



**Ipswich Housing Action Group Limited**  
**Company limited by guarantee**  
**Financial Statements**  
**For the year ended 31 March 2022**

**Company Registration Number 05268499**

**Charity Number 1107841**

# **Ipswich Housing Action Group Limited**

## **Company limited by Guarantee**

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**Year ended 31 March 2022**

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# Ipswich Housing Action Group Limited

## Company limited by guarantee

### Trustees' Annual Report

#### Year ended 31 March 2022

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The Trustees present their report and audited consolidated financial statements of the charity and group for the year end 31 March 2022 which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and 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 published in October 2019.

#### Reference and Administrative Details

<b>Registered charity name</b>	Ipswich Housing Action Group Limited
<b>Charity registration number</b>	1107841
<b>Company registration number</b>	05268499
<b>Principal office and registered office</b>	The Chapman Centre Black Horse Lane Ipswich Suffolk IP1 2EF

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

Antonia Lancaster (Chair)  
Daniel Bristow  
Jeremy Hennell James (Treasurer)  
Elaine Webb  
Tracy Murphy (resigned 31/03/2022)  
Thomas Jell  
Christopher McEwen  
David Jackson (resigned 30/12/2021)  
Gemma Bloomfield

<b>Chief Executive Officer and Company secretary</b>	Julie Ramsey
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<b>Auditor</b>	Lovewell Blake LLP Chartered Accountants & Statutory Auditor Bankside 300 Peachman Way Broadland Business Park Norwich Norfolk NR7 0LB
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# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Trustees' Annual Report (incorporating the director's report) (continued)

Year ended 31 March 2022

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#### Objectives and activities

##### a. Policies and objectives

The principal objects of Ipswich Housing Action Group (ihAg) are set out in its Memorandum and Articles of Association, which states;

"The Charity's objects are to relieve need, hardship and distress amongst the homeless and amongst those who are living in adverse housing conditions in Ipswich and the surrounding districts by the provision of accommodation and associated amenities".

##### b. Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

In summary, the aims of our charity are to support people, primarily those who are "non-statutory homeless" to access professional, non-judgemental advice, and guidance in order to better understand their situation and make informed decisions about their lives; and these fully reflect the purposes that the charity was set up to further.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2).

##### c. Strategies for achieving objectives

Due to the ongoing impact of the Covid-19 pandemic and National prevention measures, the Executive Board of Trustees approved a One Year Strategic Plan for 2021/22 with four key strategic objectives, and a detailed delivery plan to achieve those.

The Strategic Objectives were:

*Further development of needs-led services, across all three core areas of Accommodation, Prevention and Support, which are Covid-19 resilient*

- Review all current service delivery models with staff to ensure their relevance, and consider how these can be extended to meet anticipated demand.
- Redesign services that fulfill identified need and ensure these can be offered in a safe, effective, and innovative manner regardless of any Covid-19 restrictions which may be brought into place.
- Actively design and pilot interventions which we believe will address unmet need, and allocate our own resources alongside specifically sourced external funding.

*Invest in the infrastructure and resources of the organisation in readiness for growth*

- Review the staffing model of ihAg, and plan the introduction of key roles which enable growth across services, geography, and income.
- Review the technical and digital capability of the organisation, and invest in effective and flexible systems which fully meet our needs.
- Develop and implement an internal framework for capturing outcomes and performance of all services, including first-hand accounts of change from service users and partners.
- Develop and introduce a training programme for all staff, which includes relevant topics and best practice.

*Increase unrestricted funding*

- Implement a robust Fundraising Strategy with clear targets, campaigns and timelines, enabling ihAg to grow its income independently of Contracts, and provide flexibility in meeting service user needs.
- Develop relationships with local businesses to build corporate sponsorship and annual charity giving opportunities.
- Regularly review Trusts and Foundations criteria, and make applications based on our Vision, Mission, and knowledge of service user need.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Trustees' Annual Report (incorporating the director's report) (continued)

Year ended 31 March 2022

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#### Objectives and activities (continued)

##### c. Strategies for achieving objectives (continued)

*Proactively develop a reputation as a leading provider of effective services*

- Define and communicate the ihAg Service Offer through a clear Communications Strategy.
- Map local services, and identify gaps which can link into our offer.
- Raise the profile of ihAg through our Website, Social Media Accounts, Local Press and Partnerships, using campaigns, case studies and news-worthy stories.
- Strive to be the "Go To" service in our sector.

*The strategy also restated ihAg's Mission:*

**"To work alongside people living with the experience of homelessness, and those facing the risk of homelessness due to the challenges of everyday life, and to enable them to move through their personal adversity to a place of security in their lives"**

##### d. Activities undertaken to achieve objectives

ihAg's charitable activities are grounded in evidence-based practice, which has shown that having a secure and appropriate place to live is the platform from which a person is best placed to identify and address their other needs.

Our support is person-centred, and enables people to build their own resilience, thus preventing a cycle of homelessness, and reducing the pressure on "crisis" services.

In practice our objectives are achieved by:

- Providing emotional and practical, support, advice and guidance for people sleeping rough on the streets of Ipswich, or those at risk of homelessness, at our Homeless Hub, the Chapman Centre.
- Providing intensive person-led support to people who have felt unable to engage in other homelessness support services, via the "Housing First" approach.
- Providing temporary shared housing in Ipswich, with personalised support plans to enable people to address the personal adversity which led them to become homeless and build resilience to enable move on into permanent independent housing.
- The provision of professional money and debt advice across Suffolk, to prevent homelessness, and remove barriers to gaining alternative accommodation
- Being a proactive partner with other like-minded agencies, to support people experiencing homelessness, and their wider needs.

Delivery of services was affected by the Covid-19 prevention measures which continued to be in place during 2021/22, including the restriction on indoor activities.

Whilst support and advice was offered by text, phone and email, face-to-face support was offered by appointment only across all the services for most of the year. This decision was taken initially due to the Covid-19 prevention measures, and continued following service user feedback, which confirmed this was the preferred option by most people seeking our support.

The Senior Management team worked to achieve the Strategic Objectives through consultation with the staff team, liaison with other local support agencies, and discussion and agreement with the Board.

The safety, responsiveness and effectiveness of services remained a key focus during the year.

