
THE HOUSE OF GENESIS

(A company limited by guarantee and a registered charity)

TRUSTEES REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED JULY 31st 2020

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ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

August 2019 – July 2020

Directors/Trustees:	A. Lusher (Chair) S. M. Gay V. Dodsworth MBE M. J. Graham Dr. S. Taplin D. Wells (appointed 20 th March 2020)
Registered Company No:	04479636
Registered Charity No:	1095284
Registered Office:	6, Laundry Close Thorpe St. Andrew Norwich NR7 0XH
Company Secretary:	Simon Gay 10, Upper Street Salhouse NR13 6RZ
Independent Examiner:	Andrew Rose 9 Turner Close Wymondham NR18 0NP

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TRUSTEES' REPORT - YEAR ENDING 31ST JULY 2020

The Trustees, who are also Directors of the Charity for the purposes of the Companies Act, present their Annual Report and financial statements for the year ended 31st July 2020. The Trustees confirm that these conform to current statutory requirements, also with the requirements of the company's governing document and with the provisions of the Statement of Recommended Practice: Accounting by Charities 2011 and the Companies Act 2006.

STRUCTURE, GOVERNANCE & MANAGEMENT

a. CONSTITUTION

The Charity is a charitable company limited by guarantee. It was incorporated on 8th July 2002 as The House of Genesis. Registered No. 04479636.

The Company is registered with the Charity Commission, registration no. 1095284.

The Company's governing instruments are Memorandum and Articles of Association.

The Trustees/Directors are shown on page 3 of this report.

b. APPOINTMENT OF TRUSTEES

In seeking new members of the Board of Trustees, the experience and qualifications of possible candidates and other interested parties are borne in mind, to ensure the best governance for the charity. The successful candidates are elected by existing trustees. The maximum number of trustees is twelve and the minimum is three, with six currently in post.

c. ORGANISATIONAL STRUCTURE

The day to day work of the Charity is currently staffed by five part-time employees, one finance officer working on a contractual basis and with specialist support from Trustees and volunteers. The Charity has operated from four properties, during this year: 6 Laundry Close, which is owned jointly by the Charity and Saffron Housing Trust; 3 St Williams Way, which was purchased by the Charity in October 2017 using a mortgage, 8 Pilling Park Road and 52 Newbegin Road, which are rented from Norwich City Council under the private sector leasing scheme.

The Trustees are committed to ensuring the appropriate management structure is in place to maintain the quality and success of the service.

d. RISK MANAGEMENT

The Trustees are committed to a regular review of the strategic, business and operational risks which the Charity faces, with a view to ensuring that appropriate systems and procedures are in place to minimise the identified risks. There is an up to date risk register included in the Business Plan, which is subject to regular review. In addition, a full risk assessment has been carried out to help manage the risks associated with Covid-19.

e. PUBLIC BENEFIT

In planning the activities, the Trustees have had regard to the guidance on public benefit issued by the Charity Commission in December 2008.

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OBJECTIVES AND ACTIVITIES

a. POLICIES AND OBJECTIVES

The objects of the Company are to:

- promote for the benefit of the public, the rehabilitation of the homeless and ex-prisoners, and to relieve poverty by the provision of accommodation, support and advice
- advance religion for the benefit of the public in such a way that its message becomes accessible and comprehensible to those whom the Company seeks to assist.

b. ACTIVITIES FOR ACHIEVING OBJECTIVES

For most of the year, the work was based at three houses where new and existing residents are welcomed and offered support, care, guidance and supervision. Since March 2020, an additional house at 52 Newbegin Road is being rented from Norwich City Council to increase the available accommodation so that the Charity can now accommodate up to 16 men. The men are helped to address issues in their lives that may have previously led to difficulties or failures. Life skills are regularly reviewed with residents and they are encouraged to find employment, training or voluntary work in the community.

As their stay lengthens and positive self-confidence is developed, the men are encouraged to register for their own accommodation, as appropriate to each individual. Their stay at Genesis should not exceed two years, with the average being around eighteen months. Many will return to visit after they have moved on. Sometimes they are seeking support, but more often are keen to demonstrate the positive progress they have made.

