support needs.
- To provide advocacy, housing advice and housing support to relieve poverty among single homeless people living in Waltham Forest and the surrounding areas.
- To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those who are socially excluded and assisting individuals to re-integrate into society.

**Ensuring our work delivers our aims**

We review our aims, objectives and activities each year, looking at what we achieved against the outcomes set for the previous 12 months. Throughout 2020/21, trustees considered how a short-term reduction in planned activities, as a result of the Covid-19 pandemic, would affect the charity achieving its strategic aims and objectives set.

**The focus of our work**

Our main objectives continued to be activities targeted towards supporting greater self-sufficiency and independence and increasing access to suitable longer-term, move-on housing options. Activities were severely curtailed due to the unprecedented restrictions as a result of the global Covid-19 pandemic.

***During 2020/21 we:***

- Continued to provide an albeit reduced range of internal support services, which addressed the challenging issues homeless people face including isolation, mental health, substance misuse, loss of confidence and employable skills, and estrangement from family and friends.
- Supported, provided advice, and advocated on behalf of 100+ current and former residents of Branches hostel, and enquiries from homeless people.
- Kept a focus on reducing the cycle of homelessness and its effects through our resettlement programme so that clients who moved on were better prepared for independent living; and
- Supported 22 people who had moved on through the resettlement programme.
- Provided floating support for 25 former residents of Branches who had moved on in the previous year, 2019/20.
- Continued to increase our partnerships with private sector landlords, widening the geographical range of options for move-on accommodation, developed social housing partnerships, and secured move-on pathways to sheltered accommodation for people aged 50+ years.

**How our activities deliver public benefit**

All our charitable activities focus on supporting people to re-build lives to end the cycle of homelessness and move-on successfully to suitable permanent accommodation.

In shaping our objectives for the year and planning our activities the trustees have considered the Charity Commission's guidance on public benefit.

We support single, homeless men and women aged 18 to 65 years. Many of the individuals we work with have some level of mental health support need, ranging from depression through to Schizophrenia or Personality Disorder requiring clinical interventions. At any one time at least two-thirds of the client group have varying levels of alcohol and/or drug dependency.

We received 80 referrals to Branches in 2020/21. Of these, 22 moved into the hostel. The median age of individuals accessing our services was 35 years. Over the previous three years, the median age has reduced from 40 years.

In 2020/21, 26.6% of referrals were aged 25 and under - 16-20 years (3 people) and 21-24 years (13 people) - and 25% were 25-29 years of age. 22% of the referrals were aged 30-39. As in previous years, the majority of people living in Branches hostel over each quarterly period were male, 76% (17) of occupants.

**REPORT OF THE TRUSTEES (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

In 2019/20, we saw an increasing number of under 25s referred to our services, with 24 (19.2%) of referrals aged 25 and under. 25 people (92.5%) across each quarter living in Branches were male.

**How we are financed**

The major income stream is through rental payments for each unit of accommodation in Branches. We also have a provider contract with Waltham Forest council for Supported Housing for Homeless Single Adults. Throughout the year, we received various financial donations ranging from monthly Gift Aid donations from individuals to funds raised by schools through targeted activity, and from local faith groups and business sector supporters.

During 2020/21, we continued to realise the benefits from our fundraising efforts. We raised funds primarily from Trusts and Foundations, and they have provided one-off grants and grants for between one and five years. With their support we have been able to purchase equipment for the hostel and residents, pay towards running costs, and recruit to jobs needed to provide a person-centred approach to support in Branches.

We are grateful to funders, and acknowledge those who supported us in 2020/21:

- ❖ The Henry Smith Charity
- ❖ Lloyds Bank Foundation
- ❖ The City Bridge Trust
- ❖ The Edward Gostling Foundation
- ❖ The 29<sup>th</sup> May 1961 Charitable Trust
- ❖ National Lottery Awards for All
- ❖ Mount Fund

**How our services are accessed**

We are an agency-referrals only project. Within the terms of the provider contract the primary referrer is Waltham Forest Housing and its designated referring agencies. We also have reciprocal referral arrangements with organisations within Waltham Forest and neighbouring boroughs that provide temporary housing.