#### Fundraising Practices

ihAg developed an Income Generation Strategy for the year 2021/22, which focused on eight key activities:

- Create and implement a "marketing plan" to raise the ihAg profile, and connects with possible supporters
- Increase unrestricted funds
- Secure regular donors
- Secure community donors – faith groups, interest groups, schools
- Secure Corporate participation (% of profit for one month, Charity of the year, sponsorship events)
- Launch one "signature" event this year (with a view to build on this over the coming 3 years)
- Increase ways to give – Amazon Smile, The Big Give, #GivingTuesday, Tap & Donate
- Seek and secure additional opportunity to generate income

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Trustees' Annual Report (incorporating the director's report) (continued)

Year ended 31 March 2022

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#### Objectives and activities (continued)

##### d. Activities undertaken to achieve objectives (continued)

ihAg is registered with the Fundraising Regulator, to ensure good practice in our fundraising activity.

ihAg did not make any direct approaches to individuals, community groups or businesses during this financial year, as our focus has been on Trust and Foundations application. We have not received any complaints regarding our messaging or campaigns.

#### Achievements and performance

##### a. Service Delivery

ihAg core services have remained on offer throughout the financial year and have operated within the "Adapt and Flex Approach" which was adopted during the initial Covid-19 lockdown in 2020.

Face masks and hand sanitiser have been available to all service users and staff, and social distancing measures including screens have remained in place at ihAg premises.

During periods where national prevention measures have been lifted, service users have been asked to provide proof of a negative PCR test before attending appointments, and staff have been encouraged to take up the vaccinations on offer and use testing to prevent outbreaks in the workplace.

Service staff were also split into "bubbles" to ensure services could continue to operate safely if infection occurred.

A total of 1,647 people received regular support by the organisation during the year;

- 1,152 accessed support via the Chapman Centre
- 403 people engaged in the assessment process by Money Advice
- 92 people were supported with accommodation

#### The Chapman Centre

##### Advice Team

The advice team offered support via phone, email, and text during prevention measures restrictions, and reverted to face-to-face interviews when these were lifted. An appointment only system remained in operation, and service users stated that they preferred this to the previous drop-in arrangements, as it provided privacy, and an ability to focus on their own needs.

873 individuals received support from the Advice service, on topics ranging from homeless applications, welfare benefit entitlements, seeking grants for furniture, advocacy with other agencies, support to register for primary healthcare and legal rights.

163 individuals had not sought advice around homelessness from ihAg previously.

##### Weekend Service

The weekend service offered small group wellbeing sessions, for people who were already receiving support from the Advice Service and had struggled with isolation during the Covid-19 prevention measures.

508 people attended over the year, and engaged with discussion, games, and lunch.

Many reported that this was their first social interaction since the beginning of the pandemic, and attendance had increased their confidence in returning to a "normal" lifestyle and improved their overall wellbeing.

##### Outreach

The outreach staff conducted early morning "sweeps" of the town each weekday morning in a bid to find anyone who had bedded down over night, or as a direct response to a Streetlink Alert. Numbers found on any one morning have ranged between zero and eleven.

In total, 218 individuals have been located by Outreach this year, of which 143 were supported into emergency or temporary accommodation.

49 individuals accessed breakfast at the Centre, on a total of 116 occasions, and 30 individuals regularly accessed the shower facilities.

# **Ipswich Housing Action Group Limited**

## **Company limited by Guarantee**

### **Trustees' Annual Report (incorporating the director's report) (continued)**

**Year ended 31 March 2022**

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#### **Achievements and performance (continued)**

##### **In-Reach**

In-reach support was offered to people in emergency or temporary accommodation, who were at risk of being evicted.

61 people were supported to retain their tenancy and resolve the issues which may have led them to becoming homeless.

##### **Partnership work**

##### **Community Dentist**

The Community Dentist van has visited the Centre on a monthly basis to provide emergency dental treatment to people who are not registered with local dental surgeries. Several people required multiple appointments to complete extractions, fillings and the provision of dentures, and there is now a waiting list for people wishing to access this service in the new financial year.

##### **OneLife Suffolk**

OneLife Suffolk professionals have provided monthly clinics offering Heart Health checks from October 2021. Six people have accessed this service and have been supported to register with primary health care providers. Two of these required follow up appointments to address health concerns.

##### **Health Outreach Clinics**

Health Outreach nurses have accompanied the Outreach staff once a week to engage with people sleeping rough and have offered health appointments at the Centre at least twice a week when Covid-19 prevention measures were lifted.

The Health Outreach team offered Covid-19 vaccination sessions at the Centre, to people who were sleeping rough and in emergency accommodation.

##### **Housing Services**

##### **Accommodation**

ihAg accommodation has been available throughout the year for people who have registered with Housing Related Support Gateway.

All 54 bedspaces were occupied during the year. In total, thirty-one people moved on during this period, and a twenty-nine people were accepted as new residents

##### **Housing First**

ihAg has one Housing First support worker, offering intensive support to people with complex issues, which have previously prevented them from securing or maintaining a safe place to call home.

During this period ten individuals received support, seven of whom successfully secured accommodation, and maintained this for over three months.

By the end of the year, eight of the ten people supported had reduced occurrences of criminal behaviour, and all had engaged with support services for physical and mental health, and substance use.

##### **Money Advice**

ihAg Money Advisors continued to provide professional support and guidance via phone, text, and email during the year, and offered face-to-face appointments for people who requested this.

Many service users, particularly those with children, commented that this flexibility was extremely important to them.

Five hundred and seventy-six individuals were referred to the service, and four hundred and three completed the assessment process.

Advisors supported people to manage a total of £3,519,078 in debts, with an average per person of £12,964.

Through grant applications, a total additional income of £46,014 was secured, an average of £1,643 per person.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Trustees' Annual Report (incorporating the director's report) (continued)

Year ended 31 March 2022

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#### Achievements and performance (continued)

##### b. Strategic Performance

The Senior Management Team have met weekly to oversee and review the day-to-day operations of the organisation and review the strategic objectives and delivery plan.

*Further development of needs-led services, across all three core areas of Accommodation, Prevention and Support, which are Covid-19 resilient.*

The Housing Services Manager has been holding discussions with Ip Serv, the property arm of the Local Authority, with a view to secure additional property which ihAg can lease to people who have been homeless.

This has been a long process due to a number of factors, but as of 31 March, the negotiations look very favorable for four additional properties to come on board within the next 6-9 months.

*Invest in the infrastructure and resources of the organisation in readiness for growth*

The Board of Trustees agreed to use money from the designated funds to invest in the infrastructure of the organisation. A new cloud-based HR package has been implemented, which has streamlined HR record keeping and reporting.

All laptops have been upgraded to Windows 10, and storage has been moved to a cloud-based system. This has increased the reliability of IT and improved the effectiveness of the hybrid working approach which has been in place throughout the year

Research has continued in relation to a case management system, which can be adopted by all three services.

*Increase unrestricted funding*

Although the role of the Fundraising Assistant has not been filled, the CEO has continued to apply for small grants for core services and seek financial support from other local community groups.

