

REGISTERED COMPANY NUMBER: 01874645 (England and Wales)
REGISTERED CHARITY NUMBER: 1089705

**Report of the Trustees and
Audited Financial Statements
for the Year Ended 31 March 2021
for
Greenwich Housing Rights**

Greenwich Housing Rights

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Greenwich Housing Rights

Reference and Administrative Details for the Year Ended 31 March 2021

| | |
|--------------------------------------|--|
| TRUSTEES | S Choudhury (Chair) G Littlewood (Vice Chair) J Hodge (Treasurer) N Letsae C Paget M Phillips N Smith |
| COMPANY SECRETARY | P M Robotham |
| REGISTERED OFFICE | 36 Wellington Street Woolwich London SE18 6PE |
| REGISTERED COMPANY NUMBER | 01874645 (England and Wales) |
| REGISTERED CHARITY NUMBER | 1089705 |
| INDEPENDENT AUDITORS | Ardor Business Solutions Limited Statutory Auditors Chartered Certified Accountants South View Lower Wall Road West Hythe Kent CT21 4NW |
| BANKERS | Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB |

Greenwich Housing Rights
Report of the Trustees
for the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and activities

The objects of the Charity are 'to relieve poverty of persons in Greenwich and surrounding areas by the provision of free advice and assistance concerning housing and accommodation issues; and to advance public education about housing matters.'

The main objectives and activities undertaken in relation to these purposes are to:

- (1) reduce homelessness and improve housing conditions by providing legal advice and representation services, including: a specialist advice service open to anyone in housing need in the Royal Borough of Greenwich (RBG); a housing possession court duty scheme in Bromley County Court at Bromley County and Woolwich Crown Courts; specialist advice services to anyone in housing need in the Royal Borough of Greenwich and the surrounding areas, and a Legal Aid Casework and Litigation Service.
- (2) increase access to quality advice by awareness raising, partnership work and influencing decision-makers locally and further afield, including delivery of a partnership based Clockhouse and Charlton Community Centres Hub services.
- (3) increase employment and career prospects by offering work experience and training in social welfare law and legal practice skills.

Public benefit

The Trustees referred to guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's objectives and in planning and reviewing our activities. The activities, beneficiaries and benefits provided by the Charity are described throughout the sections of this report.

Volunteers

Volunteers make a significant contribution to the work of the Charity. However, due to the pandemic only two volunteers were recruited to assist with the Charity's main services. Volunteers help with IT, admin tasks, fundraising, and the running of the organisation.

Greenwich Housing Rights
Report of the Trustees
for the Year Ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Reducing homelessness through the provision of legal advice and representation

The Charity continues to make a significant contribution to reducing homelessness across Greenwich and neighbouring London Boroughs. Throughout the whole of 2020/21 the organisation operated with the challenges of Covid-19 pandemic crisis. This led to the suspension of court cases and the closure of the Housing Possession Court Duty Scheme (HPCDS) until Autumn 2020. Our work and our funders' generosity allowed the organisation to continue to provide services to the residents of the Royal Borough of Greenwich and surrounding areas. Although we were unable to offer open access to the public, we kept the office open to existing clients and those with appointment and converted out outreach and drop in sessions into a successful online service.

Since the middle of February 2020 staff have largely worked from home, seeing clients face to face only where necessary. The Charity furloughed the staff most affected by the closure of the HPCDS to the Autumn 2020 and those involved with providing face to face advice sessions until September 2021. The remaining staff met the needs of existing and new clients.

Despite the challenges of the pandemic, through hard work and ingenuity the Charity ensured that not only could staff work safely from home, but it also ensured that vital services were provided remotely online or by telephone. The Charity assisted 1324 people:

- casework support to 59 clients
- 71 people were assisted at court
- 10 people were assisted with their hearings remotely
- 17 people were assisted with their Review hearings over the phone
- 1167 people were provided with advice via the phone

The Charity continued to support the most vulnerable with approximately 56% of clients being lone parents and 31% of all clients having a disability or long-term health condition.