In common with many charities, The House of Genesis is funded through grants, fees and annual contracts. The Charity continues to seek more long-term funding.

c. VOLUNTEERS

The Charity has been grateful for the support given by many volunteers over the year.

ACHIEVEMENTS AND PERFORMANCE

a. COVID-19

Since 23 March 2020 to the end of the period in question and beyond, the work of the Charity has been disrupted by Covid-19. Measures detailed below have helped the residents, staff and trustees to remain free from the virus.

- Actions taken include:

- A full risk assessment has been carried out by the General Manager
- An "isolation room" has been maintained for the sole use of residents moving in or residents with symptoms of the disease.
- A range of Personal Protective Equipment has been obtained, some of medical standard, for use by staff and residents.
- Sanitising products have been provided and maintained at all properties.
- Staff shift patterns have been changed to minimise the contact between staff and thereby reducing the risk of spreading infection. Staff visits between houses have been stopped or restricted.
- Staff have regularly reminded residents of the need to stay alert and posters have been put in place to reinforce this message

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- Effect on the charity

- The financial cost has largely been met by grant funding, so the effect on the financial situation has been small.
- By ensuring that new residents are quarantined in the isolation room for 10 days before joining the main houses, the filling of vacancies has been delayed, thereby reducing income and limiting the number of men being helped.
- Staffing arrangements have limited the support given to residents, requiring very careful prioritisation of work.
- The work of the Chaplain has been temporarily stopped.

All remain vigilant and we are thankful that the work of the Charity, although made more difficult by the pandemic, has continued and men are still being housed and supported in accordance with the Charitable objects.

b. REVIEW OF ACTIVITIES

The House of Genesis has continued to operate in a positive and stable manner, save for the disruption described above caused by the Corona virus. The Board of Trustees has met on a regular quarterly basis and are pleased to be able to sustain the provision that Genesis is able to offer to 16 men at any one time who have been discharged from prison or who come to us from homeless situations.

- Accommodation

- A new property has been acquired under the private lease scheme at 52 Newbegin Road, which can accommodate 4 men
- An extension to the communal area in the house at St Williams Way has been completed.
- The four houses we now have are highly suitable and are able to accommodate a maximum of sixteen residents

- Staff and Trustees

- In April 2019 Trustees decided to appoint a General Manager in order to reduce the work-load of a volunteer Trustee. A General Manager was appointed in November 2019 to manage the whole project with the assistance of other staff.
- Staffing now consists of a General Manager, a Residents' Manager and three support workers. All staff are part-time.
- In addition, a Finance Officer works for the Charity on a contract basis.
- Staffing is maintained at the appropriate level. The present staff provide cover on the premises during day time and occasional evening hours with on-call support at all other times.
- A Chaplain offers his services regularly to all residents. This provision has ceased during periods of Covid-19 lock-down.
- The Charity has six trustees with a variety of skills appropriate to the needs of the charity.
- During the year Martin Graham resigned as chair of the trustees and Alan Lusher was elected to take his place.
- During the year Alan Lusher resigned as secretary to the trustees and Simon Gay took his place.

- Residents

- Referrals continue to come in on a regular basis and every vacancy has several applicants.
- Occupancy rates are closely monitored with a target of 90%, which has consistently been exceeded.
- Whilst not all residents find that they are able to manage themselves with the support provided, most move on after a period with us and take up successful lives in the community.

- Finance

- Despite the pandemic, the financial situation remains stable and income covers expenditure. The Business Plan for the next year looks to maintain the present stability.

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- **Projects**

- Full review of policies contained within the Charity's "Staff Handbook" has taken place. All updated and amended as necessary

c. FUNDRAISING

The charity is sustainably funded. Fundraising is actively pursued for major items outside of normal running costs.

d. RESERVES POLICY

The trustees aim to maintain a minimum of £25,000 as unrestricted reserves, which is held at HSBC plc.

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STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with the applicable law and regulations.

