

**Charity Registration No. 1138615**

**Company Registration No. 06944944 (England and Wales)**

**STOPGAP SUPPORTED HOUSING**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# STOPGAP SUPPORTED HOUSING

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

A Bertram  
R Theobalds  
K Norman  
V Miller  
C Brinton

**Secretary**

A Sanders

**Charity number**

1138615

**Company number**

06944944

**Registered office**

Office 4  
4 Meal Market  
Hexham  
Northumberland  
United Kingdom  
NE46 1NF

**Independent examiner**

Azets  
Bede House  
Belmont Business Park  
DURHAM  
United Kingdom  
DH1 1TW

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# STOPGAP SUPPORTED HOUSING

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# STOPGAP SUPPORTED HOUSING

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the 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 (FRS 102)" (effective 1 January 2019).

### **Objectives and activities**

Our aim as laid down by our Memorandum of Association are;

"To support vulnerable adults, both those who are homeless and those who may be threatened with homelessness, by the provision of temporary accommodation, supported housing, support in their own home or by such other services calculated to relieve their needs."

During the year 2021/22 our service provision consisted of a staffed accommodation project delivered from 4/5 Dean St in Hexham which has the capacity to provide supporting accommodation for up to seven homeless adults. In September 2021 we began delivering a supported accommodation service from new premises at Links House, Haugh Lane, Hexham. This provides accommodation for up to thirteen individuals across four shared flats.

Responsibility for service delivery and development is held by the Chief Executive Officer (CEO). The CEO reports directly to the board and line manages the Project Managers.

The Project Manager(s) are responsible for the day to day running of the services and the line management of support staff. At the end of March 2022 we recruited a second Project Manager to ensure we had capacity to develop services across both sites.

Throughout the year the board have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

We have continued to provide the support a homeless individual needs to address those issues that may have led or contributed to their becoming homeless. We have striven to provide or facilitate activities and training to help individuals develop independent living skills such as cooking on a budget and money management. Our ability to support individuals to access other support services to help in addressing health issues, employability skills, education and training continued to be restricted during the year due to the continuing impact of the COVID-19 pandemic.

The overriding aim of our service continues to be that of helping a homeless individual achieve the goal of independent living with a home of their own, gain employment and to be able to participate in their community as fully as they wish and are able.

### **Achievements and performance**

Whilst the year continued to be effected by the continuing COVID-19 pandemic we were also able to open our new accommodation service in Links House, Hexham.

The refurbishment of the new 13 bed accommodation service based at Links House was due to be completed in June 2020, but all work was stopped due to COVID restrictions with a new completion date of September. The September completion date proved to be too optimistic and it wasn't until the end of the year that Karbon Homes the building's owners officially 'signed-off' the works from the contractors. It only remained to list a number of 'snagging' issues prior to our signing the lease. Unfortunately some of those issues were quite significant and related to fire safety and building security.

# **STOPGAP SUPPORTED HOUSING**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022**

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In the event we completed on the lease in March 2021 with a number of issues still outstanding. Utilising a loan from the Quacker Housing Trust we began furnishing the accommodation and we instigated staff familiarisation by arranging time in the empty building, including overnight stays. A 13 bed four floor building is a very different working environment to a 7 bed service delivered from two internally linked terrace houses.

This familiarisation period proved to be extremely valuable and helped identify a number of issues that had been missed on daytime inspection and visits. This included additional fire safety and security work, in the latter case requiring the installation of two additional CCTV cameras. The contractors were again on-site for most of May 2021 to complete these outstanding works.

During this time we continued to deliver our supported accommodation services from the Dean St property. The service remained fully occupied, with the lack of contact with housing providers continuing to create difficulties in securing suitable move-on accommodation for those who were ready for independent living. This lack of move-on then had a detrimental effect on our ability to help people who were contacting us for help. We just didn't have a place for them. This was particularly frustrating when we had a 13 bed service almost ready to use, we just needed to be 100% certain it was safe to do so.

By mid-August 2021 the majority of works needed before we could take up occupancy were completed and in the first week of September everyone from the Dean St service moved to the new building.