In 2020/21 we received 80 referrals. Of the 22 referrals able to move in to Branches hostel during the year. 18 people had a mental health support need; and 16 of the 22 also had a substance support need. People can stay for up to 18 months, and exceptionally for up to 24 months. For anyone living in a hostel for homeless people, a stay of longer than 24 months is detrimental to well-being and successful move to independent living.

**Premises**

We provide accommodation in our 27-bed purpose-built hostel known as 'Branches'. Each of the 27 rooms is self-contained, with en suite bathrooms, and we have one disabled-accessible room. Each set of third floor rooms has its own kitchen and laundry facilities, shared by six rooms. The spacious ground floor communal area is used for socialising and has dining facilities.

The hostel is WiFi enabled. Our well-stocked library houses IT facilities for residents, serves as a quiet space, and is used for training and meetings. This space is available 24/7 for clients' personal use. Our garden is cared for by green-fingered, enthusiastic residents and volunteers!

We are fortunate to have an on-site gym equipped with rowing and running machines, and cycles, which are used regularly by people living in Branches.

We serve a freshly cooked meal most evenings from our professional-grade kitchen, for which we have a five-star hygiene rating. Individual volunteers and church groups prepare a broad range of culinary and ethnic delights, reflecting the diverse resident community within Branches.

**What we provide**

We have accessible support services between 8am and 8pm for people living in Branches and for those who have moved-on to more permanent accommodation. The Night Concierges Team ensures the safety of clients, visitors, and the premises during out-of-office hours.

**Support and advice**

The Intake, Support and Resettlement team provides welfare and benefits advice and advocacy on all housing matters, and facilitates access to training, education, volunteering and employment opportunities. A primary aim is to support individuals regain lost life-skills, which are key to ensuring people can move-on more confidently and feel that they have better control of their lives.

REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Throughout 2020/21, we provided advice and advocacy services, and completed applications for welfare and housing benefits for current and former residents of Branches hostel. We supported 2 people a week on average to complete applications.

***Resettlement***

The resettlement programme is a key component of the services we provide. Resettlement is available for all who are preparing to move-on and includes floating support for at least six months after moving-on. The resettlement programme includes a tenancy management course covering essential daily life-skills from how to set up utilities' and rent payments via a bank, to buying food for weekly meal planning, supporting people to be more confident when managing daily life on their own. Although resettlement is a time-limited programme, we operate an 'open door' policy for accessing services. Clients can and do use our support services for as long as needed. This is usually for welfare advice or for the social company that Branches hostel provides.

During 2020/21 we provided resettlement and welfare advice for 40 former residents of Branches, 12 of whom had left Branches two years previously. We supported 100+ homeless people, rough sleepers or people threatened with homelessness, who contacted us for information. Much of the support had to be provided by telephone or via Whats App groups / online meetings.

***Social inclusion***

While staying at Branches hostel, all who can are encouraged to volunteer or take part in some kind of meaningful activity. These are ways of opening up social activity leading to inclusion, while helping to develop self-confidence. During 2020/21 the opportunities for volunteering were drastically curtailed. 10 people were able to do a volunteering activity during the first easing of restrictions in local charities for between two and six hours a week.

People continued to have opportunities to pursue training or education courses, develop or relearn practical skills mainly through online e-learning. We purchased additional laptops so that more people could make use of this provision.

Due to Covid-19, we were unable to provide the broad range of additional services we had come to expect. Only in the middle of the year during the first easing of Covid-19 restrictions, and towards the end of the year were we able to bring in external trainers to the hostel. 10 people living in Branches attended managing money and budgeting courses. Of those, 8 (80%) improved their money management skills during their stay at Branches hostel.

E-learning offered opportunities: 4 clients benefited from CV development; 6 took up IT and literacy skills; 2 followed SIA (Security and CCTV) certification courses; and 2 people secured part-time employment: 1 at a local supermarket, and 1 doing clothing repairs in a local dry cleaner.

***Health and well-being***

As with all charities dependant on volunteers, we are very fortunate to have professional volunteers who provide regular sessions at Branches, which contribute to improving clients' well-being. Unfortunately, due to the global Covid 19 pandemic, we lost these valuable, additional resources and were only able to reinstate these intermittently.

