

OPEN HANDS PROJECT (SHEFFIELD)
(LIMITED BY GUARANTEE)

UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Open Hands Project (Sheffield) (Limited by Guarantee)

Financial statements

For the year ended 30 September 2023

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Report of the Board of Trustees to the members of
Open Hands Project (Sheffield) (Limited by Guarantee)
For the year ended 30 September 2023

The board of trustees, who are the directors of the company for the purposes of company law, present their report, together with the financial statements and independent examiners report for the year ended 30 September 2023.

Objectives and activities

Objects

The objects of the charity are to relieve persons who are in need or hardship or who are aged or sick and to relieve the distress caused thereby in Sheffield and in such other parts of the United Kingdom as the trustees may from time to time think fit.

Activities during the year

The main objective of the charity is to house destitute asylum seekers in the Sheffield area. Generally, "guests" (as we call those who we accommodate) were offered accommodation for a period of up to 12 months, which was a time of much needed relief for many. This limit was suspended due to the COVID pandemic. Last year we were seeking to revert to this previous policy, although we have not been entirely successful. Three of our nine current guests have been with us in excess of 12 months. However, we are not the only organisation facing such issues post COVID. Our partner organisation, ASSIST, have also changed their policy on supporting people for more than 12 months. When possible, we try to align with them. Over the past 12 months we have seen a significant number of our guests move on to s.4 accommodation, as a result of an opening up since COVID. Many of these men move into hotel accommodation, often remaining in the South Yorkshire area.

Those we accommodate receive no support from the Government. Most of our guests receive support from ASSIST who have similar aims to ours. They make a financial contribution towards the housing costs of guests referred to us by them, which is of great value to us.

Each house has a volunteer house manager who will visit the house regularly to offer pastoral support and also seek to ensure that the house is kept in a reasonable condition and seek, should there be any, to iron out any difficult relationships within the house.

The Trustees have given careful regard to the Charity Commission's guidance on public benefit and are satisfied that in supporting destitute asylum seekers by the provision of accommodation and pastoral support that the charity delivers public benefit.

Achievements and performance

Our experience since formation in 2007 has been that our relationships with our landlords is crucial. Currently one of our landlords does not charge any rent. Neither of the others charge us what might be termed a "commercial" rent. They are exceptionally generous towards us. The three houses we currently rent are probably the best properties we have ever had. The houses are all in good condition and well maintained. The locations are also good, none far from the city centre. This is often an important factor for our guests with no income.

The charity appreciates the small team of house managers who seek to build friendships with the guests and are most often the first point of contact for them. We could not function without them. We are currently able to accommodate nine men at any one time.

The "Monday meal", which was held fortnightly for many years, was suspended during the pandemic. We have started some meals again, but on a much smaller scale, which does enable better quality conversations. However, we miss those times with many of our guests, and often former guests would come and socialise with us regularly. Our current guests are not used to that culture of coming together and we are looking at ways of improving our relationships with our guests. We do not simply want to offer good accommodation.

Despite COVID our income has remained at a reasonable level and we continue to receive gifts from local churches and our faithful group of individual donors, many of whom have stuck with us right from the beginning. This year a sponsored run by one of our supporters saw a substantial amount of money received from people who had never supported us previously. Thanks to our treasurer there are also better ways of giving via our website.

Report of the Board of Trustees to the members of
Open Hands Project (Sheffield) (Limited by Guarantee) (Continued)
For the year ended 30 September 2023

Financial review

Summary

The net income for the period amounted to £10,477. This is made up of £10,477 of net income on unrestricted projects. The total unrestricted funds amounted to £16,167 at the year-end.

The charity has been mainly funded by donations (including gift aid). We are also grateful for the gifts from Sheffield churches including South Sheffield Evangelical, St Peters Greenhill, Wycliffe Independent Church, The Well, and St Thomas Philadelphia. In addition ASSIST have made financial contributions in relation to those asylum seekers they have referred to the charity, and who they are financially supporting.

The sources of income are set out in the statement of financial activities; however the charity is particularly grateful to the many individuals who have given during the last 12 months. Most of all the trustees are grateful to God for his provision over the years.

Reserves policy

The board of trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be three months of the resources expended, which equates to £5,410 in general funds. At this level, the board of trustees feel that they would be able to continue the current activities of the charity, in the event of a significant drop in funding, whilst new sources of funding could be established or the charity could discharge its financial obligations whilst taking action such as serving notice to quit premises to a selected property or properties. At the balance sheet date the free reserves stood at £16,167.

The trustees keep the finances under review by the review of monthly reports.

