

Charity Registration No. 1135452

Company Registration No. 06783722 (England and Wales)

HOPE COMMUNITY SERVICES
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

HOPE COMMUNITY SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Directors/Trustees	Andrew Avery Lindsey Minott Maggie Wykes Cathrine Huby Clare Wasteney	(Appointed 16 January 2020) (Appointed 16 January 2020) (Appointed 17 November 2020) (Appointed 17 November 2020)
Trustees		
Charity number	1135452	
Company number	6783772	
Registered office	17 Queen Street Worksop Notts S80 2AN	
Accountants	John Harrison (Worksop) Limited 78 Carlton Road Worksop Nottinghamshire UK S80 1PH	
Solicitors	Illet & Clark Solicitors 86 Bridge Street Worksop S80 1JA	

HOPE COMMUNITY SERVICES

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HOPE COMMUNITY SERVICES

STATEMENT OF TRUSTEE RESPONSIBILITIES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees present their report and financial statements for the year ended 31 December 2020.

The Trustees, who are also the Directors of the charity for the purpose of the Companies Act, present their annual report and the audited financial statement for the year ended 31st December 2019. The financial statements comply with the Charities Act 2011, 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 (FRS102) (effective 1 January 2015).

Related Parties

Hope Community Services operates independently and has no formal links to other organisations.

Vision, Mission and Values

Hope's vision is for a fair, responsible and inclusive society which encourages, enables, and empowers individuals to maximise their potential.

Hope's mission is to promote social inclusion, tackle disadvantage, homelessness, and the causes of homelessness, and ensure there are pathways for positive lifestyle choices for those who are outside of mainstream services.

Underpinning our vision and mission statement are the values of Hope which are at the heart of what we believe as an organisation, and how we work with our external stakeholders and our staff volunteers and clients. We are committed to:

- Valuing difference and appreciating diversity
- Maintaining high standards in the work we do
- Challenging injustice
- Working with others to improve the communities in which we live and work.

Statement of Trustee Responsibilities

The Trustees are responsible for preparing this Trustees Report and Financial Statement, in accordance with the applicable law and United Kingdom Accounting Standards, (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the situation of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements the Trustees are required to:

HOPE COMMUNITY SERVICES

STATEMENT OF TRUSTEE RESPONSIBILITIES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

- Select suitable accounting policies and apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgments and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue that basis.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to prepare the financial statements that comply with the Charities Act 2011, the Charity (Accounts Reports) Regulations 2008 and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Statement of Trustee Responsibilities report was approved by the Board of Trustees.

Maggie Wykes

Trustee

Dated: 8 June 2021

HOPE COMMUNITY SERVICES

CHARTERED CERTIFIED ACCOUNTANTS' REPORT TO THE TRUSTEES ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF HOPE COMMUNITY SERVICES FOR THE YEAR ENDED 31 DECEMBER 2020

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Hope Community Services for the year ended 31 December 2020, which comprise the statement of financial activities and the related notes from the charity's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <https://www.accaglobal.com/gb/en/member/standards/rules-and-standards/rulebook.html>.

This report is made to the charity's Trustees, as a body, in accordance with the terms of our engagement letter dated 8 June 2021. Our work has been undertaken solely to prepare for your approval the financial statements of Hope Community Services and state those matters that we have agreed to state to the charity's Trustees, as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at https://www.accaglobal.com/content/dam/ACCA_Global/Technical/fact/technical-factsheet-163.pdf. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Hope Community Services and the charity's Trustees as a body, for our work or for this report.

It is your duty to ensure that Hope Community Services has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and surplus of Hope Community Services. You consider that Hope Community Services is exempt from the statutory audit requirement for the year, and is not required to obtain an independent examiner's report.

