

Company registration number: 03722790

Charity registration number: 1093016

Lancaster & District Homeless Action Service Limited

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025

Lancaster & District Homeless Action Service Limited

Contents

Reference and Administrative Details	1
Strategic Report	2
Trustees' Report	3
Statement of Trustees' Responsibilities	4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 19

Lancaster & District Homeless Action Service Limited

Reference and Administrative Details

Trustees	Mr Mark Whiteman
	Mr Lee Dudding (Resigned 16 September 2024)
	Mrs Anne Allison
	Mr Richard Parker Taylor
	Mrs Pauline Howard
	Ms Mary Whitfield
Principal Office	2 Aalborg Place
	Lancaster
	Lancashire
	LA1 1BJ
Registered Office	2 Aalborg Place
	Lancaster
	Lancashire
	LA1 1BJ
	The charity is incorporated in England.
Company Registration Number	03722790
Charity Registration Number	1093016

Lancaster & District Homeless Action Service Limited

Strategic Report for the Year Ended 31 March 2025

The trustees, who are directors for the purposes of company law, present their strategic report for the year ended 31 March 2025, in compliance with s414C of the Companies Act 2006.

Financial review

Policy on reserves

The Trustees believe that Lancaster District Homeless Actions (LDHAS) should hold financial reserves sufficient to ensure that the charity can continue to operate and meet the needs of clients should unforeseen and potential financially damaging circumstances arise. They believe designated reserves should be set aside, to cover contractual commitments to LDHAS staff, equipment replacements, and other foreseeable costs, from time to time.

The Trustee board of LDHAS has determined that unrestricted reserves should be held that are sufficient to cover operating costs of LDHAS for three months. The intention of this is that the majority of outstanding client cases can be completed and closed should LDHAS be unable to continue in operation.

The Trustee board may decide from time to time to hold designated reserves for specific purposes, such as replacement of IT equipment, buildings maintenance, software updates.

In addition to the provision of three months operating costs, unrestricted funds should be set aside for the following purposes:

Contractual commitment reserve (1) - a reserve to ensure that LDHAS is able to cover contracted payments to all staff as redundancy, provision of locum maternity cover, and the costs of any disciplinary and /or grievance procedures which may arise.

Contractual commitment reserve (2) - a reserve to cover utilities, insurance premiums, equipment rental, mobile phone contracts.


Equipment reserve - a reserve to ensure that there is sufficient money to replace equipment when it becomes obsolete or beyond economic repair.

Premises reserve - a reserve to provide for the cost of relocating to new premises either at the expiry of the current lease or if larger premises are deemed necessary. Provision for reinstatement of the current site to comply with the obligations under the current lease.

Development reserve - a reserve to allow LDHAS to undertake the development of new projects and areas of work and to conduct full feasibility studies on the advisability of such proposals.

We may also wish to list restricted funds that are held to support specific projects, in particular where the project runs beyond a year end. This reserves policy is monitored and reviewed by the trustees annually. This policy implies compliance with child and vulnerable adult safeguarding and other project policies.

The strategic report was approved by the trustees of the charity on 13 August 2025 and signed on its behalf by:


.....
Mr Mark Whiteman
Chairman

Lancaster & District Homeless Action Service Limited

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2025.

Objectives and activities

Public benefit

Activities undertaken to further public benefit.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Structure, governance and management

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

The annual report was approved by the trustees of the charity on 13 August 2025 and signed on its behalf by:



Mr Mark Whiteman
Chairman

Lancaster & District Homeless Action Service Limited

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Lancaster & District Homeless Action Service Limited for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

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

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

Approved by the trustees of the charity on 13 August 2025 and signed on its behalf by:


.....
Mr Mark Whiteman
Chairman

Lancaster & District Homeless Action Service Limited

Independent Examiner's Report to the trustees of Lancaster & District Homeless Action Service Limited

I report on the accounts of the charity for the year ended 31 March 2025 which are set out on pages 6 to 19 .