The number of regular donors has increased, and December and January saw a higher level of donations due to the social media Christmas campaign.

This objective will remain a priority for the coming year.

*Proactively develop a reputation as a leading provider of effective services*

The CEO has responded to all media requests, and the work of the organisation has been highlighted in a number of newspaper articles.

The website content has been refreshed regularly, and social media content has been both planned and responsive to current news stories.

ihAg has been represented at all Ipswich Locality Homelessness Partnership (ILHP) meetings, and at a number of County and National forums.

##### c. Income Generation

To achieve the objectives of the Income Generation Strategy, ihAg made two attempts to recruit a Fundraising Assistant, to support the CEO in identifying and connecting with potential donors and the development of a campaigns and events schedule.

Recruitment was unsuccessful, possibly because there were several similar roles available during the year with other agencies. It is possible that this was a ripple effect of the Covid-19 pandemic preventing the traditional types of fundraising events taking place.

The CEO and Trustees agreed to place a hold the recruitment for this. Having reviewed this decision the Executive Board of Trustees and Chief Executive Officer have agreed to increase the capacity of the Senior Team by creating the role of Director of operations, and this will be advertised in early 2023.

Due to the Covid-19 prevention measures, the majority of "profile raising" activity took place digitally, via ihAg social media channels and website.

ihAg did not make any direct approaches to individuals, community groups or businesses during this financial year, and have not received any complaints regarding our messaging or campaigns.



# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Trustees' Annual Report (incorporating the director's report) (continued)

Year ended 31 March 2022

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#### Financial review

##### a. Going Concern

The CEO has sought to secure additional funds from Trusts and Foundations and has a sound Income Generation Strategy in place.

The HRS Contract was further extended during this financial year, and it was confirmed in September 2022 that ihAg had successfully retained their contract. This is an initial five-year contract, with the possibility of a two-year extension.

In addition, The Board of Trustees and CEO have agreed a plan for growth and is already in discussions with the Local Authority regarding securing additional properties in the locality, which would provide sustainable move-on accommodation, and additional income.

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the 'going concern' basis in preparing the financial statements.

Further details regarding the adoption of the 'going concern' basis can be found in the Accounting Policies.

##### b. Principle Source of Income

ihAg's main source of income is from Contracts with Local Authorities. ihAg is one of the providers of choice of Suffolk County Council for the Housing Related Support (HRS) contract; Ipswich Borough Council for the Rough Sleeper Initiative Outreach, In Reach and Housing First contracts; Money and Pensions Service and Sodexo for Money Advice service contracts.

Providing the HRS accommodation also provides ihAg with rental income.

We are also the recipient of a Reaching Communities Grant from the Lottery, to fund the weekday Advice Service; a Mulberry Trust Grant to fund the weekend Advice Service; and two Community Grants from Ipswich Borough Council.

##### c. Other Income

ihAg is fortunate to have a number of supporters who donate money on a monthly basis, and some who give on two or three occasions during the year. We are incredibly grateful to everyone who has chosen to donate in this way to the organisation.

We are also grateful to the Suffolk Community and L D Rope Trust, who have both made application for small grants simple and straightforward and provide a speedy response to requests.

In addition, this year ihAg has received monies from the Health Hearts Fund to work in partnership with a local health support provider to offer heart health checks to people who may have pre-existing conditions due to lifestyles.

Advice UK also made a payment in relation to costing incurred in obtaining debt relief orders.

#### Reserves Policy

ihAg's reserves policy states:

"The Trustees are committed to ensuring funds that are available to spend on the beneficiaries of the Charity are maximised, whilst retaining sufficient funds to cover current and future liabilities.

The charity will maintain minimum reserves equivalent to at least 3 months core expenditure and ideally aim to accumulate reserves equivalent of at least 6 months expenditure to provide the ability to meet unforeseen expenditure and provide flexibility in meeting growing demands."

# **Ipswich Housing Action Group Limited**

## **Company limited by Guarantee**

### **Trustees' Annual Report (incorporating the director's report) (continued)**

#### **Year ended 31 March 2022**

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##### **Financial review (continued)**

##### **Designation of Funds and Free Reserves**

The Trustees have agreed to maintain designated funds for specific purposes, including the maintenance of ihAg properties and the ability to develop and grow its support provision.

Designated funds held at the year end totalled £440,630 made up of the following funds. The Maintenance Fund (Sinking Fund) totals £169,819, Welfare Fund at £12,327, Office Rental Fund at £11,052, Investment fund at £134,373, Development Fund at £25,000 and other designated funds of £88,059.

Restricted funds held at the year end totalled £31,588 (2021: £21,951). The restricted funds are detailed in note 18 of these financial statements.

ihAg defines its free reserves as "... that part of its funds which relate to cash that is available to be spent freely on any of ihAg's objects". Free Reserves at the year end total £319,834 (2021: £276,533).

The CEO includes agreed spend on development in the annual budget presentation and submit a detailed business case for any additional spending requests during the financial year.

##### **Material Investment Policy**

ihAg holds its reserves in investment accounts and the focus of the Policy is to preserve the security of the funds whilst maximising the returns earned. Comparative interest rates are assessed on a regular basis but there is very little scope for secure investments returning more than the very low Bank of England Base Rate.

Additionally, ihAg has taken steps to spread its risk by keeping its reserves in a range of institutions.

##### **Plans for Future Developments**

The post Covid-19 funding environment continues to change, not least because of the emergence of a Cost-of-Living Crisis. The Board of Trustees agreed that it would be prudent to develop another One Year Strategy for 2022/23, with a focus on service user experience and organisational stability. This Strategy will enable us to build on our current strengths, develop a stronger sense of purpose and achievements, and raise our external profile as a provider of effective services.

The Strategy has three Strategic Objectives;

- Further development of needs-led services, across all three core areas of Accommodation, Prevention and Support
- Service User Engagement
- Partnership working across Suffolk

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Trustees' Annual Report (incorporating the director's report) (continued)

Year ended 31 March 2022

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#### Structure, governance, and management

##### a. Constitution

The organisation is a charitable company limited by guarantee and 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, currently set as the Directors of the company, are required to contribute an amount of not exceeding £10. The charitable company is a registered charity, number 1107841.

##### b. Method of Appointment or Election of Directors/Trustees

The Directors may agree to actively seek new Directors through recruitment activities, and these will be administered by the Chief Executive Officer of ihAg, and the HR Officer. The Chair will offer to meet with potential new Directors, to discuss and evaluate their understanding of and suitability for the role of Director of the Company, and the degree to which they meet the current needs of the Board in terms of skill, experience, and diversity.