Greenwich Housing Rights

Report of the Trustees for the Year Ended 31 March 2021

FINANCIAL REVIEW

Principal funding sources

The Charity's acknowledges with gratitude the generosity of those who provided funding. In particular, the Charity recognises the emergency Covid-19 funding provided by the Access to Justice Foundation and the Royal Borough of Greenwich to help bridge the two thirds loss of earned income during 2020/21. During 2020/21 our principal funding sources were:

- Emergency funding from the Royal Borough of Greenwich and The Access to Justice Community Justice Fund;
- A Funding Agreement with the Royal Borough of Greenwich (RBG);
- Income generated from cases undertaken under our Legal Aid Agency Housing & Debt contract;
- A Legal Aid contract to deliver the Housing Possession Court Duty Scheme (HPCDS) in Bromley County Courts at Bromley and Woolwich;
- Trust for London funding via the London Community Response to fund our new Crisis Navigation work ;
- The Legal Education Foundation funding for a Trainee Solicitor, who commenced work in February 2021;
- The Department of Work and Pensions Job Retention Scheme to assist with the staffing costs of furloughed staff; and
- The London Legal Support Trust grant.

In addition, the Charity receives a grant from Mercers to deliver outreach advice services at Clockhouse Community Centre and number of grants and donations to support the general activities of the Organisation.

Income and expenditure

Income received in 2020/21 of £321,072 was much less than the £404,887 received in 2019/20. However, through stringent financial measures, expenditure in the year was £331,983 as opposed to £364,603 in 2019/20, resulting in a net deficit of £10,911 for the year.

Reserves and investment policies and plans

Total funds held at the 31st March 2021 are £44,479 of unrestricted reserves (2019/20 £55,390).

The Charity's Trustees have agreed a reserves policy that is assessed annually with the aim of ensuring the Charity has sufficient funds to cover the following costs if they should arise in the year/two years ahead:

- (1) maintain service delivery in the possible event of a significant loss or downturn in income;
- (2) cover potential redundancy and other winding up costs; and
- (3) provide 'seed' funding for investment in service developments and new projects.

The Trustees assessed the reserves requirement for 2021/22 to be £99,000, including £55,000 to maintain service delivery over a two-month notice period, £10,000 to cover an anticipated budget shortfall and £34,000 to cover redundancy costs.

The assessed reserve requirement exceeds funds held by the Charity; however, the reserves assessment is based on a worst-case scenario and Trustees have therefore put in place plans for continued cost ratification/monitoring and additional cashflow monitoring to ensure the Charity always has sufficient funds to cover costs and ensure budget surpluses which will help maintain the reserve fund to required levels.

Greenwich Housing Rights
Report of the Trustees
for the Year Ended 31 March 2021

FINANCIAL REVIEW

Going concern

Since March 2020, the Trustees have been very conscious of the increased need to keep the Charity's business plan priorities under review and to closely monitor its finances and in particular, cashflow. The weekly Emergency Board (comprising the Chair, Deputy Chair and Treasurer supported by the Director), the weekly meetings between the Director and Treasurer, the creative use of staff resources and the support of government schemes have been used to proactively address the financial impact of the pandemic.

Contracts and grants for the Charity's main activities have been secured into the 2021/22 financial year. Alongside this, the Trustees are confident that the organisation is working closely with its representative body to ensure that the Charity attracts sufficient funds to remain a going concern. The Trustees are satisfied that the Charity has maintained robust financial position throughout and remains a going concern.

PLANS FOR FUTURE PERIODS

The Trustees are keenly aware that their responsibilities include the duty to plan for the future and to prepare the Charity for the risks and opportunities they have identified beyond the current financial year.

