



**Ipswich Housing Action Group Limited**  
**Company limited by guarantee**  
**Financial Statements**  
**For the year ended 31 March 2023**

**Company Registration Number 05268499**

**Charity Number 1107841**

**Ipswich Housing Action Group Limited**  
**Company limited by Guarantee**

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**Year ended 31 March 2023**

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# Ipswich Housing Action Group Limited

## Company limited by guarantee

### Trustees' Annual Report

Year ended 31 March 2023

The Trustees, who are also directors for the purposes of company law, present their report and audited consolidated financial statements of the charity and group for the year end 31 March 2023 which are also prepared to meet the requirements for a directors' 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

**Registered charity name** Ipswich Housing Action Group Limited

**Charity registration number** 1107841

**Company registration number** 05268499

**Principal office and registered office**  
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)  
Thomas Jell (Vice Chair)  
Gemma Bloomfield (resigned 23 March 2023)  
Daniel Bristow  
Jeremy Hennell James (resigned 23 March 2023)  
Christopher McEwen  
Elaine Webb

**Chief Executive Officer and Company secretary** Julie Ramsey-Palmer

**Auditor**  
Lovewell Blake LLP  
Chartered Accountants &  
Statutory Auditor  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
Norfolk  
NR7 0LB

<b>Bank</b>	The Co-operative Bank plc 9-11 Queen Street Ipswich Suffolk IP1 1SW	Santander UK Plc 2 Triton Square Regent's Place London NW1 3AN
	Saffron Building Society 1a Market Street Saffron Walden Essex CB10 1HZ	CCLA One Angel Lane London EC4R 3AB

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Trustees' Annual Report (incorporating the directors' report) (continued)

Year ended 31 March 2023

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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, and 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 information 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 the 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.

##### c. Strategies for achieving objectives

Due to the ongoing impact of the Covid-19 pandemic and the emerging Cost of Living Crisis, the Executive Board of Trustees approved a One Year Strategic Plan for 2022/23 with key strategic priorities.

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:*

- **Needs-led Support Services** – the continued provision, review and development of these to meet service user needs;
- **Service User Engagement** - Capturing and amplifying service user voice in meaningful ways;
- **Partnership Working** - Strengthening and increasing our partnership base to become Suffolk wide.

*ihAg's Mission is:*

***"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".***

# **Ipswich Housing Action Group Limited**

## **Company limited by Guarantee**

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

**Year ended 31 March 2023**

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#### **Objectives and activities (continued)**

##### **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.

ihAg moved all of its services to The Chapman Centre in April 2022, building on our "one-point of entry approach" to access all ihAg services, whilst providing practical access to services from a modernised and adapted building.

Support advice and guidance was offered through phone conversations, text messages, emails, and face to face through drop-in sessions and appointments.

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.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

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

Year ended 31 March 2023

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#### Achievements and performance

##### a. Service Delivery

A total of three thousand, one hundred and eighty two (3,182) people received regular support by the organisation during the year;

Two thousand, eight hundred and sixty four (2,864) accessed support via The Chapman Centre  
Two hundred and twenty nine (229) people engaged in the assessment process by Money Advice  
Eighty nine (89) people were supported with accommodation

##### The Chapman Centre

During this reporting period, a total of two thousand, eight hundred and sixty-four (2,864) individual people accessed support via The

##### Advice Team

The advice team offered support via phone, email, and text as well as offering face to face appointments, and offering a weekly drop-in session.

One thousand, six hundred and ninety-one (1,691) 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

Two hundred and seventeen (217) individuals had not sought advice about homelessness from ihAg previously.

A total of ninety (90) people were supported to gain access to emergency or temporary accommodation.

In addition, the Centre took one thousand and nine (1,009) general enquiries regarding homelessness, which resulted in people being offered appointments, receiving one-off pieces of advice, or being actively signposted to other local agencies.

In a direct response to the emerging cost of living crisis, the Centre also offered twice weekly "heat hub" sessions for people who were rough sleeping in the town. In addition to a warm safe space to occupy for half-a day, these provided hot food and drinks, and informal support.

##### Weekend Service

The weekend service offered small group wellbeing sessions, for people who were already receiving support from the Advice Service and would benefit from addition opportunities to socialise to improve their mental wellbeing.

