

Charity Registration No. 1138615

Company Registration No. 06944944 (England and Wales)

GAP SUPPORTED HOUSING
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

GAP SUPPORTED HOUSING

LEGAL AND ADMINISTRATIVE INFORMATION

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	JRL Accountants & Business Advisors 93 Montagu Avenue Gosforth Newcastle upon Tyne NE3 4SB

GAP SUPPORTED HOUSING

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GAP SUPPORTED HOUSING

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

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 2022/23 our service provision consisted of a staffed accommodation service delivered from Links House, Haugh Lane, Hexham. This provides accommodation for up to thirteen individuals across four shared flats. We retain our accommodation service based at 4/5 Dean St in Hexham which has the capacity to provide supporting accommodation for up to seven individuals.

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

The Project Managers are responsible for the day to day running of the services and the line management of support staff.

Throughout the year the Board of Trustees 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 person 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 help access other support services and in addressing health issues, employability skills, education and training, was compromised during the year due to difficulty in recruiting the numbers of support staff needed to fully meet this goal.

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

2022/23 has been the first full year of service delivery from the new Links House accommodation. We have at last begun to develop the kind of supported accommodation service we have longed to deliver, making use of the additional space available to broaden the support offered to residents within the service.

The Links House accommodation has four shared flats within the building, each with their own living room and kitchen. The flats are on the second and third floors of the property with the two four beds flats located immediately above the main, east, entrance and providing the male accommodation. The two smaller flats, one three bed and one two bed, also on the second and third floors, are at the west end of the building and provide our female accommodation. The staff offices and accommodation are on the ground floor adjacent to the main entrance.

The first floor contains the office, training and communal areas, known as the 'Robson Suit'. This office and training space has provided the opportunity for external agencies to arrange meetings within the service, greatly improving access to these support services for those in the accommodation. Positive working relationships are being built with a variety of complimentary service providers and developing utilisation of the first floor Robson Suit has allowed us to broaden and develop more inhouse activities and training.

GAP SUPPORTED HOUSING

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Service Delivery, Challenges and Changes

An individual's journey begins when, with the help of support staff, a support plan unique to that person is completed on arrival in the service. This Support Plan is used to help him or her look at those support needs that may have led or contributed to their homelessness. It is extremely important that the individual actively engages in the service and the support available.

In the first few days or weeks a resident can find the need for a new structure difficult and challenging. In the old Dean St service, a much smaller and more 'intimate' building, supporting someone through this was much easier than in the new and much larger service.

To help address this a Monday to Friday structure to the week has been implemented, to replicate the pattern of a typical working week. Our experience, confirmed by feedback from residents in the past, has shown the positive effect this has. This routine, meaning that an individual must be up and about each weekday morning, helps break the negative cycle of awake all night and sleeping most of the day, a cycle we have witnessed so often in individuals when they first move into the service.

The day begins with a breakfast/brunch in the Robson Suit. This is provided by us, in the main using the food donated by Tesco and Aldi and supplemented as required from funds provided from regular donations. This starts the day in an informal, social way. We continued to work on making a part of the Robson Suit area more welcoming and informal, with easy chairs and a sofa in the TV/pool table section of the space. The morning is then used as a time to lead into the more structured part of the day. It provides an opportunity to have more relaxed social interaction between both residents and support staff, helping foster the positive therapeutic community feel to the service.

The ability to structure the service in this way, separating the residential from the 'working' areas has allowed us to better support a resident progress through the service and gain the skills they need to move to independent living. We are now looking at developing more in-house basic skills training and educational courses, looking at adult literacy and numeracy and other employability skills.

Support staff continue to deliver the basic living skills activities which are both needed and enjoyed.

- Cooking on a budget and help to understand budgeting generally are an important part of most people's support plan. To aid with this we facilitate membership of the Hexham Community Grocery.
- IT training and help in completing Universal Credit applications along with support to meet Job Search and training criteria for benefits entitlement, in line with requirements of National Career Service
- Access to the Choice Based Letting system, bidding for a property and help to move. Including arranging utility accounts, Housing Benefit applications, furnishing and short-term support to maintain the tenancy.
- Facilitate multi-agency support, GP, CPN, Social Worker, etc to address identified health needs.
- Various activities to help social isolation, build confidence and help promote good mental health, for example food and film nights, pool nights, quizzes and competitive PC based games utilising the smart TV.

An opportunity to offer an in-house activity arose as the year progressed and it became clear that the incorrect paint finish that had been applied to the walls in all the flats meaning it was impossible to wipe clean without also removing the paint! We decided that the only way to fix this problem was to redecorate a room as an individual left, using a more appropriate paint finish. Demand for our service remains high so it's important that the time a room remains unavailable due to redecoration is kept to a minimum. Securing the services of a professional painter and decorator is not practicable as lead in time is just too long. The problem was solved by making this redecoration an activity and skills learning exercise for residents. Several people were interested in participating and so, working alongside a member of staff, as a room became vacant, they prepared and then painted the room. This proved to be a great success, perhaps taking a little longer than a professional may have done, but the positive benefits in skill development, social interaction and confidence building far outweigh the negatives.

GAP SUPPORTED HOUSING

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Female Only Accommodation

We have actively promoted our female accommodation during the year and all five places across the two flats are fully occupied, with referrals now far outstripping availability. We have been developing our working relationship with both Northumberland Domestic Abuse Service (NDAS) and Harbour. For over Forty years Harbour have been working with families and individuals effected by domestic abuse with refuges and support services across the North East of England. Harbour representatives attended a staff team meeting and gave an overview of their services and the referral process, including an introduction to the RIC (Risk Indicator Checklist) that Harbour use during their referral process. A service they offer, in addition to accommodation, is outreach support and we have taken advantage of this service for one young woman in our accommodation who we feel would benefit from this additional, specialist, support. We are also arranging to access training sessions for our support staff who have requested more insight into the possible support needs of those who may have experienced domestic abuse.