Since March 2020, the Charity has regularly reviewed and updated its risk assessment and business continuity plans to reflect the changing environment caused by Covid-19. As of the 31st of March 2021, all 3 of GHR principal sources of income have been secured for at least 18 months ahead. The HPCDS contract was extended to September 2023.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Organisation is a charitable company limited by guarantee, incorporated 28th December 1984, and registered as a Charity on 10th December 2001. The Company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the Company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of the Management Committee

The Directors of the Company are also Charity trustees for the purposes of Charity law and under the Company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association Greenwich Housing Rights has a Management Committee comprising not less than five and not more than twenty members. Members of the Management Committee retire from office at every Annual General Meeting but are eligible for re-election.

The Management Committee seeks to ensure that the needs of the Charity's clients are reflected by the diversity of the Trustee body. To enhance the potential of trustees, the Charity constantly seeks to identify those in the community with appropriate skills who would be willing to become members and to use their own experience to assist the Charity.

Induction and training of new trustees

Trustees are already familiar with the practical work of the Charity, but members of staff are always available to answer any queries. Formal induction is planned for new trustees appointed at the next Annual General Meeting. Trustees are also provided with a comprehensive induction pack, which includes the Management Committee's standing orders, key organisational policies, and the Charity Commission guide 'How to be an Effective Trustee'. Trustees are encouraged to access the Charity Commission website and subscribe to Charity Commission and other leading Charity email bulletins.

Greenwich Housing Rights
Report of the Trustees
for the Year Ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Management Committee is responsible for the strategic direction, governance and policy of the Charity and meets up to 10 times a year to set strategic goals and receive reports from staff on the performance of the organisation and its services.

The day to day running of the Charity is delegated to the staff team, with the Director providing reports and support to the Committee and staff members contributing reports to the Committee as appropriate. The Senior Supervising Solicitor is accountable to the Solicitors Regulation Authority for the conduct of legal cases and the supervision of Trainee Solicitors. The Senior Supervising solicitor, Senior Solicitor, and the Director, who is also a Supervising solicitor, collectively provide legal supervision of all the areas of work. In this way, the Management Committee seeks to ensure that the Charity delivers the services specified and that key performance indicators are met.

Greenwich Housing Rights
Report of the Trustees
for the Year Ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees are keenly aware that their responsibilities include the duty to plan for the future to prepare the Charity for the risks and opportunities they have identified beyond the current financial year.

The Charity reviews an annual operation risk assessment and a business continuity plan. The risk assessment was updated continuously since March 2020 to reflect the changing environment caused by Covid-19.

The Charity responded immediately and effectively to the Covid-19 crisis and that response is reported below. Through the immediate creation of an Emergency board, the Trustees were able to respond nimbly to the crisis. The Charity commenced monitoring the spread of Covid-19 in the UK and commenced planning how it would adapt its work and support clients. This included an emergency budget, immediate consolidation of liabilities and expenditure, review of health & safety policies, research into government and local authority assistance, digital infrastructure, and related systems to enable effective remote working to protect the health of staff and the public, whilst continuing to serve the community. Consequently, the Charity moved to remote working in March 2020.

The Charity's strategy for responding to the March 2020 lockdown and supporting the public focused initially on:

1. Financial viability, impact on loss of legal aid income, unanticipated expenditure because of necessary adaptation and other financial knock-on effects;
2. continuing to provide services while safeguarding staff and clients; and
3. Responding to issues arising from the pandemic that are relevant to the mission of the Charity.

By the end of March 2020, the Charity had:

4. convened weekly Emergency board meetings by video calls which reported to regular Trustee Board meetings by video calls;
5. prepared an emergency budget and rationalised its expenses and liabilities;
6. prepared a fundraising strategy to offset the immediate drop in legal aid and HPCDS income;
7. agreed a financial package with staff which included taking advantages of various government schemes to assist with costs;
8. contacted its representative body, Advice UK, to inform them the major funders and relevant programme managers of the impact of the loss of income of the impact upon the Charity with the view to facilitating speedy funding responses as required in an unfolding and unknown situation;
9. identified funds reserves to meet expenses and liabilities;
10. established weekly video-calls emergency board meetings; and
11. established a weekly Keep in Touch video calls with staff.