The Board will then consider the appointment and if satisfied, they will co-opt the applicant to the Board until the next Annual general Meeting takes place.

The Directors of the company are ex officio Trustees for the purpose of charity law. The Memorandum and Articles of Association require a minimum of three Directors. As of 31 March 2022, there are 7 members of the Board. The Memorandum and Articles of Association require that half of the membership retire annually. The members to retire are those that have been in office the longest. Retiring members are eligible for re-election. The members of the Board of Directors have the power to co-opt members to the Board; any such members hold office until the next Annual General Meeting when they are eligible to stand for election.

##### c. Policies adopted for the Induction and training of Directors/Trustees

ihAg has an Induction Policy which relates to all new staff, volunteers, and Trustees, and states "New Trustees will receive an induction period for their first 6 months which includes specific training on the role of being a Trustee, the work of ihAg, and the opportunity to shadow staff within the services". This induction process is organised by the Chair of the Board and the Chief Executive Officer.

##### d. Policy Statements

Below are the summaries of our major policy statements:

##### Equality, Diversity, and Inclusion

ihAg's Equality and Diversity in the Workplace Policy states:

"ihAg is an equal opportunities employer and actively supports Human Rights, and all Equality legislation and is committed to safeguarding the welfare of people with vulnerabilities. ihAg strives to be an inclusive employer, who values people as individuals, celebrates their differences, and provides support to enable staff to reach their potential in the workplace"

The Board of Trustees and CEO have agreed to actively diversify the Board membership during the recruitment of new Trustees over the coming 12 months.

The Senior Management team will continue to monitor the diversity of the wider ihAg staff team, to ensure this reflects the changing demographic of the local community.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Trustees' Annual Report (incorporating the director's report) (continued)

#### Year ended 31 March 2022

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#### Structure, governance, and management (continued)

##### d. Organisational structure and decision making

The Board of Directors is legally responsible for the management and control of the charity; the Directors meet eight times per year and hold an Annual General Meeting in accordance with the governing document. They also have the authority to establish Board committees.

##### e. Key management personnel

In addition, the Directors/Trustees are responsible for agreeing the remuneration package for the Chief Executive Officer and agreeing any subsequent pay review for all ihAg staff.

The Board of Directors delegates day-to-day responsibility for the management of ihAg to the Chief Executive Officer. Through a Delegation of Authority process, the Chief Executive Officer also delegates some day-to-day decision-making responsibilities to the Service Managers, who alongside the Chief Executive Officer, form the Senior Management Team.

##### f. Governance

As of 31 March 2022, the Board membership of seven Trustees provides ihAg with a balanced range of appropriate skills, experiences and working styles to develop a strong and effective Board.

Throughout this financial year, the Trustees have held full Executive meetings every other month, with a more informal "catch-up" meeting every other month.

This has ensured there was up to date information moving between the Executive Board and the Senior Management team during the Covid-19 prevention measure periods, and a good sense of the impact of this on the service provision and staff wellbeing.

At the end of each operational quarter, the Executive Board have reviewed the financial and contractual performance of the services, alongside the CEO's reporting on risk, safeguarding, health and safety and GDPR compliance.

These meetings have been a mix of virtual and face-to-face, as the restrictions have allowed.

Several ihAg Trustees are also Trustees for the Chapman Centre Trust and have continued to review the benefits of the two charities. ihAg is the sole member of The Chapman Centre Trust.

As the majority of contracts and funding sources held are in the name of ihAg, it has been agreed to review the need of the separate trust at the end of 2022/23

##### g. Related party relationships

None of ihAg's Trustees receive remuneration or other benefit from their work with the charity. Any connection between a Trustee or senior manager of the charity with an entity with which it does business must be disclosed to the full Board of Trustees.

In the current year, no such related party transactions were reported.

##### h. Risk Assessment and Management

The significant risks for 2021/22 were identified as: -

- Continuing risks relating to the pandemic
- Recommissioning of contracts
- Ability to raise unrestricted funds
- Robust Business Continuity Plans

The risks associated with the pandemic were multi-layered and changed as the lockdown restrictions were eased and then re-imposed. The main areas of concern were:

- Operational risks – services being able to operate, meet contractual requirements, be responsive to changing needs
- Financial risks – funding opportunities to support additional needs, impact on recommissioning of services, ihAg rent collection
- Health and Safety risks – maintaining safe environments for service users, safe working environments for staff, compliance with Government and HSE requirements, robust health and safety protocols to manage any Covid-19 outbreaks within supported accommodation, or staff team, ongoing impact on staff health and wellbeing

# **Ipswich Housing Action Group Limited**

## **Company limited by Guarantee**

### **Trustees' Annual Report (incorporating the director's report) (continued)**

**Year ended 31 March 2022**

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#### **Structure, governance, and management (continued)**

##### **h. Risk Assessment and Management (continued)**

The Senior Management team continued to meet weekly to review the risks and impact of the Covid-19 prevention measures and maintained regular contact with staff regarding working practices.

Both the Money and Pensions Service contract for Money Advice Services, and the Suffolk County Council Housing Related Support contract were extended at the end of the financial year 2020/21 and a revised timetable for the tendering process was announced.

The Senior Management team, and the Board of Trustees acknowledged this was a difficult and challenging time for the staff teams involved with the delivery of these services and maintained regular dialogue to discuss concerns.

Opportunities to hold fundraising events were severely reduced due to the Covid-19 prevention measures, and the CEO continued to use social media channels to raise the profile of the organisation and encourage the support of donors.

Toward the end of the financial year, the Senior Management team reviewed the organisation's Business Continuity Plans, to ensure they were sufficiently robust, and to ensure they captured good practice which had been adopted in response in to the Covid-19 pandemic.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Trustees' Annual Report (incorporating the director's report) (continued)

Year ended 31 March 2022

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#### Statement of Trustees' responsibilities

The Trustees (who are also Directors of Ipswich Housing Action Group Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 the group and of the incoming resources and application of resources, including income and expenditure, of the charitable company and the group for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP 2019 (FRS102);
- Make judgments and accounting 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 and group will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and the group 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 the group 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 auditor is 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 auditor is aware of that information.

#### Disclosure of information to auditor

Each of the persons who are Trustees, at the time when this Trustees' Report is approved, has confirmed that:

- so far as the Trustee is aware, there is no relevant audit information of which the group's auditor is unaware; and
- that the Trustee has taken all the steps that they ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the group's auditor is aware of that information.

#### Auditor

Larking Gowen resigned as Auditors of ihAg on 9 May 2022.