We have not been instructed to carry out an audit or a review of the financial statements of Hope Community Services. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

John Harrison (Workshop) Limited

8 June 2021

Chartered Certified Accountants

78 Carlton Road
Workshop
Nottinghamshire
S80 1PH
UK

HOPE COMMUNITY SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted funds 2020 £	Unrestricted funds 2019 £
<u>Income and endowments from:</u>			
Charitable activities	2	244,261	397,004
Other income	3	291,734	236,803
Total income		<u>535,995</u>	<u>633,807</u>
<u>Expenditure on:</u>			
Charitable activities	4	<u>454,097</u>	<u>729,292</u>
Net incoming/(outgoing) resources before transfers		81,898	(95,485)
Gross transfers between funds		752,117	869,745
Net income for the year/		<u> </u>	<u> </u>
Net movement in funds		<u>834,015</u>	<u>774,260</u>
Fund balances at 1 January 2020		-	-
Fund balances at 31 December 2020		<u><u>834,015</u></u>	<u><u>774,260</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HOPE COMMUNITY SERVICES

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	6		806,475		734,336
Current assets					
Debtors	7	56,153		44,570	
Cash at bank and in hand		98,097		88,999	
		<u>154,250</u>		<u>133,569</u>	
Creditors: amounts falling due within one year	9	(58,813)		(24,478)	
Net current assets			95,437		109,091
Total assets less current liabilities			<u>901,912</u>		<u>843,427</u>
Creditors: amounts falling due after more than one year	10		(67,897)		(69,167)
Net assets			<u>834,015</u>		<u>774,260</u>
Income funds					
Unrestricted funds			834,015		774,260
			<u>834,015</u>		<u>774,260</u>

HOPE COMMUNITY SERVICES

BALANCE SHEET (CONTINUED)

AS AT 31 DECEMBER 2020

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

For the financial year in question the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the companies act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements were approved by the Trustees on 8 June 2021

Maggie Wykes
Trustee

Company Registration No. 06783722

HOPE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

Charity information

Hope Community Services is a private company limited by guarantee incorporated in England and Wales. The registered office is 17 Queen Street, Worksop, Notts, S80 2AN.

1.1 Accounting convention

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 (FRS102) - (Charities SORP(FRS102)) (effective 1 January 2019), Financial Reporting Standard applicable in the UK and Republic of Ireland 102), the Charities Act 2011 and the Companies Act 2006.

Hope Community Services meets the definition of a public benefit entity under FRS 102. The financial statements are prepared under the historical cost convention or transactional value unless otherwise stated in the relevant accounting policy note(s). The financial statements are prepared in Sterling which is the functional currency of the charity and rounded to the nearest £.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

All incoming resources are included in the Statement of Financial Activities when the charity has entitlement to the funds, any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Grants receivable, funding the general activities of the charity, are included in the period in which they are receivable, except when the funders specify that they must be used in future accounting periods or funders conditions have not been fulfilled, then the income is deferred. Funds received in advance in respect of service contracts are deferred, where necessary, to the appropriate future accounting periods.

HOPE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

1.5 Expenditure

All expenditure accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	0 - 10% Straight Line
Fixtures and fittings	20% S/L & Reducing Balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

HOPE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.9 Legal Status

Hope Community Services is a company limited by guarantee, and has no share capital. The liability of each member in the event of a winding up is £1.

2 Charitable activities

	Charitable Income 2020 £	Charitable Income 2019 £
Income within charitable activities	244,261	397,004

3 Other income

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Donations and Grants	291,734	236,803

HOPE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

4 Charitable activities

	Direct Costs	
	2020	2019
	£	£
Depreciation and impairment	26,986	26,905
Administrative Overheads	185,612	345,401
Finance Charges	10,656	6,713
Personnel Costs	230,843	350,273
	<u>454,097</u>	<u>729,292</u>
	<u>454,097</u>	<u>729,292</u>

5 Employees

The average monthly number of employees during the year was:

2020	2019
Number	Number
20	20
<u>20</u>	<u>20</u>

6 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Total £
Cost			
At 1 January 2020	799,731	6,744	806,475
At 31 December 2020	<u>799,731</u>	<u>6,744</u>	<u>806,475</u>
Carrying amount			
At 31 December 2020	<u>799,731</u>	<u>6,744</u>	<u>806,475</u>
At 31 December 2019	<u>726,823</u>	<u>7,513</u>	<u>734,336</u>

HOPE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

7 Debtors		
Amounts falling due within one year:	2020	2019
	£	£
Trade debtors	52,872	23,937
Other debtors	-	117
Prepayments and accrued income	3,281	20,516
	<u>56,153</u>	<u>44,570</u>
8 Loans and overdrafts		
	2020	2019
	£	£
Other loans	67,897	69,167
	<u>67,897</u>	<u>69,167</u>
Payable after one year	67,897	69,167
	<u>67,897</u>	<u>69,167</u>
9 Creditors: amounts falling due within one year		
	2020	2019
	£	£
Other taxation and social security	(56)	6,063
Trade creditors	13,307	7,405
Other creditors	2,800	-
Accruals and deferred income	42,762	11,010
	<u>58,813</u>	<u>24,478</u>
10 Creditors: amounts falling due after more than one year		
	2020	2019
	£	£
Borrowings	67,897	69,167
	<u>67,897</u>	<u>69,167</u>
11 Related party transactions		

There were no disclosable related party transactions during the year (2019 - none).

HOPE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

12 Analysis of changes in net funds

	At 1 January 2020 £	Cash flows £	At 31 December 2020 £
Cash at bank and in hand	88,999	9,098	98,097
Loans falling due after more than one year	(69,167)	1,270	(67,897)
	<u>19,832</u>	<u>10,368</u>	<u>30,200</u>

Hope Community Services
Report of the Trustees
For the Year Ended 31st December 2020

The Trustees, who are also the Directors of the charity for the purpose of the Companies Act, present their annual report and the audited financial statement for the year ended 31st December 2019. The financial statements comply with the Charities Act 2011 and the Companies Act 2006.

Structure, Governance and Management

The organisation is a charitable company limited by guarantee, incorporated on 6th January 2009, and registered as a charity on 12th April 2010. The company was established under a Memorandum of Association that clearly sets out its objectives and powers, and is governed under its Articles of Association.

On 1st August 2012 the charity took over activities, and received the entire net assets of, the unincorporated charity known as Hope for the Homeless (charity number 1059786) as permitted in the Memorandum of Association and outlined in the asset transfer agreement.

Recruitment and Appointment of Trustees

The Directors of the charity are also Trustees for the purpose of charity law and are responsible for the overall governance of the charity. Under the requirement of the Articles of Association, the Trustees shall retire from office at the end of the next annual general meeting (AGM), after the date on which they came into office, but they may be re-elected or re-appointed. The Trustees may, in addition appoint not more than three co-opted members. Officers are elected from the members at the next Trustee meeting after the AGM.

When new Trustees are required suitable candidates are identified based on the skills that are needed at the time. Such candidates are invited to complete an application form and invited to attend an informal discussion with the Chair and CEO. The Chair then makes a proposal to the Trustee Board, where the final decision on appointment is made by way of vote.

Induction and Training of New Trustees

All newly appointed Trustees are provided with induction training in accordance with Hope's induction guidelines. New Trustees are provided with a pack of information and a copy of the Charity Trustee Handbook. The Chair will discuss any training needs the new Trustee may have to enable them to function effectively.

Organisational Structure

The Trustee Board have overall responsibility for the strategic direction and policies of the charity. The frequency of Board meetings are decided on the basis of the current level of

business to be discharged. The Board includes members from a variety of professions and this brings together a broad range of skills and experience relevant to the governance of the charity.

A method of delegation is in place with day-to-day responsibility for the operational organisation resting with the CEO.

Related Parties

Hope Community Services operates independently and has no formal links to other organisations.