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

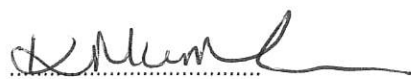
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mrs Kathryn Mumford

13 August 2025

Lancaster & District Homeless Action Service Limited

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £
Income and Endowments from:				
Grants, donations and legacies	3	62,329	94,821	157,150
Other trading activities	4	61,988	-	61,988
Total Income		124,317	94,821	219,138
Expenditure on:				
Charitable activities	5	(98,450)	(128,493)	(226,943)
Total Expenditure		(98,450)	(128,493)	(226,943)
Net income/(expenditure)		25,867	(33,672)	(7,805)
Net movement in funds		25,867	(33,672)	(7,805)
Reconciliation of funds				
Total funds brought forward		567,893	39,532	607,425
Total funds carried forward	16	593,760	5,860	599,620
	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Grants, donations and legacies	3	131,814	191,491	323,305
Other trading activities	4	58,057	-	58,057
Total Income		189,871	191,491	381,362
Expenditure on:				
Charitable activities	5	(96,359)	(173,943)	(270,302)
Total Expenditure		(96,359)	(173,943)	(270,302)
Net income		93,512	17,548	111,060
Net movement in funds		93,512	17,548	111,060
Reconciliation of funds				
Total funds brought forward		474,380	21,984	496,364
Total funds carried forward	16	567,892	39,532	607,424

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2023 is shown in note 16.

Lancaster & District Homeless Action Service Limited

(Registration number: 03722790)
Balance Sheet as at 31 March 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	12	336,217	333,962
Current assets			
Debtors	13	464	291
Cash at bank and in hand		<u>266,219</u>	<u>277,505</u>
		266,683	277,796
Creditors: Amounts falling due within one year	14	<u>(3,280)</u>	<u>(4,334)</u>
Net current assets		<u>263,403</u>	<u>273,462</u>
Net assets		<u>599,620</u>	<u>607,424</u>
Funds of the charity:			
Restricted funds		5,860	39,532
Unrestricted income funds			
Unrestricted funds		<u>593,760</u>	<u>567,892</u>
Total funds	16	<u>599,620</u>	<u>607,424</u>

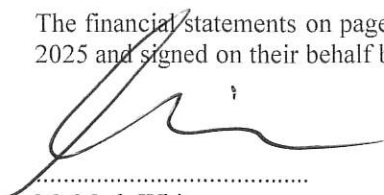
For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 6 to 19 were approved by the trustees, and authorised for issue on 13 August 2025 and signed on their behalf by:



Mr Mark Whiteman
Chairman

Lancaster & District Homeless Action Service Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

1 Charity status

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Lancaster & District Homeless Action Service Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Lancaster & District Homeless Action Service Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £200.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Furniture & Fittings	20% straight line basis

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Lancaster & District Homeless Action Service Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Lancaster & District Homeless Action Service Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Lancaster & District Homeless Action Service Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

5 Expenditure on charitable activities

		Unrestricted funds			
	Note	General £	Restricted funds £	Total 2025 £	Total 2024 £
Fundraising costs		1,055	-	1,055	446
Repairs and maintenance		37,101	14,067	51,168	119,356
Office expenses		17,066	-	17,066	19,022
Sundry and other costs		1,354	-	1,354	421
Travel and subsistence		108	-	108	56
Computer software and maintenance		1,548	-	1,548	1,343
Advertising		-	-	-	199
Staff costs		24,270	114,426	138,696	122,144
Allocated support costs	6	8,267	-	8,267	851
Governance costs	6	7,681	-	7,681	6,464
		<u>98,450</u>	<u>128,493</u>	<u>226,943</u>	<u>270,302</u>

Lancaster & District Homeless Action Service Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