Lovewell Blake were formally appointed as Auditors of ihAg on 27 May 2022

**This report was approved by the Trustees, on 14 December 2022 and signed on their behalf by:**

**Antonia Lancaster**

Chair / Trustee

**Jeremy Hennell James**

Treasurer / Trustee

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Independent Auditor's Report to the Members and Trustees of Ipswich Housing Action Group Limited

Year ended 31 March 2022

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#### Opinion

We have audited the financial statements of Ipswich Housing Action Group Limited (the 'parent charitable company') and its subsidiary (the 'group') for the year ended 31 March 2022 which comprise Consolidated Statement of Financial Activities (including income and expenditure account), Consolidated Balance Sheet, Consolidated Statement of Cash Flow 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, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

#### In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 March 2022, and of the group's incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

#### 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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent 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 group and parent 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 other information comprises the information included in the trustees annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. 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.

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 there is a material misstatement in the financial statements themselves or a material misstatement of the other information. 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 trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

#### Matters on which we are required to report by exception

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and Charities Act 2011 require us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Independent Auditor's Report to the Members and Trustees of Ipswich Housing Action Group Limited

Year ended 31 March 2022

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#### ***Matters on which we are required to report by exception (continued)***

- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

#### **Responsibilities of the trustees**

As explained more fully in the trustees' responsibilities statement (set out on page 9), the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of 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 group's and parent charity'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 group or the parent charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts.

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 an auditor's report 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:

- Enquiry of management and those charged with governance to confirm there are no instances of fraud or non-compliance with laws and regulations.
- Review of disclosures within the financial statements and vouching these to supporting documentation to ensure compliance with applicable laws and regulations.
- Review of key accounting estimates, to ensure reasonable and no signs of management bias.
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the rationale of significant transactions outside the normal course of activities and reviewing accounts estimates for bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.



# **Ipswich Housing Action Group Limited**

## **Company limited by Guarantee**

### **Independent Auditor's Report to the Members and Trustees of Ipswich Housing Action Group Limited**

**Year ended 31 March 2022**

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#### **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 and to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members and its trustees those matters we are required to state to them in an auditor's 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 and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Mark Proctor FCA DChA (Senior Statutory Auditor)

For and on behalf of  
Lovewell Blake LLP  
Chartered Accountants & statutory auditor  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

21 December 2022

Lovewell Blake LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Consolidated statement of financial activities (including income and expenditure account)

Year ended 31 March 2022

	Notes	General Funds	Restricted Funds	2022 Total	2021 Total
		£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	5	25,093	-	25,093	20,624
Charitable activities	6	817,692	343,256	1,160,948	1,226,131
Investment income	7	3,785	-	3,785	4,398
<b>Total income</b>		<b>846,570</b>	<b>343,256</b>	<b>1,189,826</b>	<b>1,251,153</b>
<b>Expenditure</b>					
Raising funds	8	(2,626)	-	(2,626)	(11,871)
Charitable activities	9	(803,738)	(333,619)	(1,137,357)	(1,182,940)
<b>Total expenditure</b>		<b>(806,364)</b>	<b>(333,619)</b>	<b>(1,139,983)</b>	<b>(1,194,811)</b>
<b>Net income before transfers</b>		<b>40,206</b>	<b>9,637</b>	<b>49,843</b>	<b>56,342</b>
Transfers between funds		-	-	-	-
<b>Net income and net movement in funds</b>		<b>40,206</b>	<b>9,637</b>	<b>49,843</b>	<b>56,342</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		995,258	21,951	1,017,209	960,867
<b>Total funds carried forward</b>	18	<b>1,035,464</b>	<b>31,588</b>	<b>1,067,052</b>	<b>1,017,209</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes set out on pages 19 - 30 form an integral part of the accounts

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Consolidated and Charity Balance Sheet

Year ended 31 March 2022

	Notes	2022 Charity £	2022 Group £	2021 Charity £	2021 Group £
<b>Fixed Assets</b>					
Intangible fixed assets	13	-	-	4,491	4,491
Tangible fixed assets	14	275,000	275,000	275,000	275,000
		<u>275,000</u>	<u>275,000</u>	<u>279,491</u>	<u>279,491</u>
<b>Current Assets</b>					
Debtors	16	81,210	70,370	126,928	126,928
Cash at bank and in hand	21	795,289	861,776	774,109	825,093
		<u>876,499</u>	<u>932,147</u>	<u>901,037</u>	<u>952,021</u>
<b>Creditors: amounts falling due within one year</b>	17	(132,014)	(140,094)	(198,950)	(214,303)
<b>Net current liabilities</b>		<u>744,485</u>	<u>792,052</u>	<u>702,087</u>	<u>737,718</u>
<b>Total assets less current liabilities</b>		<u>1,019,485</u>	<u>1,067,052</u>	<u>981,578</u>	<u>1,017,209</u>
<b>Funds of the charity</b>					
Unrestricted funds	18	1,011,784	1,035,464	971,578	995,258
Restricted funds	18	7,701	31,588	10,000	21,951
<b>Total charity funds</b>		<u>1,019,485</u>	<u>1,067,052</u>	<u>981,578</u>	<u>1,017,209</u>

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

These financial statements were approved by the board of trustees and authorised for issue on 14 December 2022 and are signed on behalf of the board by:

A Lancaster  
Chair of Trustees

Company registration number: 05268499

The notes set out on pages 19 - 30 form an integral part of the accounts

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Consolidated statement of cash flows

Year ended 31 March 2022

	Notes	2022 £	2021 £
<b>Cash flows from operating activities</b>			
Net cash from operating activities	20	<u>32,898</u>	<u>143,205</u>
<b>Cash flows from investing activities</b>			
Dividends, interest and rents from investments		3,785	4,398
Purchase of intangible assets		-	(8,982)
Net cash used in investing activities		<u>3,785</u>	<u>(4,584)</u>
<b>Net increase in cash and cash equivalents</b>		36,683	138,621
<b>Cash and cash equivalents at beginning of year</b>		825,093	686,472
<b>Cash and cash equivalents at end of year</b>	21	<u>861,776</u>	<u>825,093</u>

The notes set out on pages 19 - 30 form an integral part of the accounts

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements

Year ended 31 March 2022

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#### 1 General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales.

The address of the registered office is The Chapman Centre, Black Horse Lane, Ipswich, Suffolk, IP1 2EF.

#### 2 Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### 3 Accounting policies

##### (a) Basis of accounting

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the charity.

##### (b) Going concern

The CEO has sought to secure additional funds from Trusts and Foundations and has a sound Income Generation Strategy in place.

With the success in winning the HRS contract in conjunction with the other funds already secured for the coming years the charity has a good basis for this expansion.