By July 2020, the Charity had:

1. continued to convene regular Emergency board meetings by video calls which reported to regular Trustee Board meetings by video calls;
2. secured a £10,000 grant from the Royal Borough of Greenwich to offset the immediate drop in legal aid and HPCDS income;
3. adapted to remote working including provision of mobile equipment, adapting telephony, and moved most services online or via the telephone;
4. continued to consider governance, health & safety guidance, employment issues, regulatory impact on the Charity changes at Courts and Tribunals, legal aid, remote working, funding, etc.;
5. sent regular email bulletins to staff;
6. adapted its governance procedures to better support staff and closely monitor developments always ensuring that rapid decisions nevertheless complied with Charity and other regulation and guidance;
7. obtained the assistance of a consultant; and
8. embarked on programme of safety measures in its premises to keep the staff and public safe.

By September 2020 the Charity had:

1. Secured £104,000 emergency funding from the Access to Justice Foundation Community Fund;

Greenwich Housing Rights
Report of the Trustees
for the Year Ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

2. Obtained £24,000 from the Trust for London Community Fund, to take on Crisis Navigation work; and
3. Continued to work from home and staffed the offices on a rota.

By November 2020 the Charity had:

1. Resumed face to face advice sessions at court;
2. Commenced telephone hearings of possession cases;
3. Commenced crisis navigation work;
4. Continued to see clients by appointment at the offices; and
5. Continued to provide telephone advice on most days of the week.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Greenwich Housing Rights for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

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, including the income and expenditure, of the charitable company for that period. 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 Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. 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 the trustees are aware:


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

AUDITORS

The auditors, Ardor Business Solutions Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 28 October 2021 and signed on its behalf by:

 15.11.2021
.....
G Littlewood - Trustee

Report of the Independent Auditors to the Members of Greenwich Housing Rights

Opinion

We have audited the financial statements of Greenwich Housing Rights (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Statement of Financial Position 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), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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 then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; 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 we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the 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.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether 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 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 of Greenwich Housing Rights

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, 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.

Report of the Independent Auditors to the Members of Greenwich Housing Rights

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.

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 identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our sector experience through discussion with the Officers and other management (as required by auditing standards).

We had regard to laws and regulations in areas that directly affect the financial statements including financial reporting and taxation legislation. We considered that extent of compliance with those laws and regulations as part of our procedures on the related financial statement items.

With the exception of any known or possible non-compliance, and as required by auditing standards, our work in respect of these was limited to enquiry of the Officers.

We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.

We addressed the risk of fraud through management override of controls, by testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

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 for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Members of
Greenwich Housing Rights**

Use of our report

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

Bryan Kemsley FCCA FMAAT (Senior Statutory Auditor)
for and on behalf of Ardor Business Solutions Limited
Statutory Auditors
Chartered Certified Accountants
South View
Lower Wall Road
West Hythe
Kent
CT21 4NW

Date: 28 October 2021

Greenwich Housing Rights

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2021

| | Notes | Unrestricted funds £ | Restricted funds £ | 31/3/21 Total funds £ | 31/3/20 Total funds as restated £ |
|------------------------------------|-------|----------------------------|--------------------------|--------------------------------|---|
| INCOME AND ENDOWMENTS FROM | | | | | |
| Donations and legacies | | 101 | - | 101 | 419 |
| Charitable activities | | | | | |
| Core activities | | 154,577 | 119,189 | 273,766 | 394,722 |
| Other income | | <u>47,205</u> | <u>-</u> | <u>47,205</u> | <u>9,746</u> |
| Total | | 201,883 | 119,189 | 321,072 | 404,887 |
| EXPENDITURE ON | | | | | |
| Charitable activities | | | | | |
| Core activities | | <u>212,794</u> | <u>119,189</u> | <u>331,983</u> | <u>364,603</u> |
| NET INCOME/(EXPENDITURE) | | (10,911) | - | (10,911) | 40,284 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | | | | |
| As previously reported | | 80,506 | - | 80,506 | 15,106 |
| Prior year adjustment | 6 | <u>(25,116)</u> | <u>-</u> | <u>(25,116)</u> | <u>-</u> |
| As restated | | 55,390 | - | 55,390 | 15,106 |
| TOTAL FUNDS CARRIED FORWARD | | <u><u>44,479</u></u> | <u><u>-</u></u> | <u><u>44,479</u></u> | <u><u>55,390</u></u> |