The old Dean St service was first opened in 2000 and re-built internally in 2009 to incorporate the next door property. Facilities were markedly improved, providing accommodation for seven with a number of ensuite bedrooms. The refurbished building opened in 2010, and by 2021 and almost 18 months of lockdown it was beginning to look very tired and rundown. With the property empty the opportunity was taken to redecorate and tackle outstanding remedial works to some fixtures and fittings and any furniture repair or replacement.

After the winter months and at the end the financial year we are now reviewing the long term use of this facility. There are alternatives, including the possibility of adaption to provide a move-on service, or re-opening to provide the same accommodation service as previously. We would then offer Dean St as a 'first stage' accommodation service prior to moving to the more independent 'second stage' at Links House. The Dean St residents would attend the daytime activities and training at Links House. We had also considered developing a women's homelessness service in the property, but this has now been shelved in favour of offering this service within Links House.

The move to the new building went well and within days we were accepting new referrals into the service. There was a brief delay in further expansion in early October as contractors had to return to complete a part resurfacing of the main access stairway, however, by the end of October eleven of the thirteen bedspaces were occupied. Three people had moved-on and four new homeless individuals had moved in.

We were aware that the size and layout of the new service would provide challenges and this has proved to be the case.

We wanted to continue the sense of home promoted in the Dean St service, here the support staff were very much a part of the day to day living of the residents. We believe this played a large part in our successfully supporting individuals to address those issues that led or contributed to their homelessness and move towards the goal of independent living.

In the Dean St service communal space was on the ground floor with the living room, kitchen and IT suit all close to the staff office. This ensured that support staff were accessible and very much part of the living environment.

The design of the new Links House has four individual shared flats, each with their own living room and kitchen. All the flats are on the second and third floors of the building. The two four beds flats being immediately above the main entrance. The two smaller flats, one three bed and one two bed, are also on the second and third floors but at the other end of the building.

The staff offices and accommodation are on the ground floor adjacent to the main entrance.

The standards of accommodation is greatly improved, but unfortunately it does create an unavoidable distance between residents and support staff.

# **STOPGAP SUPPORTED HOUSING**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022**

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To help develop a communal feel to the service we have promoted the use of part of the first floor office/training area as a dining room/activities space. A donated pool table has been installed and a large screen TV fitted along one wall.

Access to the building is controlled from the staff office, adjacent to the main entrance. This is a continuation of practice at the original Dean St service and greatly enhances safety and security of the accommodation.

### **Female Only Accommodation**

Analysis of our annual referrals has shown that whilst the vast majority of referrals to the service are male there remains a significant number of women seeking help. Previously the service may have been inappropriate for some female referral because of the communal facilities needing to be shared with males. The new accommodation service now offers the opportunity to provide safe, female only flats within the service, whilst retaining full access to the support and security of staffed accommodation.

The two smaller flats have been designated as female only accommodation. This provides a total of 5 women only bedspaces and allow us to offer a much needed service we have not previously been in a position to deliver.

### **Training and Office Space**

Once in the new building we were able to actively engage with outside agencies and groups to look at developing the use of the first floor training/office area to offer wider opportunities for training, advice and activities to help individuals gain independent living skills, address addictions and mental health needs and improve numeracy and literacy skills. Many of those we support have only basic skills in these areas. Bringing this support 'in-house' helps avoid the embarrassment many adults feel in admitting they have difficulty in reading and writing, it removes the 'going back to school' feel of external provision.

Volunteers also began once again to express an interest in offering help, around IT skills, cooking on a budget, debt management and basic 'safety in the home'.

However, no sooner had we begun to develop the activities and training on offer, and before practical action could be taken to formalise and increase the utilisation of the office space, the wave of the Omicron Variant led to rapidly rising outbreaks of Covid. Once again we had to restrict access to the building and communal and community based activity stopped.

By the end of November we were restricting admittance to the service, staff continued to take a Lateral Flow Test (LFT) prior to starting work and all residents were tested three times each week.