In addition, The Board of Trustees and CEO have agreed a plan for growth and is already in discussions with the Local Authority regarding securing additional properties in the locality, which would provide sustainable move-on accommodation, and additional income.

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the 'going concern' basis in preparing the financial statements.

##### (c) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the group's purposes.

Designated funds are unrestricted funds available for use at the discretion of the trustees to further any of the group's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal.

##### (d) Income

All income is included in the statement of financial activities when entitlement has passed to the group, it is probable that the economic benefits associated with the transaction will flow to the group and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement, the receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.
- income from grants, where related to performance and specific deliverables, are accounted for as the group earns the right to consideration by its performance.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements (continued)

Year ended 31 March 2022

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#### 3 Accounting policies continued

##### (e) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered under partial exemption, and is reported as part of the expenditure to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities.
- expenditure on charitable activities includes all costs incurred by the group in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the group apportioned to charitable activities.
- governance costs include those costs associated with meeting the constitutional and statutory requirements of the group and include the audit fees and costs linked to the strategic management of the group.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

##### (f) Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis.

##### (g) Intangible assets

Intangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated amortisation and impairment losses.

##### (h) Amortisation

Amortisation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:

Website development - 50% straight line

If there is an indication that there has been a significant change in amortisation rate, useful life or residual value of an intangible asset, the amortisation is revised prospectively to reflect the new estimates.

Amortisation costs in the year are included under Charitable activities.

##### (i) Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation.

All new computer equipment is charged directly to the SOFA, as the Trustees consider that it is immediately impaired.

Furniture within the rental properties is replaced as necessary and the Trustees consider this to be revenue expenditure and it is therefore charged direct to the SOFA.

##### (j) Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Motor vehicles - 20% straight line

Office equipment - 25% straight line

No depreciation is provided in respect of freehold property as, in the opinion of the Trustees the estimated residual value is in excess of the net book value.

##### (k) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements

#### Year ended 31 March 2022

#### 3 Accounting policies continued

##### (l) Redundancy

Where an obligation to make a redundancy or termination payment exists, the costs incurred by the charity are accounted for on an accruals basis and included wages and salaries.

##### (m) Consolidation

The financial statements consolidate the results of the Charity and its wholly owned subsidiary, The Chapman Centre Trust on a line by line basis. A separate Statement of Financial Activities of Income and Expenditure account, for the charity itself is not presented because the charity has taken advantage of the exemption of Section 408 of the Companies Act 2006.

##### (n) Pensions

The group operates a defined contribution pension scheme and the pension charge represents the amounts payable by the group to the fund in respect of the year.

#### 4 Limited by guarantee

The Trust is a company limited by guarantee. Each member of the Trust undertakes to contribute such an amount (not exceeding £10) as may be required in the event of winding up.

#### 5 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations and memberships	25,093	-	25,093	20,624	-	20,624
	<u>25,093</u>	<u>-</u>	<u>25,093</u>	<u>20,624</u>	<u>-</u>	<u>20,624</u>

#### 6 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Rent Receivable	428,309	-	428,309	413,788	-	413,788
Service contracts	249,948	-	249,948	250,200	-	250,200
Money and pensions service	-	138,351	138,351	35,000	119,759	154,759
Housing First	38,930	-	38,930	38,331	-	38,331
Ipswich Borough Council Grant	7,000	-	7,000	7,000	-	7,000
MHCLG - Rough Sleeper Initiative	87,396	-	87,396	85,682	-	85,682
Big Lottery Community Fund	-	-	-	-	52,552	52,552
The National Lottery Community	-	-	-	-	49,184	49,184
Money advice project	-	11,118	11,118	-	56,588	56,588
Lottery funding for Chapman Centre	-	125,716	125,716	-	-	-
Other Chapman Centre Funding	-	67,620	67,620	300	89,881	90,181
Coronavirus Job Retention Scheme	200	451	651	19,025	-	19,025
Other income	5,909	-	5,909	8,841	-	8,841
	<u>817,692</u>	<u>343,256</u>	<u>1,160,948</u>	<u>858,167</u>	<u>367,964</u>	<u>1,226,131</u>

#### 7 Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Interest received	3,785	-	3,785	4,398	-	4,398
	<u>3,785</u>	<u>-</u>	<u>3,785</u>	<u>4,398</u>	<u>-</u>	<u>4,398</u>

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements (continued)

Year ended 31 March 2022

#### 8 Costs of other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Fundraising	852	-	852	477	-	477
Tenant participation	19	-	19	79	-	79
Welfare costs	1,755	-	1,755	11,315	-	11,315
	<u>2,626</u>	<u>-</u>	<u>2,626</u>	<u>11,871</u>	<u>-</u>	<u>11,871</u>

Costs of raising funds include the costs of grant applications, however income from successful grants is included in charitable activities.

#### 9 Expenditure on charitable activities

	Activities undertaken directly £	Support costs £	Total Funds 2022 £	Activities undertaken directly £	Support costs £	Total Funds 2021 £
Provision of housing	473,786	40,821	514,607	461,195	49,608	510,803
Advice services	243,874	51,063	294,937	266,093	54,570	320,663
Money advice services	270,559	57,254	327,813	290,291	61,183	351,474
	<u>988,219</u>	<u>149,138</u>	<u>1,137,357</u>	<u>1,017,579</u>	<u>165,361</u>	<u>1,182,940</u>

Included within Provision of housing are bad debt write offs of £14,521 (2021: £18,049).

#### Analysis of support costs

2022	Provision of housing £	Advice services £	Money advice services £	Total Funds 2022 £
Training/recruitment	2,430	2,673	2,997	8,100
Office costs	26,367	36,154	40,537	103,058
Membership and subscriptions	1,273	1,400	1,570	4,243
Administration costs	-	-	-	-
Premises costs	1,473	1,620	1,817	4,910
Amortisation	1,347	1,482	1,662	4,491
Governance	7,931	7,734	8,671	24,336
	<u>40,821</u>	<u>51,063</u>	<u>57,254</u>	<u>149,138</u>
2021	Provision of housing £	Advice services £	Money advice services £	Total Funds 2021 £
Training/recruitment	1,931	2,124	2,380	6,435
Office costs	27,038	29,742	33,348	90,128
Membership and subscriptions	967	1,064	1,193	3,224
Administration costs	9,974	10,972	12,301	33,247
Premises costs	871	958	1,075	2,904
Amortisation	1,347	1,482	1,662	4,491
Governance	7,480	8,228	9,224	24,932
	<u>49,608</u>	<u>54,570</u>	<u>61,183</u>	<u>165,361</u>

#### Analysis of governance costs

	2022 £	2021 £
Auditors remuneration - audit services	11,940	8,280
Auditors remuneration - independent examination of subsidiary	3,000	1,860
Auditors remuneration - non audit services	-	4,432
Other professional costs	9,015	9,967
Trustee expenses	381	393
	<u>24,336</u>	<u>24,932</u>



# Ipswich Housing Action Group Limited

## Company limited by guarantee

### Notes to the financial statements (continued)

#### Year ended 31 March 2022

#### 10 Net income

Net income is started after charging

	2022	2021
	£	£
Operating leases	55,251	12,000
Amortisation of fixed assets	4,491	4,491

#### 11 Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022	2021
	£	£
Wages and salaries	656,279	689,939
Social security costs	46,536	53,929
Employer contributions to pension plans	42,758	45,634
	745,573	789,502

Wages and salaries include statutory redundancy pay of £nil (2021: £nil).