Despite this temporary loss of additional services, we were able to recruit a Cognitive Behavioural Therapy Practitioner in November 2020. That role has since provided much-needed therapy services for people living in Branches hostel.

The Covid-19 pandemic meant severely reduced access to external clinical support services. Nevertheless, through clinical partnerships, clients were able to access counselling, mental health and substance misuse support through online one-to-one sessions. During the year, 10 clients benefited from these sessions, with 6 reducing or better able to manage their substance dependency.

***Clients who moved on***

In 2020/21, we moved on 22 people. Of these, 13 people moved into private rented accommodation; 3 moved to sheltered accommodation; 2 returned to family; 1 moved into social housing; 2 people were sectioned; and 1 person abandoned his accommodation.

# WALTHAM FOREST CHURCHES NIGHT SHELTER - WFCNS LIMITED

## REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### *Summary of Outputs and Outcomes*

<i>Support Action</i>	<i>Participants</i>	<i>Outputs / Outcomes</i>
People moved on	22	19 (86%) moved to chosen accommodation
Managing money and budgeting	10	8 (80%) said they improved their money management skills
On-line / telephone support, substance recovery programme	10	6 (60%) felt they were better able to manage their substance addiction;
Volunteering	10	10 felt they had improved skills and social integration
Short courses - CV and Interview Preparation; and ICT and computer courses	10	10 said they had improved skills
Access to employment		2 secured part-time employment
Resettlement support for people who moved on in 2019/20 and 2020/21	47	42 (89.4%) of those who moved on were supported to maintain their accommodation
Telephone queries and visitors to Branches hostel	120	Provided with advice or support relating to tenancy matters and welfare benefits claims
Food and personal provisions	35	65 food parcels provided for former residents of Branches who had delays in receiving welfare benefits' payments
Cognitive Behaviour Therapy (CBT)	18	73 counselling sessions provided between January and March 2021

### **Support for our work**

Volunteers continued to support us with an estimated 1,200 volunteer hours provided. We received donated goods with an approximate value of £22,000 compared with the previous year's donations of £18,000. We gratefully acknowledge the strong and consistent support we had throughout the year from local schools, faith groups, other charities, local people and local businesses who provided clothing and food donations, and enthusiastically raised funds for Branches hostel.

### **Financial Review**

During the period, the Charity received a payment of £148,052 from the London Borough of Waltham Forest under the provider contract for the provision of Supported Housing for Homeless Single Adults.

The Charity continued to receive housing benefit, amounting to £442,252 during the year, a 3% increase from £430,396 the previous year. The Charity recorded a surplus of £66,415 during the year, a reduction on the previous year's surplus of £199,404. This reduction was due in part to targeted investment for improving Information Technology, recruiting additional staff and securing practicable improvements in service delivery for the benefit of beneficiaries.

In 2017/18, the trustees began forward planning for 2021 and beyond. In 2018/19, trustees appointed the services of a Fundraising Consultant, in keeping with our Fundraising Strategy. That appointment delivered significant returns on investment through securing diversified sources of revenue income in 2019/20 in the form of one-off and longer-term grants. In 2020/21, although the Charity saw a reduction in revenue grants, the trustees have determined to continue with the services of the Fundraising Consultant, who is retained to secure capital funding towards achieving one of the Charity's strategic aims, as set out below.

REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

**Reserves and Investment Policy**

The Charity aims to maintain free reserves at approximately £270,000. This would equal approximately six-months' running costs. The trustees set this to ensure an appropriate timescale for the transition of support and resettlement of clients, should that become necessary. In addition, the trustees have designated £350,000 in a separate unrestricted fund to be used towards the acquisition of a second stage property for move-on accommodation.

**Capital project to acquire move-on accommodation**

A strategic aim of the Charity is to acquire a property to be used as a second stage for move-on from Branches hostel. The Charity is looking to raise capital funding of £1,250,000+ towards the premises, which will accommodate six former residents of Branches. These will be people who are not fully ready to live independently, yet do not require the level of support provided in Branches hostel. They will be accommodated for up to 12 months as they build on the learning and life-skills developed while living in Branches hostel.