Two hundred and forty (240) people attended over the year, and engaged with discussion, games, and lunch.

The majority of attendance occurred on Saturday sessions, and following consultation with people using the weekend service, Sunday sessions were ended from 20 November 2022.

##### 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 fifteen.

In total, eighty eight (88) individuals have been found to be bedded down by Outreach this year, on a combined total of one hundred and ninety-one (191) occasions. An additional twenty-two (22) individuals have been found bedded down but had chosen not to register for

One hundred and six (106) individuals accessed breakfast at the Centre, on a total of four hundred and thirty-seven (437) occasions.

# **Ipswich Housing Action Group Limited**

## **Company limited by Guarantee**

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

**Year ended 31 March 2023**

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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.

Fifty-four (54) 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.

Funding for this service came to an end in February 2023, and we have been unable to secure further funding at this time.

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

Health Outreach nurses accompanied the Outreach staff at least once a week to engage with people sleeping rough and offered health appointments at the Centre at least twice a week.

Staff at the Centre supported the Health Outreach team in identifying and supporting people who were sleeping rough and in emergency accommodation, to access seasonal flu vaccinations, and Covid-19 booster vaccinations.

In addition, Health Outreach offered Breakfast by Invite at their own premises once a week, and Centre staff have supported the attendance of people sleeping rough through proactive promotion of this service.

##### **Housing Services**

##### ***Accommodation***

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

After a significant procurement process, Suffolk County Council confirmed that ihAg had retained the contract for accommodation on 13 September 2022, although the bedspaces reduced from fifty-four (54) to fifty-two (52). 10% of the overall bedspace provision had been designated as assessment bed provision – providing ninety (90) day assessment periods for individuals who required further assessment before being accepted (or rejected) on the Gateway. This element of the contract would be introduced once Suffolk County Council and the providers agreed on the exact assessment process. To date, this remains off-line.

One of the properties leased from Homegroup suffered significant damage at the beginning of the year and remained closed throughout the full reporting period. This was mainly due to lack of skilled staff who were able to undertake the repairs.

In total, twenty-five (25) people moved on during this period, and thirty (30) people were accepted as new residents.

Staff provided practical support with benefit applications, money management and budgeting, CV writing and job applications. All residents were supported to register with local GP surgeries and address physical and mental health needs. Additional support was provided to engage with recovery service, to minimise substance use and reduce physical harm.

During this period, ihAg only evicted two residents for persistent or unsafe behaviour, and both received support to secure emergency accommodation following this action.

##### ***Housing First***

ihAg has one (1) 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 nine (9) individuals received support, eight (8) of whom successfully secured accommodation, and six (6) of whom maintained this for over six (6) months.

By the end of the year, seven (7) of the nine (9) people supported had reduced occurrences of criminal behaviour, and all had engaged with support services for physical and mental health, and substance use.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

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

Year ended 31 March 2023

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#### Achievements and performance (continued)

##### Debt and Money Management (formerly Money Advice)

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

We continued to see an increase in the number of people in work struggling with debts and money pressures which potentially threatened their ability to maintain a home.

Three hundred and seven (307) individuals were referred to the service, and two hundred and twenty-nine (229) completed the assessment process, and went on to receive advice.

Advisors supported people to manage a total of £1,041,823 in debts, with an average per person of £10,289.

Through grant applications, a total additional income of £49,835 was secured, an average of £780 per person.

Steps were taken throughout the year to identify funding sources to continue the Debt and Money Management service beyond March 2023, when the Nationwide Grant expired. Unfortunately, no additional funding was secured, and a feasibility review was completed by the Chief Executive Officer in December 2022. This was presented to the Executive Board of Trustees on 26 January 2023, where the unanimous decision was taken to close the service.

A redundancy process took place in February 2023, and all three team members were made redundant with effect from 31 March 2023.

The Trustees acknowledge the commitment and passion of the team, two of whom had been long-serving members of ihAg, and the great benefit this service has offered to local people since its inception in 1997.

#### 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 priorities.

##### *Needs-led Support Services*

The deepening cost-of-living crisis during the year resulted in an increased demand on ihAg's advice and housing services.