Throughout the period the group employed the following number of employees on either a full time or part time basis.

	Group 2022	Group 2021
Charitable activities	27	31
Management and administration staff	4	4
	31	35

No employee received employee benefits of more than £60,000 during the year (2021: None).

#### Key Management Personnel

The total value of remuneration and benefits received by four members of Key Management Personnel was £146,845 (2021: one member, £55,782).

#### 12 Trustee remuneration and expenses

No Trustees received remuneration or expenses during the year (2021: £Nil).

Trustees' expenses totaling £Nil (2021: £50).

#### 13 Intangible Fixed Assets - Group

	Website development £	Total £
<b>Cost</b>		
As at 1 April 2021 and at 31 March 2022	8,982	8,982
<b>Depreciation</b>		
As at 1 April 2021	4,491	4,491
Charge for the period	4,491	4,491
As at 31 March 2022	8,982	8,982
<b>Net book value</b>		
As at 31 March 2022	-	-
As at 31 March 2021	4,491	4,491

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements (continued)

#### Year ended 31 March 2022

#### 14 Tangible Fixed Assets - Group and Charity

	Freehold property	Motor vehicles	Office equipment £	Total £
<b>Cost</b>				
As at 1 April 2021 and 31 March 2022	275,000	27,051	4,716	306,767
<b>Depreciation</b>				
As at 1 April 2021	-	27,051	4,716	31,767
Charge for the period	-	-	-	-
As at 31 March 2022	-	27,051	4,716	31,767
<b>Net book value</b>				
As at 31 March 2022	275,000	-	-	275,000
As at 31 March 2021	275,000	-	-	275,000

#### 15 Subsidiary charity

On 25 January 2017, The Chapman Centre Trust (a charitable company, limited by guarantee) was incorporated. The Chapman Centre Trust Company registration number is 10584100 and Charity registration number is 11775598, Ipswich Housing Action Group Limited holds the majority of the voting rights and has the right to appoint or remove a majority of its board of directors, therefore The Chapman Centre Trust is a subsidiary of Ipswich Housing Action Group Limited.

	2022 £	2021 £
Gross income	55,451	65,050
Expenditure	(43,515)	(63,024)
Surplus	11,936	2,026
	2022 £	2021 £
Total assets	80,607	56,117
Total liabilities	(33,040)	(20,486)
Total funds	47,567	35,631

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements (continued)

Year ended 31 March 2022

#### 16 Debtors

	2022 Charity £	2022 Group £	2021 Charity £	2021 Group £
Trade debtors	40,200	40,200	55,896	55,896
Prepayments and accrued income	11,300	25,420	6,847	6,847
Other debtors	4,750	4,750	64,185	64,185
Amounts due from group undertakings	24,960	-	-	-
	<u>81,210</u>	<u>70,370</u>	<u>126,928</u>	<u>126,928</u>

#### 17 Creditors: Amounts falling due within one year

	2022 Charity £	2022 Group £	2021 Charity £	2021 Group £
Trade creditors	14,673	14,673	15,430	15,430
Amounts owed to group undertakings	-	-	5,133	-
Other taxation and social security	13,124	13,124	75,926	79,552
Accruals and deferred income	97,883	105,963	92,237	109,097
Other creditors	6,334	6,334	10,224	10,224
	<u>132,014</u>	<u>140,094</u>	<u>198,950</u>	<u>214,303</u>

	2022 Charity £	2022 Group £	2021 Charity £	2021 Group £
Deferred income brought forward	64,143	79,143	30,970	30,970
Deferred during the year	75,436	80,516	64,143	79,143
Released during the year	(64,143)	(79,143)	(30,970)	(30,970)
Deferred income carried forward	<u>75,436</u>	<u>80,516</u>	<u>64,143</u>	<u>79,143</u>

Deferred income comprises contract and grant income received in advance.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements (continued)

#### Year ended 31 March 2022

#### 18 Analysis of charitable funds

##### Year ended 31 March 2022

##### Unrestricted funds

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
General funds					
Freehold property capital	275,000	-	-	-	275,000
General Funds	276,533	846,570	(793,269)	(10,000)	319,834
	551,533	846,570	(793,269)	(10,000)	594,834
Designated funds					
Maintenance Sinking Fund	159,819	-	-	10,000	169,819
Investment Fund	134,373	-	-	-	134,373
Office Rent Fund	24,147	-	(13,095)	-	11,052
Other Designated funds	125,386	-	-	-	125,386
	443,725	-	(13,095)	10,000	440,630
	995,258	846,570	(806,364)	-	1,035,464
Restricted funds					
Ipswich Locality Homelessness Partnership	10,000	-	(2,299)	-	7,701
Funding for Chapman Centre	-	3,520	(3,520)	-	-
The National Lottery - Community Support Fund	-	125,716	(125,716)	-	-
Money and pension service	-	138,351	(138,351)	-	-
Money advice project	-	11,118	(11,118)	-	-
Ipswich Borough Council - Rent fund	-	9,100	(9,100)	-	-
Weekend Opening Funding	11,951	15,451	(16,910)	-	10,492
Ipswich Borough Council - Running costs	-	40,000	(26,605)	-	13,395
	21,951	343,256	(333,619)	-	31,588
Total funds	1,017,209	1,189,826	(1,139,983)	-	1,067,052

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements (continued)

#### Year ended 31 March 2022

#### 18 Analysis of charitable funds (continued)

##### Year ended 31 March 2021

##### Unrestricted funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
General funds					
Freehold property capital	275,000	-	-	-	275,000
General Funds	219,913	871,444	(798,187)	(16,637)	276,533
	494,913	871,444	(798,187)	(16,637)	551,533
Designated funds					
Maintenance Sinking Fund	144,502	-	(1,320)	16,637	159,819
Investment Fund	136,681	-	(2,308)	-	134,373
Office Rent Fund	39,801	-	(15,654)	-	24,147
Other Designated funds	125,430	11,745	(11,789)	-	125,386
	446,414	11,745	(31,071)	16,637	443,725
	941,327	883,189	(829,258)	-	995,258

