

Registered Charity No. 1095284
Company No. 04479636

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

**TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED JULY 31st 2021**

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

CONTENTS

	Page Number
Reference and administrative details of the charity, its trustees and advisers	3
Trustees' Report	4-8
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12-17

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
August 2020 – July 2021

Directors/Trustees:	A. Lusher (Chair) S. M. Gay V. Dodsworth MBE M. J. Graham Dr. S. Taplin D. Wells M. Cary (joined 1 st July 2021)
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

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

TRUSTEES' REPORT - YEAR ENDING 31ST JULY 2021

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 2021. 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 seven currently in post.

c. ORGANISATIONAL STRUCTURE

The day-to-day work of the Charity is currently staffed by one full-time employee, four part-time employees, one finance officer working on a contractual basis and with specialist support from Trustees and volunteers.

The Charity has operated from five properties, during this year: 6 Laundry Close, 3 St Williams Way, 8 Pilling Park Road, 52 Newbegin Road and 82 St James Close all of which are on the east side of Norwich. The properties at Laundry Close and St Williams Way are owned by the charity, with HSBC mortgages and the remaining properties 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.

THE HOUSE OF GENESIS

(A company limited by guarantee and a registered charity)

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

The work of the charity is based within five houses where new and existing residents are welcomed and offered support, care, guidance and supervision. Since November 2020, an additional house at 82 St James Close is being rented from Norwich City Council to increase the available accommodation so that the Charity can now accommodate up to 17 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 is grateful for the support given by many volunteers over the year, including in particular the services of a Chaplain, who makes his services available to all residents weekly.

ACHIEVEMENTS AND PERFORMANCE

a. COVID-19

The work of the Charity has been disrupted by Covid-19 for the entire period in question. However, 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.

THE HOUSE OF GENESIS

(A company limited by guarantee and a registered charity)

- 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
- **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 was been temporarily stopped, but has now resumed as benefits of his work outweigh the risks of him attending.

All remain vigilant and we are thankful that the work of the Charity, although made more difficult by the pandemic, has been able to continue 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, with additional meeting when required for operational reasons, and are pleased to be able to sustain the provision that Genesis is able to offer to 17 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 82 St James Close, which can accommodate 2 men
 - The five houses we now have are highly suitable and are able to accommodate a maximum of 17 residents.
 - Regular redecoration and refurbishment is carried out, usually when rooms become vacant to maintain a good standard of accommodation.
- **Staff and Trustees**
- The Residents Manager left employment in January 2021 and the General Manager then took up a full-time contract in place of his former part-time contract. This has enabled him not only to meet the demands of increased workload, but also to manage residents' admission to the homes and their care.
 - Staffing now consists of a full-time General Manager and four part-time support workers.
 - In addition, a Finance Office works for the Charity on a contractual basis.

THE HOUSE OF GENESIS

(A company limited by guarantee and a registered charity)

- 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 volunteer chaplain offers his services regularly to all residents. This provision ceased temporarily during periods of Covid-19 lock-down, but is now back and is very much appreciated by some of the residents.
- The Charity has seven trustees with a variety of skills appropriate to the needs of the charity.
- **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%. Occupancy dipped due to Covid-19 related restrictions, but is almost back to target now.
 - 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.
- **Projects**
 - Full review of policies contained within the Charity's "Staff Handbook" has taken place. All updated and amended as necessary.
 - One of the trustees has taken the lead Health and Safety matters, bringing in professional and expert help to ensure the project meets all requirements of Health and Safety regulation and legislation. Trustees have committed to financing requirements which may be found.
 - The General Manager and Trustees have been developing contacts with relevant local organisations. Training courses have been shared with another organisation and referrals for residents have been picked up from another – both examples of the benefits of networking we have found.

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 £30,000 as unrestricted reserves, which is held at HSBC plc.

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

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.

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

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 2021

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 July 2021

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

25 February 2022

9 Turner Close
Wymondham
Norfolk
NR18 ONP

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR YEAR ENDED 31st JULY 2021

	<u>Note</u>	<u>Restricted Funds 2021</u> £	<u>Unrestricted Funds 2021</u> £	<u>Total Funds 2021</u> £	<u>Total Funds 2020</u> £
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Voluntary Income	1	222	167,168	167,390	141,363
Investment Income	2	0	6	6	44
Incoming Resources from Charitable Activities	3	0	15,231	15,231	12,358
TOTAL INCOMING RESOURCES		222	182,405	182,627	153,765
RESOURCES EXPENDED					
Charitable Activities	4&5	1,363	147,052	148,415	127,101
Governance Costs	6	0	3,738	3,738	1,001
TOTAL RESOURCES EXPENDED		1,363	150,790	152,153	128,102
NET INCOME (EXPENDITURE) BEFORE TRANSFERS		-1,141	31,615	30,474	25,663
Transfers between Funds		1	-1	0	0
NET MOVEMENT IN FUNDS FOR THE YEAR		-1,140	31,614	30,474	25,663
Total Funds at 1st August 2020		7,142	385,631	392,773	367,110
TOTAL FUNDS AT 31st JULY 2021		6,002	417,245	423,247	392,773