General enquires to the services rose significantly, mainly from people facing possible home loss due to financial struggles or landlord "no-fault" evictions.

During the seasonal cold weather, the Advice hub "Breakfast by Invite" sessions were extended to accommodate rough sleepers over the lunchtime period. These "heat hubs" offered a safe space to stay warm and receive hot food.

During the unseasonal hot weather, the Advice hub offered extended sessions for rough sleepers to stay out of the sun and provided access to cold water and sun cream throughout the day.

The Accommodation service struggled to support people to find suitable move-on accommodation due to lack of social housing, and high rental value of properties in the area. To this end, ihAg's negotiations with Ipswich Borough Council continued, to secure additional property for the portfolio, to offer as a suitable alternative.

Four Council owned properties were identified, and lease negotiations continued past the end of the financial year, when the Board of Trustees gave final approval to the new project, and the Council drafted the lease agreements.



# **Ipswich Housing Action Group Limited**

## **Company limited by Guarantee**

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

**Year ended 31 March 2023**

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

##### ***Service User Engagement***

Service user feedback has been gathered from all willing to provide this, and the services received a number of compliments about the level of support, professionalism and advocacy provided.

Formal service user engagement events were not held during the year, due to a number of reasons. The service user group was reasonably transient during this period, and a high percentage of rough sleepers receiving support did not have English as a first language.

The Board of Trustees and Senior Management team are committed to developing a more inclusive and accessible service user engagement model in the coming 12 months.

##### ***Partnership Working***

Following the award of the Suffolk County Council Housing Related Support Contract, the Provider Forum agreed to review its membership and purpose. This is expected to allow for further collaborative work over the coming 5-year period.

ihAg continued to host the Ipswich Locality Homelessness Partnership, which also agreed to review its membership and purpose. The Chair of this group, the local Councillor who is the Portfolio Holder for Housing, has just been announced as new Leader of Ipswich Council and has stated that homelessness will continue to be one of his priorities.

ihAg continued to build the new partnership with Suffolk Building Society, and remains in discussions with them on how the partnership can build local and financial support for the Charity.

Further talks also took place with Emmaus Suffolk, who are keen to work alongside ihAg in future projects in the County.

#### **c. Income Generation**

Diversification of income remained a priority during this financial year, and the Chief Executive Officer completed a Major Donor Fundraising training course, to improve ihAg's ability to attract donors.

Social media continued to be used to increase the organisation's external profile, and the fundraising campaign over the Christmas period did increase individual giving.

Applications for small grants to Trusts and Foundations continued throughout the year.

ihAg did make some direct approaches to local community groups and businesses during December 2022 to secure Charity of the Year status and did not receive any complaints or support regarding the messaging or campaigns.

The Board of Trustees and Chief Executive Officer reviewed the need for additional capacity within the senior team of ihAg, to ensure Income Generation and Business Development could be proactively pursued. This review concluded with the organisational structure being amended to include an Operations Director role.

An initial round of recruitment was unsuccessful in May 2023, and is currently being discussed with an external recruitment agency.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

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

Year ended 31 March 2023

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#### Financial review

Total income for the year amounted to £1,107,063 and total expenditure amounted to £1,169,523, resulting in a net expenditure of £62,640.

##### 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 has been awarded to ihAg for a 5-year period, with the possibility of an extension to 7 years, and a commitment to a percentage uplift on each year's value.

In addition, ihAg has secured four additional properties on mid-term leases from Ipswich Borough Council, to provide sustainable move-on accommodation, and whilst there will be an initial investment amount from Designated Funds, over the term of the initial leases, these are forecast to break even.

Due to the finalisation of funding received by The Chapman Centre Trust in the year ended 31 March 2023, the charity is now dormant.

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity 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 for 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; and Nationwide Grant for Money Advice service.

The HRS accommodation also provides ihAg with rental income.

ihAg also received 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 Foundation and L D Rope Third Charitable Trust, who have both made application for small grants simple and straightforward and provide a speedy response to requests.

In addition, this year ihAg received funding from the Lord Belstead Trust, E & J Legacy Fund, Albert Hunt Trust, Grimwade Charitable Trust, and Persimmon Homes.