Company and charity law require the trustees to prepare financial statements for each financial year. Under that law the trustees have chosen to prepare the financial statements in accordance with the U.K. Generally Accepted Accounting Practice. The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the trustees are required to:

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

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

This report has been prepared in accordance with the Statement of Recommended Practice; Accounting and Reporting by Charities (issued March 2005) and in accord with the special provisions of Part VII of the Companies Act 2006 relating to small entities.

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INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Trustees of The House of Genesis

(A company limited by guarantee and a registered charity)

Charity number 1095284 Company number 04479636

On accounts for the year ended 31 July 2020

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 July 2020

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"), you consider an audit is not required under section 144 of the Act and that an independent examination is needed.

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. The report is limited to the matters set out in the statement below.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- Accounting records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records

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



Andrew Rose

26 February 2021

9 Turner Close
Wymondham
Norfolk
NR18 ONP

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STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR YEAR ENDED 31st JULY 2020

		<u>Restricted</u>	<u>Unrestricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
		<u>Funds 2020</u>	<u>Funds 2020</u>	<u>2020</u>	<u>2019</u>
	<u>Note</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>(Restated)</u>
					<u>£</u>
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Voluntary Income	2	14,146	127,217	141,363	112,444
Investment Income	3	0	44	44	44
Incoming Resources from Charitable Activities	4	0	12,358	12,358	8,054
TOTAL INCOMING RESOURCES		14,146	139,619	153,765	120,542
RESOURCES EXPENDED					
Charitable Activities	1,5&6	7,004	120,097	127,101	105,375
Governance Costs	7	0	1,001	1,001	2,115
TOTAL RESOURCES EXPENDED		7,004	121,098	128,102	107,490
NET INCOME (EXPENDITURE) BEFORE TRANSFERS		7,142	18,521	25,663	13,052
Transfers between Funds		-1,230	1,230	0	0
NET MOVEMENT IN FUNDS FOR THE YEAR		5,912	19,751	25,663	13,052
Total Funds at 1st August 2019 (Restated)		1,230	365,880	367,110	361,889
Setting Up CCN as a Separate Entity		0	0	0	-7,831
TOTAL FUNDS AT 31st JULY 2020		7,142	385,631	392,773	367,110

The notes on pages 12 to 17 form part of these financial statements.

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BALANCE SHEET
AS AT 31st JULY 2020

	<u>Note</u>	<u>2020</u>	<u>2019 (Restated)</u>
		£	£
FIXED ASSETS			
Tangible Fixed Assets	1&12	503,444	502,387
CURRENT ASSETS			
Cash at Bank and in Hand		66,553	52,504
DEBTORS			
Amounts Falling Payable Within One Year	13	4,947	0
CREDITORS			
Amounts Falling Due Within One Year	14	-4,096	-2,211
LOANS			
Amounts Falling Due Within One Year	14	-2,621	-2,500
NET CURRENT ASSETS		<u>64,783</u>	<u>47,793</u>
TOTAL ASSETS LESS CURRENT ASSETS		<u>568,227</u>	<u>550,180</u>
LONG TERM LOANS	1&15	<u>-175,454</u>	<u>-183,070</u>
		<u>392,773</u>	<u>367,110</u>
CHARITY FUNDS	1&16		
Unrestricted Funds		385,631	365,880
Restricted Funds		<u>7,142</u>	<u>1,230</u>
		<u>392,773</u>	<u>367,110</u>

For the year ended 31st July 2020, the company was entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies. Responsibilities of the trustees:

(a): The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act. However, in accordance with Section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report forms part of this document.

(b): The trustees acknowledge their responsibilities for complying with the requirements of the Companies 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 were approved by the trustees on 5th March 2021 and signed on their behalf by:

Alan Lusher

The notes on pages 12 to 17 form part of these financial statements.