Structure, Governance and Management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 12 September 2007 and registered as a charity on 04 December 2007. The company 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 are required to contribute an amount not exceeding £1. The total number of such guarantees at 30 September 2023 was 5 (2022 – 5).

Recruitment and appointment of board of governors

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the board of trustees. Under the requirements of the Memorandum and Articles of Association all of the trustees must retire at each Annual General Meeting, but may offer themselves for re-election.

New members of the board of trustees are recruited by circulating vacancies amongst the current team of volunteers and churches. The charity is keen to promote a greater diversity of trustees in terms of skills, ethnic origin and gender.

Trustee induction and training

It is our policy to appoint trustees from those who are involved with the day to day work of the charity and understand the ethos and vision of the charity. They will be familiar with the difficulties faced by destitute asylum seekers. All new trustees, as part of their induction, have a meeting with the Chair of the Trustees and also the opportunity for training in their responsibilities and duties. This is provided by Voluntary Action Sheffield and their legal officer.

Report of the Board of Trustees to the members of

Open Hands Project (Sheffield) (Limited by Guarantee) (Continued)

For the year ended 30 September 2023

Organisational structure

The charity currently has a board of trustees of up to 5 members who meet a minimum of twice but generally three times per annum and are responsible for the strategic direction and policy of the charity.

Reference and administrative details

Charity Name	Open Hands Project (Sheffield)		
Charity Number (England and Wales)	1121814		
Company Number	6368608		
Registered Office and operation address	44 Longford Road, Sheffield S17 4LQ		
Website Address	www.openhandsproject.org.uk		
Board of Trustees	Chair	Mr J S Bennett	
	Others	Mr P I Johnson	
		Mr N Pugliese	
		Mr I M Prescott	
		Mr P Ibison (retired 13 October 2022)	
	Mr B Gooch (appointed 13 October 2022)		
Company Secretary and Treasurer	Mr P Ibison (retired 13 October 2022)		
	Mr B Gooch (appointed 13 October 2022)		
Project Manager	Mr J S Bennett		
Independent Examiner	C W S De Silva FCCA, 474 Redmires Road, Sheffield S10 4LG.		
Bankers	Lloyds Bank PLC, 1 High Street, Sheffield S1 2GA		

Responsibility of the board of trustees

Company law requires the board of trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the board of trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.
- The board of trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The board of trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Report of the Board of Trustees to the members of
Open Hands Project (Sheffield) (Limited by Guarantee) (Continued)
For the year ended 30 September 2023

Responsibility of the board of trustees (continued)

In accordance with charity law, as the trustees, we certify that:

- So far as we are aware, there is no relevant accounting information of which the independent examiner is unaware; and
- As the trustees we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounting information and to establish that the charity's independent examiner is aware of that information.

Approval

This report has been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 21 June 2024 and signed on its behalf by:



Mr B Gooch
Trustee

Independent Examiner's Report to the Members of
Open Hands Project (Sheffield) (Limited by Guarantee)
For the year ended 30 September 2023

I report on the unaudited financial statements for year ended 30 September 2023 set out on pages 6 to 10.

Respective responsibilities of the board of trustees and the independent examiner

As described on pages 3 and 4 the trustees are responsible for the preparation of the report of the trustees and the financial statements in accordance with United Kingdom law and accounting standards, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

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

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


Basis of independent examiner's report

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

Independent examiner's statement

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

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - To keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - To prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



CWS De Silva FCCA
474 Redmires Road
Sheffield
S10 4LG

21 June 2024

Open Hands Project (Sheffield) (Limited by Guarantee)

Statement of Financial Activities (including Income and Expenditure Account)

For the year ended 30 September 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Income from:					
Donations:					
Donations and gifts		26,078	-	26,078	18,547
Grants		2,500	1,500	4,000	1,000
Gift aid and covenant tax claims		2,039	-	2,039	1,351
Total income		30,617	1,500	32,117	20,898
Expenditure on charitable activities					
Rent		9,000	-	9,000	10,650
Repairs and maintenance		529	-	529	832
Council tax		2,167	-	2,167	2,601
Water rates		1,574	-	1,574	1,797
Light and heat		4,192	1,500	5,692	5,951
Insurance		819	-	819	666
TV Licence		487	-	487	341
Wi Fi		1,135	-	1,135	887
Cleaning		-	-	-	1,225
Van hire		-	-	-	122
Sundry expenses		93	-	93	113
Advertising		144	-	144	144
Total expenditure		20,140	1,500	21,640	25,329
Net income (expenditure)		10,477	-	10,477	(4,431)
Transfers between funds		-	-	-	-
Net movement in funds		10,477	-	10,477	(4,431)
Reconciliation of funds					
Total funds brought forward		5,690	-	5,690	10,121
Total fund carried forward		16,167	-	16,167	5,690

The above statement includes all gains and losses recognised during the year.