Where the financial situation permits, trustees have agreed to designate further funds in addition to the £350,000 specified, towards the acquisition of the premises.

The trustees formed a Task and Finish Group (TFG) comprising three WFCNS Board trustees and the Chief Executive to have appropriate strategic oversight of this significant project. Following a feasibility study, the trustees determined that several funding and financing avenues would be required for the successful completion of the project. The Charity has retained the services of a Fundraising Consultant to secure the broadest possible range of capital and revenue funding for various stages of the project's development. The Charity is also looking to recruit a Property Acquisitions Manager who will deliver the project until completion.

**Risk Management**

The trustees have established a detailed Risk Register and actively review the major risks, which the Charity faces on a regular basis and have established systems to mitigate them as far as possible.

**Appointment of Trustees**

The Charity is governed by a board of directors. New members are selected by the directors and all members are subject to re-election every three years. The current board has a membership of seven people. Each trustee brings specific skills and expertise to our board, to ensure we maintain the optimum level of knowledge required to govern effectively.

We continue strengthening our board and are looking for new trustees who will bring additional expertise in the areas of business and property development.

The board meets every two months to agree key policy decisions, set and review strategy, and oversee the performance of the organisation. The day to day running of the Charity is undertaken by the Chief Executive.

**Statement of Trustees' Responsibilities**

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 net incoming resources of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis and in accordance with applicable accounting standards

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

**Statement as to disclosure of information to auditors**

So far as the trustees are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each trustee has taken all the steps that he or she ought to have taken as a trustee in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

A resolution proposing the re-appointment of Fredericks Limited as auditor will be submitted at the Annual General Meeting.

**Small Company Rules**

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

.....  
**Gilbert Stowe**

**Date:**

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**Opinion**

We have audited the financial statements of Waltham Forest Churches Night Shelter – WFCNS Limited (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year 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 Auditors 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 the provisions available for small entities, in the circumstances set out in note 14 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

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

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

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Report of the Trustees, but does not include the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, 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.

**Opinion 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 Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

**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 Report of the Trustees.

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

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

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees Responsibilities set out on page eight, 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.

**Our 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 a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

S.G. Duker (Senior Statutory Auditor)  
for and on behalf of Fredericks Limited  
Chartered Accountants  
Statutory Auditors  
106 Charter Avenue  
Ilford, Essex  
IG2 7AD

**Date:**

**WALTHAM FOREST CHURCHES NIGHT SHELTER - WFCNS LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 MARCH 2021**

<b>INCOME AND EXPENDITURE</b>	<b>Notes</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>INCOMING RESOURCES</b>					
Rental income		442,252	-	442,252	430,396
Grants	2	226,052	20,806	246,858	308,379
Donations and miscellaneous income		30,442	-	30,442	30,279
Interest received		221	-	221	490
		-----	-----	-----	-----
<b>Total Income</b>		<b>£695,967</b>	<b>£23,806</b>	<b>£719,773</b>	<b>£769,544</b>
		-----	-----	-----	-----
<b>RESOURCES EXPENDED</b>					
<b>Cost of generating funds</b>					
Cost of generating income		(50,508)	-	(50,508)	(23,508)
<b>Charitable expenditure</b>					
Community projects	3	(539,037)	(63,813)	(602,850)	(546,632)
		-----	-----	-----	-----
<b>Total Expenditure</b>		<b>£(589,545)</b>	<b>£(63,813)</b>	<b>£(653,358)</b>	<b>£(570,140)</b>
		-----	-----	-----	-----
<b>Net surplus/(deficit) for the year before and after transfers</b>		<b>109,422</b>	<b>(43,007)</b>	<b>66,415</b>	<b>199,404</b>
Balance brought forward		500,915	75,632	576,547	377,143
		-----	-----	-----	-----
<b>Balance carried forward at 31 March 2021</b>		<b>£610,337</b>	<b>£32,625</b>	<b>£642,962</b>	<b>£576,547</b>
		=====	=====	=====	=====

The notes on pages 15 to 21 form part of these financial statements.