##### d. 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 aim to maintain minimum free reserves equivalent to at least 3 months core expenditure, and review the exact amount each year as part of the process for approving the Annual Budget...and maintain designated funds for specific purposes, including the maintenance of ihAg properties, and the ability to grow and develop its support provision".

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

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

#### Year ended 31 March 2023

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##### Financial review (continued)

##### e. 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 £376,988 made up of the following funds. The Maintenance Fund (Sinking Fund) totals £177,855, Investment fund at £134,373, and other designated funds at £64,760.

Restricted funds held at the year end totalled £18,136 (2022: £31,588). 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 total £334,468 (2022: £319,834).

The Chief Executive Officer (CEO) includes agreed spend on development in the annual budget presentation and submits a detailed business case for any additional spending requests during the financial year.

##### f. 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.

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

##### Fundraising Practices

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

ihAg ran short-term fundraising campaigns via social media throughout the year but held no formal events due to the focus on contract procurement and grant applications.

ihAg did make some direct approaches to local businesses in the lead up to the end of the calendar year, to obtain Charity of the Year status, but was unsuccessful in securing this support.

There have been no complaints regarding our messaging, approaches or campaigns.

##### Plans for Future Developments

Due to the increasing impact of the cost-of-living crisis, and the significant increase in demand for services, the Trustees agreed it would be prudent to continue to focus on developing the priorities outlined in the 2022/23 Strategy.

This Strategy will enable ihAg to build on current strengths, develop a stronger sense of purpose and achievements, and raise the external profile as a provider of effective services.

The Strategy has three Objectives;

- Review and Development of Needs-Led Support Services.
- Meaningful Service User Engagement.
- Increased 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 2023**

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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 the members, currently set as the Trustees (Directors) of the charitable company, are required to contribute an amount not exceeding £10. The charitable company is a registered charity, number 1107841.

##### **b. Method of Appointment or Election of Trustees**

The Trustees may agree to actively seek new Trustees through recruitment activities, and these are administered by the Chief Executive Officer of ihAg, and the HR Officer. The Chair will offer to meet with potential new Trustees, to discuss and evaluate their understanding of and suitability for the role of Trustee of the charitable 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 Trustees of the charitable company are ex officio Directors for the purpose of company law. The Memorandum and Articles of Association require a minimum of three Trustees. As of 31 March 2023, there are 5 members of the Board. The Memorandum and Articles of Association require that half (or if the number is not a multiple of two, the number nearest to one 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.

##### **c. Policies adopted for the Induction and training of 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. 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 2023

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

##### e. Organisational structure and decision making

The Board of Trustees is legally responsible for the management and control of the charity; the Trustees usually meet every two months and hold an Annual General Meeting in accordance with the governing document. They also have the authority to establish Board committees.

The Board of Trustees 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. Key management personnel remuneration

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

##### g. Governance

The Board membership changed during this financial year, with one Trustee stepping down at the end of March 2022, and two Trustees stepping down at a meeting on the 23 March 2023.

Recruitment for new Trustees remained opened throughout the year, and a probationary Trustee joined the Board in February 2023, bringing the Board membership to six.

One of the longest serving Trustees had been a member of the Board for twelve years when he stood for re-election in January 2023. The Trustees agreed that as he had a two-year absence due to ill health, he would be able to re-stand on this occasion.

In January 2023, the Chair of the Board and Chief Executive Officer proposed a Governance Review take place to reflect the good practice established in the Charity Governance Code.

The review will look at ihAg's Articles of Association to ensure they remain fit for purpose, the membership of the Board and the structure of meetings and reporting within ihAg as a whole. This work has continued as a priority into 2023 and should be completed by the next AGM in December 2023.

During 2022/23 the Trustees held full Executive meetings every other month, and at the end of each quarter they reviewed the financial and contractual performance of the services, alongside the Chief Executive Officer's reporting on risk, safeguarding, health and safety and GDPR compliance.

All meetings have been face-to-face.

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. It was decided that from 1 April 2023 The Chapman Centre Trust would be made dormant.

##### h. 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.

##### i. Risk Assessment and Management

The significant risks for 2022/23 were identified as: -

- Loss of staff
- Loss of contracts
- Income generation opportunities

The Senior Management Team of ihAg recognised the challenging times faced by the staff team, and the potential for staff turnover to disrupt the delivery of services.