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NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 JULY 2020

1. BASIS OF PREPARATION

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The charity has adopted IFRS 16 and has changed its accounting policy for lease contracts. Under IFRS 16 the charity recognises the right-of-use asset and lease liability relating to Laundry Close. All comparative information has been restated. The table below summarises the impact of adopting IFRS 16 on the financial statements:

	<u>As</u>		
	<u>Previously</u>		
1st August 2018	<u>Reported</u>	<u>Adjustments</u>	<u>As Restated</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Fixed Assets	417,771	62,544	480,315
Current Assets	70,738	0	70,738
Creditors and Loans less than one year	-3,593	0	-3,593
Net Current Assets	67,145	0	67,145
Total Assets less Current Liabilities	484,916	62,544	547,460
Long Term Loans	-115,662	-69,909	-185,571
Charity Funds	369,254	-7,365	361,889

31st July 2019

Fixed Assets	439,527	62,860	502,387
Current Assets	52,504	0	52,504
Creditors and Loans less than one year	-4,711	0	-4,711
Net Current Assets	47,793	0	47,793
Total Assets less Current Liabilities	487,320	62,860	550,180
Long Term Loans	-113,161	-69,909	-183,070
Charity Funds	374,159	-7,049	367,110

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Funds 2020</u>	<u>Funds 2020</u>	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>(Restated)</u>
2. VOLUNTARY INCOME				
Donations	14,146	10,261	24,407	25,267
Grants		116,956	116,956	87,177
	14,146	127,217	141,363	112,444

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NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 JULY 2020

3. INVESTMENT INCOME

Interest Income

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Funds 2020</u>	<u>Funds 2020</u>	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>(Restated)</u>
				<u>£</u>
	0	44	44	44

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

Rental Income

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Funds 2020</u>	<u>Funds 2020</u>	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>(Restated)</u>
				<u>£</u>
	0	12,358	12,358	8,054

5. DIRECT COSTS

Rent/Mortgage

Interest Paid on Lease

Council Tax

Insurance

Utilities

Household

Salaries

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total Costs</u>	<u>Total 2019</u>
	<u>Costs 2020</u>	<u>Costs 2020</u>	<u>2020</u>	<u>(Restated)</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
	0	17,213	17,213	15,020
	0	5,897	5,897	5,611
	0	3,343	3,343	2,949
	0	1,066	1,066	1,090
	43	13,127	13,170	10,028
	3,028	10,574	13,602	9,751
	707	32,783	33,490	26,626
	3,778	84,003	87,781	71,075

6. SUPPORT COSTS

Office Costs

Other Costs

Salaries

Depreciation - net of profit on sale of assets

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total Costs</u>	<u>Total 2019</u>
	<u>Costs 2020</u>	<u>Costs 2020</u>	<u>2020</u>	<u>(Restated)</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
		1,130	1,130	989
	356	1,820	2,176	5,774
	2,120	23,144	25,264	18,883
	750	10,000	10,750	8,654
	3,226	36,094	39,320	34,300

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NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 JULY 2020

	<u>Restricted</u> <u>Costs 2020</u>	<u>Unrestricted</u> <u>Costs 2020</u>	<u>Total Costs</u> <u>2020</u>	<u>Total 2019</u> <u>(Restated)</u>
	£	£	£	£
7. GOVERNANCE COSTS				
Accountancy	0	0	0	1,215
Legal and Professional	0	1,001	1,001	900
	0	1,001	1,001	2,115

8. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

	<u>Staff Costs</u> <u>2020</u>	<u>Depreciation</u> <u>2020</u>	<u>Other Costs</u> <u>2020</u>	<u>Total 2020</u>	<u>Total 2019</u> <u>(Restated)</u>
	£	£	£	£	£
General Activities	58,754	10,750	57,597	127,101	105,375
Governance	0	0	1,001	1,001	2,115
	58,754	10,750	58,598	128,102	107,490

9. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	<u>Direct Costs</u> <u>2020</u>	<u>Support</u> <u>Costs 2020</u>	<u>Total 2020</u>	<u>Total 2019</u> <u>(Restated)</u>
	£	£	£	£
General Activities	87,781	39,320	127,101	105,375

10. NET INCOME / (EXPENDITURE)

	<u>2020</u>	<u>2019</u> <u>(Restated)</u>
	£	£
This is stated after charging		
Depreciation on Tangible Fixed Assets - owned by the charity	10,750	8,654
- net of profit on sale of assets.		