The notes form part of these financial statements

Greenwich Housing Rights

Statement of Financial Position
31 March 2021

| | Notes | Unrestricted funds £ | Restricted funds £ | 31/3/21 Total funds £ | 31/3/20 Total funds as restated £ |
|--|-------|-------------------------|-----------------------|-----------------------------|--|
| CURRENT ASSETS | | | | | |
| Debtors | 8 | 64,232 | - | 64,232 | 110,290 |
| Cash at bank and in hand | | <u>36,627</u> | <u>-</u> | <u>36,627</u> | <u>18,043</u> |
| | | 100,859 | - | 100,859 | 128,333 |
| CREDITORS | | | | | |
| Amounts falling due within one year | 9 | (35,182) | - | (35,182) | (42,251) |
| | | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| NET CURRENT ASSETS | | <u>65,677</u> | <u>-</u> | <u>65,677</u> | <u>86,082</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 65,677 | - | 65,677 | 86,082 |
| CREDITORS | | | | | |
| Amounts falling due after more than one year | 10 | - | - | - | (5,576) |
| PROVISIONS FOR LIABILITIES | 11 | (21,198) | - | (21,198) | (25,116) |
| | | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| NET ASSETS/(LIABILITIES) | | <u>44,479</u> | <u>-</u> | <u>44,479</u> | <u>55,390</u> |
| FUNDS | 12 | | | | |
| Unrestricted funds | | | | <u>44,479</u> | <u>55,390</u> |
| TOTAL FUNDS | | | | <u>44,479</u> | <u>55,390</u> |

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

The financial statements were approved by the Board of Trustees and authorised for issue on 28 October 2021 and were signed on its behalf by:

 15.11.2021
G Littlewood - Trustee

Greenwich Housing Rights

Notes to the Financial Statements for the Year Ended 31 March 2021

1. 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.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|--------------------------|---------------|
| Improvements to property | - 25% on cost |
| Office equipment | - 25% on cost |

Assets with an individual cost in excess of £1,000 are capitalised. Those below this amounts are treated as a revenue expense in the year of purchase.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company participates in a multi-employer pension scheme. The scheme is a defined benefit scheme in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

Greenwich Housing Rights

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

A full actuarial valuation for the scheme was carried out at 30 September 2017. Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

2. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31/3/21 | 31/3/20 as restated |
|-----------------------------|----------|------------------------|
| | £ | £ |
| Auditors' remuneration | 2,700 | 2,700 |
| Depreciation - owned assets | <u>-</u> | <u>1,731</u> |

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

4. STAFF COSTS

The average monthly number of employees during the year was as follows:

| | 31/3/21 | 31/3/20 as restated |
|----------------------|-----------|------------------------|
| Management | 1 | 1 |
| Core charity workers | 8 | 7 |
| Administration | <u>1</u> | <u>1</u> |
| | <u>10</u> | <u>9</u> |

No employees received emoluments in excess of £60,000.

In addition to the core staff, there were 2 volunteers operating in 2021 (2020: 12).

Greenwich Housing Rights

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds | Restricted funds | Total funds as restated |
|------------------------------------|-----------------------|---------------------|-------------------------------|
| | £ | £ | £ |
| INCOME AND ENDOWMENTS FROM | | | |
| Donations and legacies | 419 | - | 419 |
| Charitable activities | | | |
| Core activities | 244,722 | 150,000 | 394,722 |
| Other income | <u>9,746</u> | <u>-</u> | <u>9,746</u> |
| Total | 254,887 | 150,000 | 404,887 |
| EXPENDITURE ON | | | |
| Charitable activities | | | |
| Core activities | <u>214,603</u> | <u>150,000</u> | <u>364,603</u> |
| NET INCOME | 40,284 | - | 40,284 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | <u>15,106</u> | <u>-</u> | <u>15,106</u> |
| TOTAL FUNDS CARRIED FORWARD | <u><u>55,390</u></u> | <u><u>-</u></u> | <u><u>55,390</u></u> |

6. PRIOR YEAR ADJUSTMENT

Pension scheme disclosure

In accordance with FRS102 the company now recognises a liability measured as the present value of the contributions payable that arise from a deficit recovery agreement and the resulting expense in the income and expenditure account i.e. the unwinding of the discount rate as a finance cost in the period in which it arises.