Information regarding contracts and grants were shared with the wider team on a regular basis.

The Senior Management Team continued to meet weekly to review all risks the Charity faced, and consider robust business continuity strategies to ensure the needs of service users were met.

The Board of Trustees and Senior Management Team of ihAg maintained regular dialogue to discuss concerns and reviewed these via the organisations Risk Log.

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

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

Year ended 31 March 2023

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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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and 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 and group'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 date of approval of this Trustees' Report confirms that:

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

#### Auditor

Lovewell Blake were formally appointed as Auditors of ihAg.

This report was approved by the Trustees, on 12 December 2023 and signed on their behalf by:

**Antonia Lancaster**

Chair / Trustee

**Tom Jell**

Vice Chair / 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 2023

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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 2023 which comprise Consolidated Statement of Financial Activities (including income and expenditure account), Consolidated and Charity Balance Sheet, Consolidated Statement of Cash Flow and notes to the financial statements, including 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 2023, 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 course of 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. 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 2023

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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; or
- 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 13), 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 and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company 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 accounting 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: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). 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 2023**

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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

12 December 2023

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 2023

	Notes	General Funds	Restricted Funds	2023 Total	2022 Total
		£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	5	26,264	-	26,264	25,093
Charitable activities	6	795,620	269,354	1,064,974	1,160,948
Investment income	7	15,825	-	15,825	3,785
<b>Total income</b>		<b>837,709</b>	<b>269,354</b>	<b>1,107,063</b>	<b>1,189,826</b>
<b>Expenditure</b>					
Raising funds	8	(544)	-	(544)	(2,626)
Charitable activities	9	(882,346)	(286,633)	(1,168,979)	(1,137,357)
<b>Total expenditure</b>		<b>(882,890)</b>	<b>(286,633)</b>	<b>(1,169,523)</b>	<b>(1,139,983)</b>
<b>Net (expenditure)/income before transfers</b>		<b>(45,181)</b>	<b>(17,279)</b>	<b>(62,460)</b>	<b>49,843</b>
Transfers between funds		(3,827)	3,827	-	-
<b>Net (expenditure)/income and net movement in funds</b>		<b>(49,008)</b>	<b>(13,452)</b>	<b>(62,460)</b>	<b>49,843</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		1,035,464	31,588	1,067,052	1,017,209
<b>Total funds carried forward</b>	<b>18</b>	<b>986,456</b>	<b>18,136</b>	<b>1,004,592</b>	<b>1,067,052</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 18 - 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 2023

	Notes	2023 Charity	2023 Group	2022 Charity	2022 Group
		£	£	£	£
<b>Fixed Assets</b>					
Intangible fixed assets	13	-	-	-	-
Tangible fixed assets	14	275,000	275,000	275,000	275,000
		<hr/>	<hr/>	<hr/>	<hr/>
		275,000	275,000	275,000	275,000
<b>Current Assets</b>					
Debtors	16	110,746	68,129	81,210	70,370
Cash at bank and in hand		735,312	781,079	795,289	861,776
		<hr/>	<hr/>	<hr/>	<hr/>
		846,058	849,208	876,499	932,146
<b>Creditors: amounts falling due within one year</b>	17	(116,466)	(119,616)	(132,014)	(140,094)
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net current liabilities</b>		729,592	729,592	744,485	792,052
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total assets less current liabilities</b>		<u>1,004,592</u>	<u>1,004,592</u>	<u>1,019,485</u>	<u>1,067,052</u>
<b>Funds of the charity</b>					
Unrestricted funds	18	986,456	986,456	1,011,784	1,035,464
Restricted funds	18	18,136	18,136	7,701	31,588
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total charity funds</b>		<u>1,004,592</u>	<u>1,004,592</u>	<u>1,019,485</u>	<u>1,067,052</u>

During the year, the charity made a deficit of £14,893.