## BALANCE SHEET

AS AT 31 MARCH 2021

		2021	2020
	Note	£	£
<b>Fixed assets</b>	8	12,129	21,943
<b>Current assets</b>			
Debtors	9	71,751	52,860
Cash at bank and in hand		599,418	563,188
		-----	-----
Net current assets		671,169	616,048
		-----	-----
Total assets		683,298	637,991
		-----	-----
<b>Creditors: amounts falling due within one year</b>	10	(40,336)	(61,444)
		-----	-----
<b>Total assets less current liabilities</b>		£642,962	£576,547
		=====	=====
<b>Funds:</b>			
Unrestricted funds	15	260,337	250,915
Unrestricted funds (designated)	16	350,000	250,000
Restricted funds	17	32,625	75,632
		-----	-----
<b>Total Funds</b>		£642,962	£576,547
		=====	=====

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

## ON BEHALF OF THE BOARD:

.....  
**Alan Mustafa - Trustee**

.....  
**Gilbert Stowe - Trustee**

Date:

The notes on pages 15 to 21 form part of these financial statements.

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Cash generated from operations	36,829	215,964
	-----	-----
Net cash from operating activities	36,829	215,964
	-----	-----
<b>Cash flows from investing activities</b>		
Purchase of tangible fixed assets	(599)	(14,761)
Sale of tangible fixed assets	-	-
	-----	-----
Net expenditure from investing activities	£ (599)	£(14,761)
	-----	-----
Increase in cash and cash equivalents	36,230	201,203
Cash and cash equivalents at beginning of year	563,188	361,985
	-----	-----
Cash and cash equivalents at end of year	£599,418	£563,188
	=====	=====

**RECONCILIATION OF NET INCOMING RESOURCES TO CASH GENERATED FROM OPERATIONS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Net incoming resources	66,415	199,404
Depreciation charges	10,413	13,420
	-----	-----
	76,828	212,824
(Increase)/decrease in trade and other debtors	(18,891)	4,300
(Decrease)/increase in trade and other creditors	(21,108)	(1,160)
	-----	-----
Cash generated from operations	£ 36,829	£215,964
	=====	=====

**CASH AND CASH EQUIVALENTS**

The amounts disclosed on the Cash Flow Statement in respect of cash and cash equivalents are in respect of these Balance Sheet amounts:

**Year ended 31 March 2021**

	<b>31.03.21</b>	<b>31.03.20</b>
	<b>£</b>	<b>£</b>
Cash and Cash equivalents	£599,418	£563,188
	=====	=====

**Year ended 31 March 2020**

	<b>31.03.20</b>	<b>31.03.19</b>
	<b>£</b>	<b>£</b>
Cash and Cash equivalents	£563,188	£361,985
	=====	=====

The notes on pages 15 – 21 form part of the accounts

**WALTHAM FOREST CHURCHES NIGHT SHELTER - WFCNS LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1. Statutory information**

Waltham Forest Churches Night Shelter is a private company and charity limited by guarantee registered in England and Wales. The companies registered number and registered address can be found on the company information page. The presentation currency is £ sterling.

**1a. Accounting policies**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial Statements have been prepared under the Historical Cost Convention.

**Incoming Resources**

Grant income is accounted for on an accruals basis when the funding is considered definite. Otherwise it is accounted for when received. Donations and legacies income is accounted for on a received basis.

**Fixed assets**

Fixed assets are written off in the year of acquisition unless considered to be significant in amount.

The equipment is depreciated on a 25% straight line basis.

**Allocation of Expenditure**

Expenditure is accounted for on an accruals basis and is directly allocated within the Statement of Financial Activities to one of the following headings:-

(i) **Fundraising and publicity**

The direct cost of fundraising activities and the direct overheads required to support these activities.

(ii) **Charitable expenditure**

The direct costs of providing services to clients.

(iii) **Governance costs**

The cost of those activities necessary to the running of the company as an organisation not directly attributable to activities in furtherance of the charity's objects nor the costs of generating funds.