Previously the scheme deficit was accounted for under contingent liabilities at each year end.

7. TANGIBLE FIXED ASSETS

| | Improvements to property £ | Office equipment £ | Totals £ |
|-----------------------------------|-------------------------------------|--------------------------|---------------|
| COST | | | |
| At 1 April 2020 and 31 March 2021 | <u>3,020</u> | <u>76,414</u> | <u>79,434</u> |
| DEPRECIATION | | | |
| At 1 April 2020 and 31 March 2021 | <u>3,020</u> | <u>76,414</u> | <u>79,434</u> |
| NET BOOK VALUE | | | |
| At 31 March 2021 | <u>-</u> | <u>-</u> | <u>-</u> |
| At 31 March 2020 | <u>-</u> | <u>-</u> | <u>-</u> |

Greenwich Housing Rights

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

| | | | |
|-----|---|-----------------------------|-----------------------------|
| 8. | DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | 31/3/21 | 31/3/20 as restated |
| | | £ | £ |
| | Trade debtors | 4,002 | 60 |
| | Prepayments and accrued income | <u>60,230</u> | <u>110,230</u> |
| | | <u>64,232</u> | <u>110,290</u> |
| 9. | CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR | 31/3/21 | 31/3/20 as restated |
| | | £ | £ |
| | Social security and other taxes | 4,125 | 10,336 |
| | VAT | 3,016 | 4,021 |
| | Other creditors | 906 | 7,065 |
| | Accruals and deferred income | <u>27,135</u> | <u>20,829</u> |
| | | <u>35,182</u> | <u>42,251</u> |
| 10. | CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR | 31/3/21 | 31/3/20 as restated |
| | | £ | £ |
| | Other creditors | <u>-</u> | <u>5,576</u> |
| 11. | PROVISIONS FOR LIABILITIES | 31/3/21 | 31/3/20 as restated |
| | | £ | £ |
| | Pension scheme deficit | <u>21,198</u> | <u>25,116</u> |
| 12. | MOVEMENT IN FUNDS | | |
| | | Prior year adjustment | Net movement in funds |
| | At 1/4/20 | | At |
| | £ | £ | 31/3/21 |
| | | | £ |
| | Unrestricted funds | | |
| | General fund | 80,506 | (25,116) |
| | Trust for London | <u>-</u> | <u>1,953</u> |
| | | <u>80,506</u> | <u>(10,911)</u> |
| | TOTAL FUNDS | 80,506 | (10,911) |
| | | (25,116) | 44,479 |

Greenwich Housing Rights

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

12. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 167,126 | (179,990) | (12,864) |
| Trust for London | 24,757 | (22,804) | 1,953 |
| Royal Borough of Greenwich Covid-19 grant | <u>10,000</u> | <u>(10,000)</u> | <u>-</u> |
| | 201,883 | (212,794) | (10,911) |
| Restricted funds | | | |
| Access to Justice | 102,399 | (102,399) | - |
| Justice First | <u>16,790</u> | <u>(16,790)</u> | <u>-</u> |
| | <u>119,189</u> | <u>(119,189)</u> | <u>-</u> |
| TOTAL FUNDS | <u><u>321,072</u></u> | <u><u>(331,983)</u></u> | <u><u>(10,911)</u></u> |