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 12 December 2023 and are signed on behalf of the board by:

A Lancaster  
Chair of Trustees

Company registration number: 05268499

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Consolidated statement of cash flows

Year ended 31 March 2023

	Notes	2023 £	2022 £
<b>Cash flows from operating activities</b>			
Net cash (used in)/provided by operating activities	20	<u>(96,523)</u>	<u>32,898</u>
<b>Cash flows from investing activities</b>			
Dividends, interest and rents from investments		15,825	3,785
Net cash provided by investing activities		<u>15,825</u>	<u>3,785</u>
<b>Net increase in cash and cash equivalents</b>		(80,697)	36,683
<b>Cash and cash equivalents at beginning of year</b>		861,776	825,093
<b>Cash and cash equivalents at end of year</b>	21	<u>781,079</u>	<u>861,776</u>

The notes set out on pages 18 - 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 2023

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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.

Due to the finalisation of funding received by The Chapman Centre Trust in the year ended 31 March 2023, the charity is now dormant.

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 for a particular future project or commitment.

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 2023

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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 2023

#### 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 or 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 Charity is a company limited by guarantee. Each member of the Charity 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 2023 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations and memberships	26,264	-	26,264	25,093	-	25,093
	<u>26,264</u>	<u>-</u>	<u>26,264</u>	<u>25,093</u>	<u>-</u>	<u>25,093</u>

#### 6 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Rent Receivable	424,176	-	424,176	428,309	-	428,309
Service contracts	266,374	-	266,374	249,948	-	249,948
Money and pensions service	-	-	-	-	138,351	138,351
Housing First	34,006	-	34,006	38,930	-	38,930
Ipswich Borough Council Grant	-	-	-	7,000	-	7,000
Rough Sleeper Initiative	68,012	-	68,012	87,396	-	87,396
Money advice project	-	38,850	38,850	-	11,118	11,118
Lottery funding for Chapman Centre	-	144,050	144,050	-	125,716	125,716
Other Chapman Centre Funding	-	86,454	86,454	-	67,620	67,620
Coronavirus Job Retention Scheme	-	-	-	200	451	651
Other income	3,052	-	3,052	5,909	-	5,909
	<u>795,620</u>	<u>269,354</u>	<u>1,064,974</u>	<u>817,692</u>	<u>343,256</u>	<u>1,160,948</u>

Income from charitable activities includes government funding of £429,116.

#### 7 Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Interest received	15,825	-	15,825	3,785	-	3,785
	<u>15,825</u>	<u>-</u>	<u>15,825</u>	<u>3,785</u>	<u>-</u>	<u>3,785</u>

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements (continued)

Year ended 31 March 2023

#### 8 Costs of other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Fundraising	-	-	-	852	-	852
Tenant participation	3	-	3	19	-	19
Welfare costs	540	-	540	1,755	-	1,755
	<u>544</u>	<u>-</u>	<u>544</u>	<u>2,626</u>	<u>-</u>	<u>2,626</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 2023 £	Activities undertaken directly £	Support costs £	Total Funds 2022 £
Provision of housing	476,082	120,409	596,490	473,786	40,821	514,607
Advice services	250,190	34,257	284,447	243,874	51,063	294,937
Money advice services	260,033	28,009	288,041	270,559	57,254	327,813
	<u>986,305</u>	<u>182,674</u>	<u>1,168,979</u>	<u>988,219</u>	<u>149,138</u>	<u>1,137,357</u>

Included within Provision of housing are bad debt write offs of £8,653 (2022: £14,521).

Of the total expenditure above, restricted expenditure totalled £286,633 (2022: £333,619).

#### Analysis of support costs

2023	Provision of housing £	Advice services £	Money advice services £	Total Funds 2023 £
Training/recruitment	7,378	-	-	7,378
Office costs	75,444	34,257	28,009	137,710
Membership and subscriptions	2,174	-	-	2,174
Premises costs	6,677	-	-	6,677
Governance	28,735	-	-	28,735
	<u>120,409</u>	<u>34,257</u>	<u>28,009</u>	<u>182,674</u>

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
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>

#### Analysis of governance costs

	2023 £	2022 £
Auditors remuneration - audit services	13,734	11,940
Auditors remuneration - independent examination of subsidiary	3,150	3,000
Other professional costs	10,998	9,015
Trustee expenses	854	381
	<u>28,735</u>	<u>24,336</u>



# Ipswich Housing Action Group Limited

## Company limited by guarantee

### Notes to the financial statements (continued)

#### Year ended 31 March 2023

##### 10 Net income

Net income is started after charging

	2023	2022
	£	£
Operating leases	44,543	55,251
Amortisation of fixed assets	-	4,491

##### 11 Staff costs

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

	2023	2022
	£	£
Wages and salaries	619,299	656,279
Social security costs	46,048	46,536
Employer contributions to pension plans	37,445	42,758
	<u>702,792</u>	<u>745,573</u>

Wages and salaries include statutory redundancy pay of £14,784 for MAS staff (2022: £nil).