(iv) **Cost allocation**

All costs are allocated between the expenditure categories of the Statement of Financial Activities on the basis designed to effect the use of the resource. Costs relating to staff are apportioned on a time spent basis, property costs are allocated by floor space, other costs are allocated with reference to an estimate of the resource usage.

(v) **Donations in kind**

Volunteer time or donated goods are not accounted for in the financial statements due to the difficulty in quantification.

**Pension Costs**

The charity makes contributions to a defined contribution scheme, the assets of the scheme being held separately from the assets of the charity. The pension cost charge represents contributions payable to the scheme.

**Fund Accounting**

Funds held by the Charity are either:-

*Unrestricted funds* – these are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.

*Restricted funds* – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**WALTHAM FOREST CHURCHES NIGHT SHELTER - WFCNS LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1. b ACCOUNTING POLICIES (continued)**

**Significant judgements and estimates**

Estimates and judgements 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 judgements in applying the entities accounting policies:**

There are no specific judgements apart from those involving estimates as detailed below that management has made in the process of applying the entities' accounting policies that have a significant effect on the amounts recognised in the financial statements.

**Critical accounting estimates and assumptions:**

The company makes estimates and assumptions concerning the future. The resulting accounting estimates can differ from the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of the assets and liabilities within the next financial year are addressed below:

**(i) Useful economic lives of tangible assets**

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful lives and residual values of the assets these are re-assessed annually. They are amended when necessary to reflect any estimated changes.

**(ii) Impairment of debtors**

The company makes an estimate of the recoverable amount of trade and other debtors. When assessing their impairment, the management considers factors including the current credit rating of the debtor, the ageing profile of debtors and historical experience.

**WALTHAM FOREST CHURCHES NIGHT SHELTER - WFCNS LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)**

**2. Grants**

	2021			2020
	Unrestricted	Restricted	Total	
	£	£	£	£
London Borough of Waltham Forest	7,688	-	7,688	30,750
Supporting People	140,364	-	140,364	75,249
Drapers	-	-	-	15,000
Charles S French	-	-	-	3,000
Lloyds Bank	30,000	-	30,000	30,000
Garfield Weston	-	-	-	30,000
Goldsmiths	-	-	-	3,000
Henry Smith	40,000	-	40,000	40,000
Albert Hunt Trust	-	-	-	5,000
Shanley Foundation	5,000	-	5,000	2,130
Mrs Smith & Mount Trust	-	-	-	5,000
Sport England	-	-	-	9,250
Charities Trust (Nationwide)	-	-	-	50,000
Streets of London	-	-	-	10,000
Lloyds Bank – Covid 19	-	6,425	6,425	-
29 <sup>th</sup> May 1961 Charitable Trust	3,000	-	3,000	-
National Lottery Equipment	-	9,381	9,381	-
Edward Gosling Foundation	-	5,000	5,000	-
	-----	-----	-----	-----
	£226,052	£20,806	£246,858	£308,379
	=====	=====	=====	=====

**2(a) Donations**

Donations of goods estimated to be in the region of £15,000 per annum and volunteer staff hours amounting to a cost of approximately £35,000 are not included in income due to the problems involved in quantification. Similarly, they are not included within expenditure.

**3. Direct charitable expenses**

	2021			2020
	Unrestricted	Restricted	Total	
	£	£	£	£
Salaries	306,459	45,757	352,216	310,053
Pensions	6,679	-	6,679	5,346
Rent, rates and services	134,732	-	134,732	132,398
Travel, subsistence and entertaining	590	-	590	401
Repairs, renewals & IT costs	23,066	3,002	26,068	22,915
Printing, stationery and postage	607	-	607	1,209
Telephone, mobile and internet	2,948	-	2,948	3,018
Refreshments and food	6,250	-	6,250	3,833
Insurance	3,020	-	3,020	3,005
Sundry expenses	166	-	166	867
Consultancy & professional fees	8,379	-	8,379	7,248
Bank charges and interest	97	-	97	88
Equipment hire and purchase	10,303	14,304	24,607	12,529
Cleaning and laundry	8,249	-	8,249	7,715
Training costs	1,867	-	1,867	1,362
Recruitment expenses	407	-	407	5,758
Other expenditure on residents	2	-	2	471
Amortisation costs	9,663	750	10,413	13,420
Motor expenses	238	-	235	451
Subscriptions	1,235	-	1,238	934
Staff entertaining	400	-	400	250
Events & publicity costs	470	-	470	271
Support costs (note 5)	13,210	-	13,210	13,090
	-----	-----	-----	-----
<b>Total charitable expenses</b>	<b>£539,037</b>	<b>£63,813</b>	<b>£602,850</b>	<b>£546,632</b>
	=====	=====	=====	=====