All income and expenditure derives from continuing activities.

Comparative figures for the previous year by fund type are shown in note 8.

The notes on pages 8 to 10 form part of these financial statements.

Open Hands Project (Sheffield) (Limited by Guarantee)

Statement of Financial Position

As at 30 September 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Current assets					
Debtors	5	2,469	-	2,469	1,619
Cash at bank and in hand	6	13,852	-	13,852	4,622
		<hr/>	<hr/>	<hr/>	<hr/>
		16,321	-	16,321	6,241
Creditors: - amounts falling due within one year	7	154	-	154	551
		<hr/>	<hr/>	<hr/>	<hr/>
Net current assets		16,167	-	16,167	5,690
		<hr/>	<hr/>	<hr/>	<hr/>
Net assets		16,167	-	16,167	5,690
		<hr/>	<hr/>	<hr/>	<hr/>
Funds					
Unrestricted	9	16,167	-	16,167	5,690
Restricted	9	-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds		16,167	-	16,167	5,690
		<hr/>	<hr/>	<hr/>	<hr/>

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

For the year ended 30 September 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies and the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476. The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The financial statements were approved by the board on 21 June 2024 and signed on its behalf.

Mr I M Prescott
Trustee

Mr B Gooch
Trustee

Company registration number: 6368608

The notes on pages 8 and 10 form part of these financial statements.

Open Hands Project (Sheffield) (Limited by Guarantee)

Notes forming part of the Financial Statements

For the year ended 30 September 2023

1 Accounting policies

Basis of preparation

The financial statements have been prepared on a going concern basis, under the historical cost convention, and in accordance with the 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 the Republic of Ireland (FRS102) (effective 1 January 2015), with FRS102 and with the requirements of the Companies Act 2006 and the Charities Act 2011.

Fund accounting

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

Designated funds are unrestricted funds earmarked by the board of trustees for particular purposes.

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

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources expended

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

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy and costs linked to the strategic management of the charity.

Leasing commitments

Rentals paid under operating leases are charged to the income and expenditure account as the rentals accrue.

Cash

Cash comprises bank deposits repayable on demand.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount. Accrued charges are normally valued at their settlement amount.

Open Hands Project (Sheffield) (Limited by Guarantee)

Notes forming part of the Financial Statements

For the year ended 30 September 2023

2 Transactions with trustees and related parties

No trustees received any remuneration, benefits or expenses during the year or in the previous year.

The charity received donations from the trustees of £4,740 (2022 £2,190).

3 Staff costs and numbers

The charitable company did not employ any person during the current period.

4 Taxation

The charitable company is exempt from corporation tax on its charitable activities.

5 Debtors

	2023	2022
	£	£
Gift Aid receivable	665	235
Prepayments	1,804	1,384
	<hr/>	<hr/>
	2,469	1,619
	<hr/>	<hr/>

6 Cash at bank and in hand

	2023	2022
	£	£
Lloyds Bank	13,852	4,622
PayPal	-	-
	<hr/>	<hr/>
	13,852	4,622
	<hr/>	<hr/>

7 Creditors: amounts falling due within one year

	2023	2022
	£	£
Other creditors and accruals	154	551
	<hr/>	<hr/>

Open Hands Project (Sheffield) (Limited by Guarantee)

Notes forming part of the Financial Statements

For the year ended 30 September 2023

8 Comparative income and expenditure by fund type

	Unrestricted Funds		Restricted Funds	
	2023	2022	2023	2022
	£	£	£	£
Income from:				
Donations	30,617	19,898	1,500	1,000
Expenditure on:				
Charitable activities	20,140	24,329	1,500	1,000
Net income (expenditure)	10,477	(4,431)	-	-
Transfers between funds	-	-	-	-
Net movement in funds	10,477	(4,431)	-	-
Reconciliation of funds				
Total funds brought forward	5,690	10,121	-	-
Total fund carried forward	16,167	5,690	-	-

9 Movement in funds

	At 1 Oct 2022	Movement in resources		At 30 Sept 2023
	£	Incoming £	Outgoing £	£
Restricted funds:				
Housing costs fund	-	1,500	(1,500)	-
Unrestricted funds:				
General	5,690	30,617	(20,140)	16,167
Total Funds	5,690	32,117	(21,640)	16,167

The purpose of the restricted Housing costs fund is to meet the housing costs of the asylum seekers.

10 Other financial commitments

At 30 September 2023 the charitable company had minimum total commitments under non-cancellable operating leases, over the remaining life of the leases of £1,500 (2022 - £1,500).