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

	Group 2023	Group 2022
Charitable activities	23	27
Management and administration staff	3	4
	<u>26</u>	<u>31</u>

No employee received employee benefits of more than £60,000 during the year (2022: None).

##### Key Management Personnel

The total value of remuneration and benefits received by four members of Key Management Personnel was £163,259 (2022: four members, £146,845).

##### 12 Trustee remuneration and expenses

No Trustees received remuneration or expenses during the year (2022: £Nil).

##### 13 Intangible Fixed Assets - Group

	Website development £	Total £
<b>Cost</b>		
As at 1 April 2022 and at 31 March 2023	<u>8,982</u>	<u>8,982</u>
<b>Depreciation</b>		
As at 1 April 2022	8,982	8,982
Charge for the period	<u>-</u>	<u>-</u>
As at 31 March 2023	<u>8,982</u>	<u>8,982</u>
<b>Net book value</b>		
As at 31 March 2023	<u>-</u>	<u>-</u>
As at 31 March 2022	<u>-</u>	<u>-</u>

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements (continued)

Year ended 31 March 2023

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

	Freehold property £	Motor vehicles £	Office equipment £	Total £
<b>Cost</b>				
As at 1 April 2022 and 31 March 2023	275,000	27,051	4,716	306,767
<b>Depreciation</b>				
As at 1 April 2022	-	27,051	4,716	31,767
Charge for the period	-	-	-	-
As at 31 March 2023	-	27,051	4,716	31,767
<b>Net book value</b>				
As at 31 March 2023	275,000	-	-	275,000
As at 31 March 2022	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 Trustees, therefore The Chapman Centre Trust is considered a subsidiary of Ipswich Housing Action Group Limited. As of the 1 April 2023 the subsidiary was made dormant.

	2023 £	2022 £
Gross income	47,620	55,451
Expenditure	(95,187)	(43,515)
Surplus	(47,567)	11,936
	2023 £	2022 £
Total assets	45,767	80,607
Total liabilities	(45,767)	(33,040)
Total funds	-	47,567

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements (continued)

Year ended 31 March 2023

#### 16 Debtors

	2023 Charity £	2023 Group £	2022 Charity £	2022 Group £
Trade debtors	36,490	36,490	40,200	40,200
Prepayments and accrued income	26,539	26,539	11,300	25,420
Other debtors	5,100	5,100	4,750	4,750
Amounts due from group undertakings	42,617	-	24,960	-
	<u>110,746</u>	<u>68,129</u>	<u>81,210</u>	<u>70,370</u>

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

	2023 Charity £	2023 Group £	2022 Charity £	2022 Group £
Trade creditors	10,148	10,148	14,673	14,673
Other taxation and social security	13,714	13,714	13,124	13,124
Accruals and deferred income	86,182	89,332	97,883	105,963
Other creditors	6,422	6,422	6,334	6,334
	<u>116,466</u>	<u>119,616</u>	<u>132,014</u>	<u>140,094</u>

	2023 Charity £	2023 Group £	2022 Charity £	2022 Group £
Deferred income brought forward	75,436	80,516	64,143	79,143
Deferred during the year	38,133	38,133	75,436	80,516
Released during the year	(75,436)	(80,516)	(64,143)	(79,143)
Deferred income carried forward	<u>38,133</u>	<u>38,133</u>	<u>75,436</u>	<u>80,516</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 2023