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

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

BALANCE SHEET
AS AT 31st JULY 2021

	<u>Note</u>	<u>2021</u>	<u>2020</u>
		£	£
FIXED ASSETS			
Tangible Fixed Assets	11	522,427	503,444
CURRENT ASSETS			
Cash at Bank and in Hand		105,226	66,553
DEBTORS			
Amounts Falling Payable Within One Year	12	7,071	4,947
CREDITORS			
Amounts Falling Due Within One Year	13	-5,874	-4,096
LOANS			
Amounts Falling Due Within One Year	13	-102,956	-2,621
NET CURRENT ASSETS		<u>3,467</u>	<u>64,783</u>
TOTAL ASSETS LESS CURRENT ASSETS		<u>525,894</u>	<u>568,227</u>
LONG TERM LOANS	14	<u>-102,647</u>	<u>-175,454</u>
		<u>423,247</u>	<u>392,773</u>
CHARITY FUNDS	15		
Unrestricted Funds		417,245	385,631
Restricted Funds		<u>6,002</u>	<u>7,142</u>
		<u>423,247</u>	<u>392,773</u>

For the year ended 31st July 2021, 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 04 March 2022 and signed on their behalf by:

Alan Lusher

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

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 JULY 2021

	<u>Restricted Funds 2021</u>	<u>Unrestricted Funds 2021</u>	<u>Total Funds 2021</u>	<u>Total Funds 2020</u>
	£	£	£	£
1. VOLUNTARY INCOME				
Donations	0	7,005	7,005	24,407
Grants	222	160,163	160,385	116,956
	222	167,168	167,390	141,363

	<u>Restricted Funds 2021</u>	<u>Unrestricted Funds 2021</u>	<u>Total Funds 2021</u>	<u>Total Funds 2020</u>
	£	£	£	£
2. INVESTMENT INCOME				
Interest Income	0	6	6	44

	<u>Restricted Funds 2021</u>	<u>Unrestricted Funds 2021</u>	<u>Total Funds 2021</u>	<u>Total Funds 2020</u>
	£	£	£	£
3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES				
Rental Income	0	15,231	15,231	12,358

	<u>Restricted Costs 2021</u>	<u>Unrestricted Costs 2021</u>	<u>Total Costs 2021</u>	<u>Total Costs 2020</u>
	£	£	£	£
4. DIRECT COSTS				
Rent/Mortgage	0	29,678	29,678	17,213
Interest Paid on Lease	0	6,810	6,810	5,897
Council Tax	0	5,577	5,577	3,343
Insurance	0	1,044	1,044	1,066
Utilities	0	13,201	13,201	13,170
Household	479	8,706	9,185	13,602
Salaries	0	32,295	32,295	33,490
	479	97,311	97,790	87,781

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 JULY 2021

	<u>Restricted Costs 2021</u>	<u>Unrestricted Costs 2021</u>	<u>Total Costs 2021</u>	<u>Total Costs 2020</u>
	£	£	£	£
5. SUPPORT COSTS				
Office Costs	0	1,485	1,485	1,130
Other Costs	134	2,714	2,848	2,176
Salaries	0	34,987	34,987	25,264
Depreciation (2020: net of profit on sale of assets)	750	10,555	11,305	10,750
	884	49,741	50,625	39,320

	<u>Restricted Costs 2021</u>	<u>Unrestricted Costs 2021</u>	<u>Total Costs 2021</u>	<u>Total Costs 2020</u>
	£	£	£	£
6. GOVERNANCE COSTS				
Legal and Professional	0	3,738	3,738	1,001

7. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

	<u>Staff Costs 2021</u>	<u>Depreciation 2021</u>	<u>Other Costs 2021</u>	<u>Total Costs 2021</u>	<u>Total Costs 2020</u>
	£	£	£	£	£
General Activities	67,282	11,305	69,828	148,415	127,101
Governance	0	0	3,738	3,738	1,001
	67,282	11,305	73,566	152,153	128,102

8. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	<u>Direct Costs 2021</u>	<u>Support Costs 2021</u>	<u>Total Costs 2021</u>	<u>Total Costs 2020</u>
	£	£	£	£
General Activities	97,790	50,625	148,415	127,101

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 JULY 2021

9. NET INCOME / (EXPENDITURE)

This is stated after charging

<u>2,021</u>	<u>2,020</u>
<u>£</u>	<u>£</u>

Depreciation on Tangible Fixed Assets owned by the charity

<u>11,305</u>	<u>10,750</u>
---------------	---------------

(2020: net of profit on sale of assets.)