##### Restricted funds

Ipswich Locality Homelessness Partnership	10,000	-	-	-	10,000
Funding for Chapman Centre	-	18,306	(18,306)	-	-
Big Lottery Fund Grant - Reaching Communities	-	52,552	(52,552)	-	-
The National Lottery - Community Support Fund	-	49,184	(49,184)	-	-
Money advice project	-	56,588	(56,588)	-	-
Money and pension service	-	119,759	(119,759)	-	-
Ipswich Borough Council - Rent fund	-	6,825	(6,825)	-	-
The National Lottery - Awards for All	9,540	-	(9,540)	-	-
Weekend Opening Funding	-	24,750	(12,799)	-	11,951
Ipswich Borough Council - Running costs	-	40,000	(40,000)	-	-
	19,540	367,964	(365,553)	-	21,951

##### Total funds

960,867	1,251,153	(1,194,811)	-	1,017,209
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##### Description of funds

##### Designated funds

Maintenance Sinking Fund	To cover the costs of cyclical and unexpected repairs and renovation on ihAg property, including vans and tools (where appropriate).
Investment Fund	Fund to support the purchase of New IT, software, equipment etc. which will bring added benefit to ihAg systems or enable the generation of income.
Office Rent Fund	This fund is in place to be able to cover the office rent for the remainder of the lease (6 months to September 2022) at Carr Street.
Other Designated funds	Other funds relate to funds set out for operational and working capital requirements determined by the Trustees.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements (continued)

Year ended 31 March 2022

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#### 18 Analysis of charitable funds (continued)

##### Description of funds (continued)

###### Restricted funds

Ipswich Locality Homelessness Partnership	Funding for administrator role for this partnership.
Funding for Chapman Centre	This funding is for the Chapman Centre specifically and is made up mostly of donations in response to the Covid pandemic.
Big Lottery Fund Grant - Reaching Communities	This funding was to help cover the salaries of those working at The Chapman Centre.
The National Lottery - Community Support Fund	This funding was from the National Lottery, in response to the pandemic, and was to help cover the salaries of those working at The Chapman Centre.
Money advice project	Funding to provide money advice service for those in need.
Money and pension service	Income has been received from the Money Advice Service to provide services giving advice on money and pensions.
Ipswich Borough Council - Rent fund	Funding for The Chapman Centre rent.
The National Lottery - Awards for All	Funding from the National Lottery, in response to the pandemic, and was to help cover the salaries of those working at The Chapman Centre.
Weekend Opening Funding	To fund the weekend opening of The Chapman Centre.
Ipswich Borough Council - Running costs	Funding to cover costs of running The Chapman Centre.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements (continued)

Year ended 31 March 2022

#### 19 Analysis of net assets between funds

As at 31 March 2022

	Unrestricted funds	Designated funds	Restricted funds	Total Funds 2022
	£	£		£
Tangible fixed assets	275,000	-	-	275,000
Intangible fixed assets	-	-	-	-
Current assets	451,849	440,630	39,668	932,147
Creditors: Amounts falling due within one year	(132,014)	-	(8,080)	(140,094)
<b>Net assets</b>	<b>594,834</b>	<b>440,630</b>	<b>31,588</b>	<b>1,067,052</b>

As at 31 March 2021

	Unrestricted funds	Designated funds	Restricted funds	Total Funds 2021
	£	£		£
Tangible fixed assets	275,000	-	-	275,000
Intangible fixed assets	4,491	-	-	4,491
Current assets	486,345	443,725	21,951	952,021
Creditors: Amounts falling due within one year	(214,303)	-	-	(214,303)
<b>Net assets</b>	<b>551,533</b>	<b>443,725</b>	<b>21,951</b>	<b>1,017,209</b>

#### 20 Reconciliation of net movement in funds to net cash flow from operation activities.

	Group 2022 £	Group 2021 £
Net income for the year (per Statement of Financial Activities)	49,843	56,342
<b>Adjustments for:</b>		
Amortisation charges	4,491	4,491
Dividends, interest and rent from investments	(3,785)	(4,398)
Decrease / (increase) in debtors	56,558	(34,159)
(Decrease) / increase in creditors	(74,209)	120,929
<b>Net cash provided by operating activities</b>	<b>32,898</b>	<b>143,205</b>

#### 21 Analysis of cash and cash equivalents

	Group 2022 £	Group 2021 £
Cash at bank and in hand	861,776	825,093
<b>Total cash and cash equivalents</b>	<b>861,776</b>	<b>825,093</b>

**Ipswich Housing Action Group Limited**  
**Company limited by Guarantee**  
**Notes to the financial statements (continued)**  
**Year ended 31 March 2022**

**22 Analysis of charges in net debt**

	<b>At 1 April 2021 £</b>	<b>Cash flows £</b>	<b>At 31 March 2022 £</b>
Cash at bank and in hand	825,093	36,683	861,776
	<b>825,093</b>	<b>36,683</b>	<b>861,776</b>

**23 Operating lease commitments**

At 31 March 2022 the Group and the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	<b>Charity 2022 £</b>	<b>Group 2022 £</b>	<b>Charity 2021 £</b>	<b>Group 2021 £</b>
Not later than 1 year	21,384	21,384	12,000	12,000
Later than 1 year but not later than 5 years	29,575	29,575	5,367	5,367
	<b>50,959</b>	<b>50,959</b>	<b>17,367</b>	<b>17,367</b>

**24 Capital commitments**

At the year end there was a commitment of £32,500 plus VAT (total £39,000) for the replacement of doors and windows, and a deposit of £6,500 was paid in the year which has been treated as a prepayment.

**25 Related party transactions**

Salary costs of £11,126 (2021: £36,410) were recharged to The Chapman Centre Trust from Ipswich Housing Action Group.

A management charge of £1,750 (2021: £ 2,178) was recharged from Ipswich Housing Action Group Limited to The Chapman Centre Trust.

At the year end Ipswich Housing Action Group Limited was owed £24,960 by The Chapman Centre Trust (2021: £5,133 owed by The Chapman Centre Trust from Ipswich Housing Action Group).

**26 Results of Ipswich Housing Action Group**

During the year, the charity made a surplus of £37,907. The charity is not required to produce their own Statement of Financial Activities because of the exemption provision in Section 408 of the Companies Act 2006.