#### 18 Analysis of charitable funds

##### Year ended 31 March 2023

##### Unrestricted funds

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	£	£	£
General funds					
Freehold property capital	275,000	-	-	-	275,000
General Funds	319,834	837,709	(809,248)	(13,827)	334,468
	594,834	837,709	(809,248)	(13,827)	609,468
Designated funds					
Maintenance Sinking Fund	169,819	-	(1,964)	10,000	177,855
Investment Fund	134,373	-	-	-	134,373
Office Rent Fund	11,052	-	(11,052)	-	-
Other Designated funds	125,386	-	(60,626)	-	64,760
	440,630	-	(73,642)	10,000	376,988
	1,035,464	837,709	(882,890)	(3,827)	986,456
Restricted funds					
Ipswich Locality Homelessness Partnership	7,701	-	(4,565)	-	3,136
Funding for Chapman Centre	-	14,734	(14,734)	-	-
The National Lottery - Community Support Fund	-	144,050	(144,050)	-	-
Money advice project	-	38,850	(38,850)	-	-
Ipswich Borough Council - Rent fund	-	9,100	(9,100)	-	-
Weekend Opening Funding	10,492	15,000	(13,326)	2,834	15,000
Ipswich Borough Council - Running costs	13,395	40,000	(54,388)	993	-
Community Dental Services	-	7,620	(7,620)	-	-
	31,588	269,354	(286,633)	3,827	18,136
Total funds	1,067,052	1,107,063	(1,169,523)	-	1,004,592

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements (continued)

#### Year ended 31 March 2023

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

##### 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 The 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
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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). Annual amount transferred from general funds to cover future costs.
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 2023

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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 The Chapman Centre	This funding is for The Chapman Centre specifically and is made up mostly of donations in response to the Covid pandemic.
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.
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 2023

#### 19 Analysis of net assets between funds

As at 31 March 2023

	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds 2023 £
Tangible fixed assets	275,000	-	-	275,000
Intangible fixed assets	-	-	-	-
Current assets	454,084	376,988	18,136	849,208
Creditors: Amounts falling due within one year	(119,616)	-	-	(119,616)
<b>Net assets</b>	<b>609,468</b>	<b>376,988</b>	<b>18,136</b>	<b>1,004,592</b>

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	451,848	440,630	39,668	932,146
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>

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

	Group 2023 £	Group 2022 £
Net (expenditure)/income for the year per Statement of Financial Activities	(62,460)	49,843
<b>Adjustments for:</b>		
Amortisation charges	-	4,491
Dividends, interest and rent from investments	(15,825)	(3,785)
Decrease in debtors	2,241	56,558
(Decrease) in creditors	(20,478)	(74,209)
<b>Net cash (used in) / provided by operating activities</b>	<b>(96,523)</b>	<b>32,898</b>

#### 21 Analysis of cash and cash equivalents

	Group 2023 £	Group 2022 £
Cash at bank and in hand	781,079	861,776
<b>Total cash and cash equivalents</b>	<b>781,079</b>	<b>861,776</b>

# Ipswich Housing Action Group Limited

## Company limited by Guarantee

### Notes to the financial statements (continued)

#### Year ended 31 March 2023

#### 22 Analysis of charges in net debt

	At 1 April 2022 £	Cash flows £	At 31 March 2023 £
Cash at bank and in hand	861,776	(80,697)	781,079
	<b>861,776</b>	<b>(80,697)</b>	<b>781,079</b>

#### 23 Operating lease commitments

At 31 March 2023 the Group and the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	Charity 2023 £	Group 2023 £	Charity 2022 £	Group 2022 £
Not later than 1 year	16,850	16,850	21,384	21,384
Later than 1 year but not later than 5 years	20,475	20,475	29,575	29,575
	<b>37,325</b>	<b>37,325</b>	<b>50,959</b>	<b>50,959</b>

#### 24 Related party transactions

Salary costs of £9,975 (2022: £11,126) were recharged to The Chapman Centre Trust from Ipswich Housing Action Group.

A management charge of £1,734 (2022: £1,750) was recharged from Ipswich Housing Action Group Limited to The Chapman Centre Trust.

At the year end Ipswich Housing Action Group Limited was owed £42,617 by The Chapman Centre Trust (2022: £24,960 owed by The Chapman Centre Trust to Ipswich Housing Action Group).

#### 25 Results of Ipswich Housing Action Group

During the year, the charity made a deficit of £14,893. 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.