**WALTHAM FOREST CHURCHES NIGHT SHELTER - WFCNS LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)**

**4. Operating surplus is stated after charging**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Auditor's remuneration	£3,210	£3,090
	=====	=====

**5. Support Costs  
(Governance Costs)**

	<b>2021</b>			<b>2020</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>£</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
Staff costs	10,000	-	10,000	10,000
Audit fee	3,210	-	3,210	3,090
	-----	---	-----	-----
	£13,210	-	£13,210	£13,090
	=====	==	=====	=====

**6. Trustees' remuneration**

The trustees did not receive any emoluments and no out of pocket expenses were paid during the year.

**7. Staff costs**

During the year, the average monthly number of employees of the company and staff costs were as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Community projects	9	9
Management and administration	2	2
	---	---
	11	11
	==	==
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	335,436	296,639
Social security costs	26,780	23,414
Other pension costs	6,679	5,346
	-----	-----
	£368,895	£325,399
	=====	=====

No member of staff earned more than £60,000 per annum.

**WALTHAM FOREST CHURCHES NIGHT SHELTER - WFCNS LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)**

**8. Tangible Fixed Assets**

**Cost**

	<b>Equipment £</b>	<b>Total £</b>
At 1 April 2020	73,299	73,299
Additions in year	599	599
Eliminated on disposal	-	-
	-----	-----
At 31 March 2021	£73,898	£73,898
	=====	=====

**Depreciation**

At 1 April 2020	51,356	51,356
Charge for the year	10,413	10,413
Eliminated on disposal	-	-
	-----	-----
At 31 March 2021	£61,769	£61,769
	=====	=====

**Net Book Value**

31 March 2021	£12,129	£12,129
	=====	=====
31 March 2020	£21,943	£21,943
	=====	=====

**9. Debtors**

	<b>2021 £</b>	<b>2020 £</b>
Rent debtors	24,049	18,158
Grant income	38,616	26,952
Prepayments and accrued income	9,086	7,750
	-----	-----
	£71,751	£52,860
	=====	=====

**10. Creditors: Amounts falling due within one year**

	<b>2021 £</b>	<b>2020 £</b>
Trade creditors	6,120	29,956
Accruals and deferred income	4,295	4,907
Other creditors	23,322	20,863
Tax and Social Security	6,599	5,718
	-----	-----
	£40,336	£61,444
	=====	=====

**11. Taxation**

Waltham Forest Churches Night Shelter – WFCNS Limited is a registered charity and is thus exempt from taxation of its income and gains. No tax charge has arisen in the year.

**12. Pension cost**

Waltham Forest Churches Night Shelter – WFCNS Limited operates a defined contribution pension scheme. The contributions for the year were £6,679 (2020 - £5,346).

**13. Limited liability**

The charity is limited by guarantee. The Memorandum and Articles of Association of the company restrict the liability of members on winding-up to £1. In the case of winding-up, none of the accumulated funds are distributable to members, but shall be given, or transferred, to some other charitable institution having similar objectives.

**14. APB Ethical Standard – Provisions available for smaller entities**

In common with many other charities of our size and nature, we use our auditors to assist with the preparation of the financial statements.