Risk Management

The Trustees oversee an audit of major functions of the charity, evaluating any risk to which the charity may be exposed. An organisational Risk Register and Asset and Liability Register are held at the registered office and each are reviewed annually. Internal control risks are minimised by policies and practices that have been developed in line with the Charity Commission guidance and adherence to the Charity Commission Code of Governance for smaller charities. All policies and standard operating procedures are revised annually to ensure they remain fit for purpose.

Vision, Mission and Values

Hope's vision is for a fair, responsible and inclusive society which encourages, enables and empowers individuals to maximise their potential.

Hope's mission is to promote social inclusion, tackle disadvantage, homelessness and the causes of homelessness and ensure there are pathways for positive lifestyle choices for those who are outside of mainstream services.

Underpinning our vision and mission statement are the values of Hope which are at the heart of what we believe as an organisation, and how we work with external stakeholders, our staff, volunteers and clients. We are committed to:

- Valuing difference and appreciating diversity
- Maintaining high standards in the work we do
- Challenging injustice
- Working with others to improve the communities in which we live and work.

Objectives

The objectives of the charity are to relieve the economic and social circumstances of the homeless, those who are in adverse housing conditions.

Public Benefit

Hope's services are delivered in an inclusive manner and are available to all over the age of 16 years. The services are available to anyone that is homeless or at risk of homelessness. The charity endeavours to provide services to anyone, regardless of their history, subject to a robust risk assessment process. We do not deny services to anyone except in the most exceptional circumstance, such as following a serious breach in our rules that endanger a service user or staff member. Any period of exclusion from our service will be as short as reasonably possible, usually between one and sixty days.

There are occasions when we are not able to offer services to everyone that requires it, because as a small team, we are operating at full capacity. In these circumstances we seek alternatives both internally and through other providers.

Achievements in 2020

Hope's objectives were to focus on offering a range of core services to enable service users to address the issues they face, to help them make decisions about their accommodation needs and support them to secure long term accommodation. This was achieved by:

- Providing day services to engage rough sleepers
- Providing educational and training activities to tackle the issues associated with homelessness and develop skills to increase self-sufficiency
- Providing direct access to emergency accommodation to homeless people
- Providing services users with focused one-on-one tailored support to help individuals address the issues they face
- Providing move-on accommodation at various locations with support and assistance
- Providing information, advice and guidance, plus practical assistance to prevent homelessness

We also successfully met our objective to work other services to support service users to address issues of substance misuse, health issues, education, training and employment. Our relationship with Bassetlaw District Council has strengthened significantly and Hope are now present and active within various local multi-agency forums.

Hope continues to support people who are affected by homelessness in Bassetlaw and Nottinghamshire by continuing to provide shelter and a safe place for those without a permanent residence, alongside intensive support to address the complex issues people who are homeless often have.

Volunteers

Hope is grateful for the support and help given by its team of volunteers. Volunteering is a rewarding activity for many, offering experience, qualifications and routine. Hope's volunteers ensure the organisation remains grounded within the local community.

Statement of Trustee Responsibilities

The Trustees are responsible for preparing the Trustees report and financial statement, in accordance with the applicable law and United Kingdom Accounting Standards.

The Trustees are responsible for keeping proper records which disclose with reasonably accuracy at any time the financial position of the charity and to enable them to prepare the financial statements that comply with the Charities Act 2011, the Charity Regulations 2008 and trust deed. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Financial Review

Hope ended the year on target and will be moving forward with confidence knowing we have secured additional funding to increase our capacity.

Principle Risks

In these times of austerity and the increasingly difficult funding climate for the third sector, longer term funding issues are always a cause for concern. Hope have now employed a Development Officer who will seek to diversify income streams and increase the organisations overall sustainability.

Statement of Disclosure to the Auditors

As far as the Trustees are aware, there is no relevant audit information of which the charity's auditors are unaware.

On behalf of the Trustees;

Maggie Wykes – Chair of the Board of Trustees