### **Joint work with Northumberland County Council (NCC)**

During the Summer we have been supporting NCC with their programme to reach homeless and vulnerable adults who had not received the Covid vaccination. There was a degree of hesitancy within this group, in addition to the difficulties of registration, contact and travel to a vaccination centre. Staff supported residents to arrange their vaccination, including help in getting to a vaccination centre. Information on the vaccine was also provided to help alleviate some of the safety concerns, particularly amongst the younger residents. We also arranged a visit from the County Mobile Vaccination Unit.

As the numbers of cases continued to rise across Northumberland we introduced daily LFT's for unvaccinated residents, with the three times per week continuing for those who were vaccinated.

In early December we had a resident test positive, confirmed by a PCR test. This was soon followed by others and over Christmas and into the New Year almost every resident had tested positive. The nature of the accommodation, with four self-contained flats across the building and ensuite facilities in bedrooms helped in ensuring social isolation. Staff facilitated this by providing food, toiletries, etc to individuals as required during the isolation period.

As part of our participation in the county wide Covid-19 Prevention and Control High Risk Settings Sub-Group the outbreak was reported via the Northumberland County Council county wide reporting portal, ensuring an accurate record of infection within the county.

# **STOPGAP SUPPORTED HOUSING**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022**

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### **Improved Services**

Once we were able to move to the new accommodation service our ability to support individuals was greatly improved, not only the numbers accommodated but also the ways in which that support could be delivered. Freed from the constraints of Dean St more group activities could be started, the large first floor training and office area allowing social distancing to be maintained when needed. Staff were better able to safely support individuals to register with on-line services, such as registration with 'Home Finder' and access to estate agents websites to help in the search for housing. Benefit applications could be completed and job-search up-dates entered, ensuring, for example, Universal Credit payments were maintained.

The numbers supported have increased significantly since the new service was opened, not only because of increased bed spaces but the percentage moving-on also increased. Between opening in September and the end of the financial year we supported an additional 18 homeless individuals.

We have continued to work closely with outside agencies including Northumberland County Council Homelessness team, Social Services, Probation, the Health Authority inc. hospital discharge teams, GPs and mental health support teams and Northumbria Police and Northumberland Recovery Partnership (NRP).

We have established new working relationships with BID Services Northumberland and with Oaktrees Newcastle. The latter is a 12 step abstinence based community rehabilitation project. This has been extremely successful for the individuals who have participated in the programme. We have also begun to explore opportunities to work with Heart Wood once again. This is a local mental health charity providing woodland based group therapy for men suffering with enduring and complex poor mental health. Several of those we supported in the past have benefitted greatly from this programme.

SHELTER, NDAS and Hexham Youth Initiative continue to make referrals to our service.

We remain active participants in regular NCC homelessness Partnership meetings and the Rough Sleeper Action Group. Both continuing with virtual meetings via Teams.

We also attend the monthly community safety, or 'VOL' meetings organised by Northumbria Police. Participation in the county wide Covid-19 Prevention and Control High Risk Settings Sub-Group has continued. Meeting two weekly via Teams, this group shares information and good practice around managing Covid infection and to ensure preventative measures are being applied consistently and outbreaks reported and monitored.

We had continued to support people with independent living skills whilst in Dean St and we were able to expand this with the facilities available in Links House. There was some success with several residents securing employment locally, with the Hexham Courant (the local newspaper) W H Smith, Egger UK Ltd and a local hotel, amongst others.

As noted previously greater access to IT in Links House has really helped in supporting individuals search for accommodation, and we have notable success in helping people find a home.

During the year we successfully maintaining the existing Dean St service prior to finally moving to Links House, expanding both the numbers accommodated and support services available in a very short time. Grant from the DLUHC - Homelessness Winter Response Fund ensured we could offer enhanced homelessness accommodation services through the winter months.

Our objective of increasing staff and volunteer numbers was compromised due to continuing effect of the pandemic, but we did begin a recruitment programme for salaried staff. This includes not only additional support staff but an additional part-time Project Manager to help in the delivery of two homelessness accommodation services in addition to the day-time activities and support in Links House.

We have also achieved our ambition of becoming a Real Living Wage employer. We have been part of the local Real Living Wage Hexham group for some time and the charity has had this aspirational target within our Business Plan for several years.