**WALTHAM FOREST CHURCHES NIGHT SHELTER - WFCNS LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)**

**15. Unrestricted Funds**

	<b>Brought forward</b>	<b>Incoming Resources</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Carried forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General fund	220,915	472,915	(363,493)	(100,000)	230,337
Designated fund (note 16)	250,000	-	-	-	350,000
London Borough of					
Waltham Forest	-	7,688	(7,688)	-	-
Supporting People	-	140,364	(140,364)	-	-
Drapers	-	-	-	-	-
Lloyds Bank	10,000	30,000	(35,000)	-	5,000
Henry Smith	10,000	40,000	(30,000)	-	20,000
Albert Hunt Trust	5,000	-	(5,000)	-	-
Mrs Smith & Mount Trust	5,000	5,000	(5,000)	-	5,000
29 May 1961 Charitable Trust	-	-	3,000	(3,000)	-
	-----	-----	-----	-----	-----
	£500,915	£698,967	£(589,545)	£ -	£610,337
	=====	=====	=====	=====	=====

**16. Designated Funds**

The Trustees have decided to designate £250,000 in a separate unrestricted fund to be used towards the acquisition of other premises.

**17. Restricted Funds**

	<b>Brought forward</b>	<b>Incoming resources</b>	<b>Expenditure</b>	<b>Carried forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Charles S French	2,250	-	(750)	1,500
Shanley Foundation	1,130	-	(1,130)	-
Sport England	9,250	-	(4,923)	4,327
Charities Trust (Nationwide)	50,000	-	(23,202)	26,798
Streets of London	10,000	-	(10,000)	-
Screwfix Foundation	3,002	-	(3,002)	-
Lloyds Bank – Covid 19	-	6,425	(6,425)	-
National Lottery Equipment	-	9,381	(9,381)	-
Edward Gosling Foundation	-	5,000	(5,000)	-
	-----	-----	-----	-----
	£75,632	£ 20,806	£ (63,813)	£ 32,625
	=====	=====	=====	=====

The restricted funds are essentially to cover general running costs and specific staff costs. The grant from Charles S French relates to capital costs.

**18. Related Party Transactions**

There were no related party transactions during the year.

**19. Analysis of Net Assets Between Funds**

	<b>Net Assets</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>31.03.2021</b>	<b>31.03.2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted Funds</b>	£610,337	£610,337	£500,915
	=====	=====	=====
<b>Restricted Funds</b>	£ 32,625	£ 32,625	£ 75,632
	=====	=====	=====
<b>Total Funds</b>	£642,962	£642,962	£576,547
	=====	=====	=====

**WALTHAM FOREST CHURCHES NIGHT SHELTER - WFCNS LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)**

**20. Operating Lease Commitments**

At 31 March 2021 the charity had the following commitments:-

	<b>2021</b> <b>£</b> <b>Expiring</b> <b>after 5 years</b>	<b>2020</b> <b>£</b> <b>Expiring</b> <b>after 5 years</b>
Land and Buildings	£69,600 =====	£69,600 =====

**WALTHAM FOREST CHURCHES NIGHT SHELTER - WFCNS LIMITED**

**INCOME & EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>		
<b>Voluntary Income</b>		
Grants – other	106,494	233,130
Housing benefits	442,252	430,396
Supporting People grant	140,364	75,249
Bank interest received	221	490
Sundry donations	11,266	11,999
Service charges	19,176	18,280
	-----	-----
	£719,773	£769,544
<b>RESOURCES EXPENDED</b>		
Salaries and pension costs	368,895	325,399
Rent, rates and services	134,732	132,398
Travel, subsistence and entertaining	590	401
Repairs, renewals and I T costs	26,068	22,915
Printing, stationery and postage	607	1,209
Telephone, mobile and internet	2,948	3,018
Refreshments and food	6,250	3,833
Insurance	3,020	3,005
Sundry expenses	166	867
Audit fees	3,210	3,090
Professional and consultancy	8,379	7,248
Bank charges and interest	97	88
Equipment purchase and hire	24,607	12,529
Cleaning and laundry	8,249	7,715
Training costs	1,867	1,362
Recruitment expenditure	407	5,758
Other expenditure on residents	2	471
Amortisation costs	10,413	13,420
Motor expenses	235	451
Subscriptions	1,238	934
Events and publicity	470	271
Staff entertaining	400	250
Fund raising consultancy fees	50,508	23,508
	-----	-----
<b>Total expenditure</b>	£653,358	£570,140
	-----	-----
Surplus for the financial year	£66,415	£199,404
	=====	=====