During the year, no trustees received remuneration. (2020 - £0)

During the year, no trustees received any benefits in kind. (2020 - £0)

During the year, two volunteers received reimbursement of motor expenses totalling £215. (2020 - £0)

During the year, one member of staff and one trustee attended 1 meal that cost £35. (2020 - £86)

10. STAFF COSTS

<u>2,021</u>	<u>2,020</u>
<u>£</u>	<u>£</u>

Salaries

<u>67,282</u>	<u>58,754</u>
---------------	---------------

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

General Manager	0.8	0.4
Residents' Manager	0.3	0.5
Support Worker	1.6	1.6
Administration	0.2	0.2
	<u>2.9</u>	<u>2.7</u>

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

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 JULY 2021

11. TANGIBLE FIXED ASSETS	<u>Land and Buildings</u> £	<u>Motor Vehicles</u> £	<u>Furniture, Fittings and Equipment</u> £	<u>Total</u> £
COST				
At 1st August 2020	558,105	2,995	5,262	566,362
Additions	0	0	0	0
Modified Lease Adjustment to Asset	30,288	0	0	30,288
Disposals	0	0	0	0
At 31st July 2021	588,393	2,995	5,262	596,650
DEPRECIATION				
At 1st August 2020	57,721	998	4,199	62,918
Charge for the year	9,244	998	1,063	11,305
Disposals	0		0	0
At 31st July 2021	66,965	1,996	5,262	74,223
NET BOOK VALUE				
At 1st August 2020	500,384	1,997	1,063	503,444
At 31st July 2021	521,428	999	0	522,427

There has been a Modified Lease Adjustment made to the Laundry Close Property. This is the result of the remaining lease being fully repaid in August 2021 based on the current value of the property.

12. DEBTORS	<u>2021</u> £	<u>2,020</u> £
Trade Debtors	7,071	4,947

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 JULY 2021

	<u>2021</u>	<u>2,020</u>
	<u>£</u>	<u>£</u>
13. CREDITORS: Amounts Falling Due Within One Year		
Trade Creditors	5,874	4,096
Mortgage - St. Williams Way, Norwich	2,759	2,621
Lease - Laundry Close, Norwich	100,197	0
	<u>108,830</u>	<u>6,717</u>

The Laundry Close lease is being fully repaid in August 2021 based on the current value of the property.

	<u>2021</u>	<u>2,020</u>
	<u>£</u>	<u>£</u>
14. LONG TERM LOANS		
Mortgage - St. Williams Way, Norwich	102,647	105,545
Lease - Laundry Close, Norwich	0	69,909
	<u>102,647</u>	<u>175,454</u>

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

15. STATEMENTS OF FUNDS	<u>Brought Forward</u>	<u>Incoming Resources</u>	<u>Resources Expended</u>	<u>Rounding Adjustment</u>	<u>Carried Forward</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
SUMMARY OF FUNDS					
Unrestricted Funds	385,631	182,405	150,790	-1	417,245
Restricted Funds	7,142	222	1,363	1	6,002
	<u>392,773</u>	<u>182,627</u>	<u>152,153</u>	<u>0</u>	<u>423,247</u>

THE HOUSE OF GENESIS
(A company limited by guarantee and a registered charity)

NOTES TO THE FINANCIAL STATEMENTS
FOR YEAR ENDED 31 JULY 2021

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS	<u>Restricted</u> <u>Funds 2021</u> <u>£</u>	<u>Unrestricted</u> <u>Funds 2021</u> <u>£</u>	<u>Total Funds</u> <u>2021</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2020</u> <u>£</u>
Tangible Fixed Assets	0	522,427	522,427	503,444
Long Term Loans	0	-202,844	-202,844	-175,454
Current Assets	6,002	99,224	105,226	66,553
Creditors Due Within One Year	0	-5,874	-5,874	-4,096
Loans Due Within One Year	0	-2,759	-2,759	-2,621
Debtors Due Within One Year	0	7,071	7,071	4,947
	<u>6,002</u>	<u>417,245</u>	<u>423,247</u>	<u>392,773</u>

17. CONTINGENT LIABILITIES

There are no contingent liabilities that need noting.