6 Analysis of governance and support costs

Charitable activities expenditure

	Unrestricted funds		
	General	Total	Total
	£	2025	2024
		£	£
Support costs	8,267	8,267	851
Governance costs	7,681	7,681	6,464
	<u>15,948</u>	<u>15,948</u>	<u>7,315</u>

Governance costs

	Unrestricted funds		
	General	Total	Total
	£	2025	2024
		£	£
Staff costs			
Other staff costs	17	17	60
Audit fees			
Other fees paid to auditors	1,098	1,098	1,093
Legal fees	81	81	655
Other governance costs	6,485	6,485	4,656
	<u>7,681</u>	<u>7,681</u>	<u>6,464</u>

7 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2025	2024
	£	£
Depreciation of fixed assets	<u>696</u>	<u>851</u>

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

9 Staff costs

The aggregate payroll costs were as follows:

Lancaster & District Homeless Action Service Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

15 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £1,707 (2024 - £1,389).

16 Funds

	Balance at 1 April 2024 £	Incoming resources £	Resources expended £	Balance at 31 March 2025 £
Unrestricted funds				
General	(567,893)	(124,317)	98,450	(593,760)
Restricted funds	<u>(39,532)</u>	<u>(94,821)</u>	<u>128,493</u>	<u>(5,860)</u>
Total funds	<u>(607,425)</u>	<u>(219,138)</u>	<u>226,943</u>	<u>(599,620)</u>
	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Unrestricted funds				
General	(474,380)	(189,871)	96,359	(567,892)
Restricted funds	<u>(21,984)</u>	<u>(191,491)</u>	<u>173,943</u>	<u>(39,532)</u>
Total funds	<u>(496,364)</u>	<u>(381,362)</u>	<u>270,302</u>	<u>(607,424)</u>

17 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Tangible fixed assets	336,217	-	336,217
Current assets	260,823	5,860	266,683
Current liabilities	<u>(3,280)</u>	<u>-</u>	<u>(3,280)</u>
Total net assets	<u>593,760</u>	<u>5,860</u>	<u>599,620</u>

Lancaster & District Homeless Action Service Limited

Notes to the Financial Statements for the Year Ended 31 March 2025

18 Analysis of net funds

	At 1 April 2024	Cash flow	At 31 March
	£	£	2025
			£
Cash at bank and in hand	277,505	(11,286)	266,219
Net debt	<u>277,505</u>	<u>(11,286)</u>	<u>266,219</u>

Lancaster & District Homeless Action Service Limited

Notes to the Financial Statements for the Year Ended 31st March 2025

	Balance at 01.04.24	Incoming resources	Outgoing resources	Transfers	Balance at 30.3.25
	£	£	£	£	£
<u>REVENUE FUNDING</u>					
3R Foundation	0.00	1,019.00	1,019.00		0.00
Asda Foundation	1,554.00	0.00	1,393.04		160.96
Awards for All	0.00	20,000.00	20,000.00		0.00
Big Lottery	646.44	45,302.00	43,413.57		2,534.87
Comic Relief	586.80	0.00	586.80		0.00
Coop Community Fund	0.00	500.00	0.00		500.00
Hedley	0.00	2,000.00	0.00		2,000.00
Leeds Building Society	0.00	1,000.00	745.49		254.51
Lloyds Bank Foundation	0.00	25,000.00	24,590.36		409.64
Nationwide	23,441.78	0.00	23,441.78		0.00
Sainsburys	500.00	0.00	500.00		0.00
<u>CAPITAL FUNDING - AALBORG REFURBISHMENT</u>					
Lancaster University	1,000.00	0.00	1,000.00		0.00
Nationwide	9,424.00	0.00	9,424.00		0.00
NFUM	539.49	0.00	539.49		0.00
Rank Foundation	1,650.50	0.00	1,650.50		0.00
Screwfix	189.13	0.00	189.13		0.00
Total P&L	39,532.14	94,821.00	128,493.16	0.00	5,859.98