During the year, no trustees received remuneration. (2019 - £0)

During the year, no trustees received any benefits in kind. (2019 - £0)

During the year, no one received reimbursement of motor expenses. (2019 - £70)

During the year, a number of staff and trustees attended 2 meals that cost £86. (2019 - £82)

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NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 JULY 2020

11. STAFF COSTS	<u>2,020</u>	<u>2019</u> <i>(Restated)</i>
	<u>£</u>	<u>£</u>
Salaries	58,754	45,509

The average monthly number of employees, calculated as full-time equivalents, during the year was as follows:

General Manager	0.4	0.0
Residents' Manager	0.5	0.5
Support Worker	1.6	1.9
Administration	0.2	0.0
	<u>2.7</u>	<u>2.4</u>

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

12. TANGIBLE FIXED ASSETS	<u>Land and Buildings</u>	<u>Motor Vehicles</u>	<u>Furniture, Fittings and Equipment</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
COST				
At 1st August 2019 (Restated)	551,318	0	3,137	554,455
Additions	6,787	2,995	2,125	11,907
Disposals	0	0	0	0
At 31st July 2020	558,105	2,995	5,262	566,362
DEPRECIATION				
At 1st August 2019 (Restated)	48,931	0	3,137	52,068
Charge for the year	8,790	998	1,062	10,850
Disposals	0		0	0
At 31st July 2020	57,721	998	4,199	62,918
NET BOOK VALUE				
At 1st August 2019 (Restated)	502,387	0	0	502,387
At 31st July 2020	500,384	1,997	1,063	503,444

During the year a motor vehicle asset was disposed of for £100, having a net book value of £0.

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	<u>2020</u>	<u>2019</u> <i>(Restated)</i>
	<u>£</u>	<u>£</u>
13. DEBTORS		
Trade Debtors	4,947	0

	<u>2020</u>	<u>2019</u> <i>(Restated)</i>
	<u>£</u>	<u>£</u>
14. CREDITORS: Amounts Falling Due Within One Year		
Trade Creditors	4,096	2,211
Mortgage - St. Williams Way, Norwich	2,621	2,500
	<u>6,717</u>	<u>4,711</u>

	<u>2020</u>	<u>2019</u> <i>(Restated)</i>
	<u>£</u>	<u>£</u>
15. LONG TERM LOANS		
Loans	0	5,000
Mortgage - St. Williams Way, Norwich	105,545	108,161
Lease - Laundry Close, Norwich	69,909	69,909
	<u>175,454</u>	<u>183,070</u>

The bank loan is secured by a mortgage on the property.

	<u>Brought Forward</u> <i>(Restated)</i>	<u>Incoming Resources</u>	<u>Resources Expended</u>	<u>Transfers</u>	<u>Carried Forward</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
16. STATEMENTS OF FUNDS					
SUMMARY OF FUNDS					
Unrestricted Funds	365,880	139,619	121,098	1,230	385,631
Restricted Funds	1,230	14,146	7,004	-1,230	7,142
	<u>367,110</u>	<u>153,765</u>	<u>128,102</u>	<u>0</u>	<u>392,773</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 JULY 2020

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total Funds</u>	<u>Total Funds</u>
17. ANALYSIS OF NET ASSETS BETWEEN FUNDS	<u>Funds 2020</u>	<u>Funds 2020</u>	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>(Restated)</u>
				<u>£</u>
Tangible Fixed Assets	750	502,694	503,444	502,387
Long Term Loans	0	-175,454	-175,454	-183,070
Current Assets	6,392	60,161	66,553	52,504
Creditors Due Within One Year	0	-4,096	-4,096	-2,211
Loans Due Within One Year	0	-2,621	-2,621	-2,500
Debtors Due Within One Year	0	4,947	4,947	0
	<u>7,142</u>	<u>385,631</u>	<u>392,773</u>	<u>367,110</u>

18. CONTINGENT LIABILITIES

There are no contingent liabilities that need noting.