November 15<sup>th</sup> to the 21<sup>st</sup> 2021 was Real Living Wage Week and an event was held in Hexham. Andrew Sanders CEO was interviewed by Hexham TV explaining why the charity aspired towards the Real Living Wage.

# STOPGAP SUPPORTED HOUSING

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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As part of our on-going publicity for the new service at Links House we had arranged a visit with Hexham TV, to look at the new service and talk to staff and residents. Unfortunately the subsequent increase in Covid infection rates led to the cancellation of this visit. We will be re-arranging this for early 2022 when we will also issue a press release to launch both the accommodation services and the expansion and development of the support services available.

This has been another very challenging year but one in which we've continued to adapt to changing needs, maintaining our service and successfully moving into Links House. We have expanded the numbers of homeless and vulnerable adults we can support and taken the opportunity to develop female only accommodation. As we move into 2022 we are now look forward to building on these achievement and developing the community homelessness facility we have been working towards.

During the year the board have continued to meet via Zoom but increasingly returning to physical meetings. We have continued to oversee service delivery and develop our strategic aims via our business plan, concentrated on maintaining the existing service, funding applications to meet demands of the pandemic and to ensure the successful completion and development of the new accommodation service.

### Financial review

Our main areas of funding during previous financial year has been Rental Income accounting for 62% of our income, this was a significant increase on the previous years 43%.

Grant funders have included:

The Big Lottery Community Fund; DLUHC via the Homelessness Winter Response Fund Response Fund; The B & Q Foundation; LINKS Hexham; Henry Bell Trust; Hexham Trinity Methodist Church; Hexham West End Methodist Church; St Andrew's Church Corbridge.

Demand for our services continues to be high. After a drop in number during the start of the year, linked to the 'Everyone In' initiative and limited numbers moving on to independent living we ended the year with improved move-on rates and increasing requests for help and accommodation.

Staffing costs have increased significantly due to the need to provide 24 hours staffing seven days a week to ensure a COVID safe service. The realisation of our ambition to be a Real Living Wage employer resulted in a 9% increase in support staff hourly rate from the 1<sup>st</sup> December 2021. Management rates were increased in-line with inflation.

The financial climate in which we operate remains extremely challenging. The expansion of services across two sites and the possibility of income generation from office and training space in Links House will help our aim of providing financial security for the organisation by increased earned income and so reduce the percentage of additional grant funding needed. This development does not however fully address our need for an expanded earned income capacity. The need to diversify our service provision to include long term supported housing remains a part of our long term financial stability planning.

The policy of the charity regarding unrestricted funds remains unchanged and we will continue to endeavour to maintain these funds at a level equivalent to between three and six month's expenditure. The years development of the new service will help ensure a period of financial stability in which we can actively pursue the goal of property lease or acquisition to provide long term supported housing and begin rebuilding the depleted level of unrestricted funds.

The trustees recognise that a level on uncertainty remains regarding the continuation, or re-introduction, of restrictions in relation to the continuing pandemic emergency and the impact of developing inflationary pressures on running costs of services. They however feel that adequate financial provision is in place to ensure the continuation of service delivery.

The trustees also recognise the need to review composition of the board, looking at broadening the skills base within the board and addressing the issue of succession. It is proposed that a programme of trustee recruitment will once again form a key element in the organisations Business Planning in the coming year.



# STOPGAP SUPPORTED HOUSING

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2022*

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### **Structure, governance and management**

StopGap Supported Housing was first registered as a charity under the name StopGap on January 7th 1999 and became StopGap Supported Housing and a company limited by guarantee in 2009.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

A Bertram  
R Theobalds  
K Norman  
V Miller  
C Brinton

The overall responsibility for the charity is held by the Board of Trustees. Trustees are recruited in a number of ways; by personal recommendation from existing members, via advertising in local press; individuals have contacted the charity directly asking how they can help.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees' report was approved by the Board of Trustees.

### **A Bertram**

Trustee

Dated: 31 March 2023

# STOPGAP SUPPORTED HOUSING

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF STOPGAP SUPPORTED HOUSING

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I report to the trustees on my examination of the financial statements of Stopgap Supported Housing (the charity) for the year ended 31 March 2022.

#### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

**Joanne Regan FCA**

#### **Azets**

Bede House  
Belmont Business Park  
DURHAM  
DH1 1TW  
United Kingdom

Dated: 31 March 2023

# STOPGAP SUPPORTED HOUSING

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<b>Income from:</b>							
Donations and legacies	3	5,179	-	5,179	29,611	-	29,611
Charitable activities	4	200,887	32,000	232,887	211,518	30,000	241,518
<b>Total income</b>		206,066	32,000	238,066	241,129	30,000	271,129
<b>Expenditure on:</b>							
Charitable activities	5	230,561	32,000	262,561	172,158	30,000	202,158
<b>Net (expenditure)/income for the year/</b>							
<b>Net movement in funds</b>		(24,495)	-	(24,495)	68,971	-	68,971
Fund balances at 1 April 2021		261,253	-	261,253	192,282	-	192,282
<b>Fund balances at 31 March 2022</b>		236,758	-	236,758	261,253	-	261,253

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.

# STOPGAP SUPPORTED HOUSING

## BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	8		197,452		193,889
<b>Current assets</b>					
Debtors	9	12,937		573	
Cash at bank and in hand		57,403		72,491	
		<u>70,340</u>		<u>73,064</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(12,134)</u>		<u>(5,700)</u>	
Net current assets			58,206		67,364
<b>Total assets less current liabilities</b>			255,658		261,253
<b>Creditors: amounts falling due after more than one year</b>	12		(18,900)		-
<b>Net assets</b>			<u>236,758</u>		<u>261,253</u>
<b>Income funds</b>					
Unrestricted funds			236,758		261,253
			<u>236,758</u>		<u>261,253</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements 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 31 March 2023

A Bertram  
Trustee

Company registration number 06944944

# STOPGAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

##### Charity information

Stopgap Supported Housing is a private company limited by guarantee incorporated in England and Wales. The registered office is Office 4, 4 Meal Market, Hexham, Northumberland, NE46 1NF, United Kingdom.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Article's of Association, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

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 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

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

##### 1.5 Expenditure

All expenditure is recognised by the charity when the liability has been incurred. Expenditure is recognised on an accruals basis as the liability is incurred.

# STOPGAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

(Continued)

#### 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:

Land and buildings	Revalued annually
Fixtures, fittings & equipment	25% 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 the statement of financial activities.

Properties whose fair value can be measured reliably are held under the revaluation model and are carried at a revalued amount, being their fair value at the date of valuation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. The fair value of the land and buildings is usually considered to be their market value.

Revaluation gains and losses are recognised in other recognised gains and losses and accumulated in equity, except to the extent that a revaluation gain reverses a revaluation loss previously recognised in net income/(expenditure) or a revaluation loss exceeds the accumulated revaluation gains recognised in equity; such gains and loss are recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 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.

#### 1.9 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.

# STOPGAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

(Continued)

#### ***Derecognition of financial assets***

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

#### ***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.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### **2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# STOPGAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Donations and gifts	5,179	29,611

### 4 Charitable activities

	2022	2021
	£	£
Rental income received	148,637	115,068
Grants received	84,250	126,450
	<u>232,887</u>	<u>241,518</u>

Analysis by fund	
Unrestricted funds	200,887
Restricted funds	32,000
	<u>232,887</u>

#### For the year ended 31 March 2021

Unrestricted funds	211,518
Restricted funds	30,000
	<u>241,518</u>

#### Grants received

National Lottery Community	48,250	47,750
Homeless Link Covid Response	-	14,000
B&Q Fund	4,000	-
CAF Emergency Fund	-	8,700
O Flaherty Foundation	-	25,000
Community Foundation	-	1,000
Homeless Link Winter Transformation Fund	32,000	30,000
	<u>84,250</u>	<u>126,450</u>



# STOPGAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 5 Charitable activities

	2022 £	2021 £
Staff costs	173,676	159,440
Depreciation	5,817	4,630
HR support costs	2,074	2,074
Rates	28,326	3,695
Insurance	4,375	3,565
Light and heat	17,908	3,280
Maintenance	4,624	5,083
Repairs and renewals	4,384	2,874
Postage and stationery	2,962	787
Telephone	5,367	4,380
Office costs	4,413	3,834
Travelling expenses	118	35
Legal and professional fees	790	606
Recruitment costs	2,427	3,363
Sundry expenses	3,500	3,348
Accountancy	1,800	1,164
	<u>262,561</u>	<u>202,158</u>
	<u>262,561</u>	<u>202,158</u>
<b>Analysis by fund</b>		
Unrestricted funds	230,561	172,158
Restricted funds	32,000	30,000
	<u>262,561</u>	<u>202,158</u>

### 6 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year and none of them were reimbursed any expenses.

### 7 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Management	2	2
Homeless Support	5	6
	<u>7</u>	<u>8</u>
Total	<u>7</u>	<u>8</u>

# STOPGAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 7 Employees (Continued)

Employment costs	2022 £	2021 £
Wages and salaries	161,417	149,015
Social security costs	9,366	7,697
Other pension costs	2,893	2,728
	<u>173,676</u>	<u>159,440</u>

There were no employees whose annual remuneration was more than £60,000.

### 8 Tangible fixed assets

	Land and buildings £	Fixtures, fittings & equipment £	Total £
<b>Cost</b>			
At 1 April 2021	180,000	42,369	222,369
Additions	-	9,380	9,380
	<u>180,000</u>	<u>51,749</u>	<u>231,749</u>
At 31 March 2022	180,000	51,749	231,749
<b>Depreciation and impairment</b>			
At 1 April 2021	-	28,480	28,480
Depreciation charged in the year	-	5,817	5,817
	<u>-</u>	<u>34,297</u>	<u>34,297</u>
At 31 March 2022	-	34,297	34,297
<b>Carrying amount</b>			
At 31 March 2022	<u>180,000</u>	<u>17,452</u>	<u>197,452</u>
At 31 March 2021	<u>180,000</u>	<u>13,889</u>	<u>193,889</u>

The carrying value of land included in land and buildings comprises:

	2022 £	2021 £
Freehold	<u>180,000</u>	<u>180,000</u>

The property was transferred to the charity in 2011 at deemed cost of £180,000, following an independent third party valuation. The trustees believe that this valuation continues to reflect the fair value of the property based on sales prices of similar properties in the area.

# STOPGAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 9 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	12,364	-
Other debtors	573	573
	<u>12,937</u>	<u>573</u>

### 10 Loans and overdrafts

	2022 £	2021 £
Other loans	21,000	-
	<u>21,000</u>	<u>-</u>
Payable within one year	2,100	-
Payable after one year	18,900	-
	<u>18,900</u>	<u>-</u>

The loan from the Quaker Housing Trust is interest free, unsecured and is repayable in equal annual instalments over a period of up to ten years.

### 11 Creditors: amounts falling due within one year

	2022 £	2021 £
Borrowings	2,100	-
Trade creditors	3,015	281
Other creditors	4,429	3,763
Accruals and deferred income	2,590	1,656
	<u>12,134</u>	<u>5,700</u>

### 12 Creditors: amounts falling due after more than one year

	2022 £	2021 £
Borrowings	18,900	-
	<u>18,900</u>	<u>-</u>

# STOPGAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds		
	Incoming Resources £	Resources Expended £	Balance at 1 April 2021 £	Incoming Resources £	Resources Expended £	Balance at 31 March 2022 £
Homeless Link Winter Transformation Fund	30,000	(30,000)	-	32,000	(32,000)	-

### 14 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	29,880	-
Between two and five years	89,640	-
	<u>119,520</u>	<u>-</u>

The operating leases represent a lease from Karbon Homes. The lease is for a period of 20 years, however there is an option of a break at 3rd March 2026.

### 15 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

### 16 Prior year adjustments

In the previous year, rental income received in the sum of £115,068 was classified as being income from investments. The trustees now believe that the rental income received should actually be classified as income from charitable activities. The comparative figures have therefore been amended to account for this reclassification.