Comparatives for movement in funds

| | At 1/4/19 £ | Net movement in funds £ | At 31/3/20 £ |
|---------------------------|----------------------|----------------------------------|----------------------|
| Unrestricted funds | | | |
| General fund | 15,106 | 40,284 | 55,390 |
| | <u>15,106</u> | <u>40,284</u> | <u>55,390</u> |
| TOTAL FUNDS | <u><u>15,106</u></u> | <u><u>40,284</u></u> | <u><u>55,390</u></u> |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|--|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 244,887 | (204,603) | 40,284 |
| London Legal Support Trust | <u>10,000</u> | <u>(10,000)</u> | <u>-</u> |
| | 254,887 | (214,603) | 40,284 |
| Restricted funds | | | |
| RBG SLA: Specialist Housing Advice Service | 140,000 | (140,000) | - |
| Clockhouse Community Centre | <u>10,000</u> | <u>(10,000)</u> | <u>-</u> |
| | <u>150,000</u> | <u>(150,000)</u> | <u>-</u> |
| TOTAL FUNDS | <u><u>404,887</u></u> | <u><u>(364,603)</u></u> | <u><u>40,284</u></u> |

Funds

Royal Borough of Greenwich (RBG) Service Level Agreement - Main Grant to support the delivery of Specialist Level Housing Advice Services.

Greenwich Housing Rights

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

12. MOVEMENT IN FUNDS - continued

- Trust for London
- Access to Justice
- Royal Borough of Greenwich Covid-19
- Justice First

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

Greenwich Housing Rights

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

| | 31/3/21 £ | 31/3/20 as restated £ |
|---|----------------|-----------------------------|
| INCOME AND ENDOWMENTS | | |
| Donations and legacies | | |
| Donations | 101 | 419 |
| Charitable activities | | |
| Grants and contracts | 273,766 | 394,722 |
| Other income | | |
| Contribution to shared costs | 8,004 | 9,746 |
| Fee income | (11,040) | - |
| Job Retention Scheme income | 50,241 | - |
| | <u>47,205</u> | <u>9,746</u> |
| Total incoming resources | 321,072 | 404,887 |
| EXPENDITURE | | |
| Charitable activities | | |
| Wages | 223,544 | 210,643 |
| Social security | 15,093 | 16,802 |
| Pensions | 16,879 | 17,520 |
| Insurance | 3,464 | 2,723 |
| Postage and stationery | 816 | 2,251 |
| Advertising | 180 | 295 |
| Miscellaneous expenses | - | (580) |
| Rent | 33,000 | 25,523 |
| Library | - | 20 |
| Training | 1,988 | 1,159 |
| Subs and affiliate fees | (1,736) | 7,197 |
| Equipment service and copy charges | 2,563 | 3,034 |
| ICT, telephone and computing | 10,746 | 9,184 |
| Staff expenses | - | 565 |
| Cleaning | - | 14 |
| Disbursements | - | 11,086 |
| Recruitment costs | - | 465 |
| Advice Pro costs | 3,872 | 3,686 |
| HR support | 3,052 | 3,701 |
| Draughtsmen costs | 7,598 | 3,378 |
| Bank charges | 699 | 701 |
| Professional fees | - | 2,269 |
| Financial management costs | 6,235 | 7,124 |
| Consultancy | - | 31,342 |
| Repairs and renewals | - | 166 |
| Computer equipment | - | 1,731 |
| Pension deficit - impact of any change in assumptions | 725 | (681) |
| Interest on pension scheme liabilities | 565 | 385 |
| | <u>329,283</u> | <u>361,703</u> |

This page does not form part of the statutory financial statements

Greenwich Housing Rights

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

| | 31/3/21 | 31/3/20 as restated |
|---------------------------------|-----------------|------------------------|
| | £ | £ |
| Support costs | | |
| Governance costs | | |
| Auditors' remuneration | 2,700 | 2,700 |
| AGM costs | - | 200 |
| | <u>2,700</u> | <u>2,900</u> |
| Total resources expended | <u>331,983</u> | <u>364,603</u> |
| Net (expenditure)/income | <u>(10,911)</u> | <u>40,284</u> |

This page does not form part of the statutory financial statements