Dean St Service

First opened in 2000 and re-built and expanded internally in 2009 to incorporate the adjacent property. The refurbished building opened in 2010, and by 2021 and almost 18 months of lockdown it was beginning to look very tired and rundown. After all residents moved to the new accommodation service the property remained unoccupied and the opportunity was taken to redecorate and tackle outstanding remedial works to fixtures and fittings and to address any furniture repair or replacement.

After some consideration it was decided to look at reopening the service to offer a similar service as previously but using it as a 'first stage' accommodation prior to the move to Links House. Dean St residents would also attend the daytime activities and training at Links House. We began a recruitment campaign early in the year but after several months and a considerable expenditure, we failed to recruit the staff needed. We were also challenged financially by the unprecedented increase in heat and light costs experienced during the year. This un-foreseen increase seriously depleted the funds allocated for the re-opening of the Dean St service and in the event the service remained unutilised throughout the year.

As a result of the closer working relationship with other support provides, towards the end of 2022 we began discussions with one organisation regarding the possibility of their leasing Dean St from us and so expand their specialist support services into West Northumberland. Several visits were made to view the property and discussions were continuing into the new financial year.

As noted previously our ability to support individuals has been greatly improved by the move to Links House, not only due to the increased numbers accommodated but also in the ways support can be delivered.

The numbers supported has increased significantly during the year, not only because of increased bed spaces but the percentage of individuals moving-on to independent living has also increased.

GAP SUPPORTED HOUSING

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Community Links

We have continued to develop activities away from Links House, to help tackle social isolation, improve physical and mental health, perhaps experience something new, and to just have some fun in the fresh air. Individuals have benefitted from the therapeutic activities available via the Hexham based charity Let's Get Growing. Let's Get Growing has established a nature-based therapeutic initiative at Minsteracres Peace Garden, a retreat centre not far from Hexham. Here by way of gardening, they support people of all ages with varying health needs, including those with stress-related illness, depression, dementia, mild learning difficulties, health needs, including those with stress-related illness, depression, dementia, mild learning difficulties, recovering from a stroke or surgery, or living with chronic physical illness.

Making use of the training facilities we arranged the delivery of several Red Cross Community Education Workshops. Three sessions were chosen:

- Adult First Aid (over 19 years) "Build confidence and willingness to help in a first aid emergency using the objects around you."
- Adult Tackling Loneliness (over 19 years) "41% of adults have reported feeling loneliness since lockdown. Learn skills to help yourself and others who may be suffering from loneliness."
- Adult Adapt & Recover (over 19 years) "Learn to help yourself and others adapt and recover from challenges by identifying practical and emotional skills that help when faced with a crisis."

During the year the new Project Manager and a member of support staff began on-line C-Card training with the aim of Links House being registered as an Outlet Centre. The C-Card scheme is designed to provide confidential sexual health advice and free condoms to anyone aged 13-24. The NHS C-card Coordinator made a visit to Links House to ensure registration compliance requirements for secure storage of patient information, data and adhere to safeguarding and confidentiality policies. A Service Level Agreement was completed and we were registered in November 2022.

We have continued to work closely with outside agencies including Northumberland County Council Homelessness team, Social Services, Probation, BID Services Northumberland, with Oaktrees Newcastle and the Health Authority inc. hospital discharge teams, GPs and mental health support teams, Northumbria Police and Northumberland Recovery Partnership (NRP) We have provided confidential meeting space for NRP and NHS Crisis Team meetings, including multi-agency meetings when required.

SHELTER, CRISIS, Thirteen Group, Changing Lives and Hexham Youth Initiative continue to make referrals to our service and our work with NDAS and Harbour has greatly enhanced our provision for homeless and vulnerable women.

We remain active participants in regular NCC homelessness Partnership meetings and the Rough Sleeper Action Group. In the case of the latter group, we act as independent verifier for the NCC annual Rough Sleeper Count each November.

Our attendance at monthly community safety meetings, 'VOL' meetings (Victim Offender Location) has been maintained ensuring we have a positive working relationship with Northumbria Police who coordinate these meetings, and our services are recognised as making a positive contribution to community safety.

This has been another very challenging year but one in which we've continued to adapt to changing needs, maintaining our service and successfully developing service provision within Links House. Difficulty in the re-provision of services from Dean St notwithstanding, we have increased the numbers of homeless and vulnerable adults we can support and particularly developed our female only accommodation. As we move into 2023 we are now looking forward to building on these achievements and developing the community homelessness facility we have been working towards.

During the year the Board of Trustees has moved away from Zoom meetings and returned 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 demand and continued to seek development opportunities through positive working with possible partner agencies.

GAP SUPPORTED HOUSING

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

Financial review

Last year we achieved our ambition of becoming a Real Living Wage (RLW) employer. Whilst the financial challenges presented by the unprecedented increases in utility costs has threatened the maintenance of this status, we have increased the hourly rate by 4.5% with the expressed aim of bringing the rate up to the RLW from March 2023.

When we moved to Links House, we inherited a very complicated utility account situation with four companies supplying electricity to the flats and communal/office parts of the building. As we began to untangle this, the effect of the war in Ukraine caused all companies to stop issuing new contracts or accept new accounts. Over the year we have seen unit costs increasing, on average, by 75% and in one case by 120%. Daily standing charges have seen an average increase of 40%. Consequently, the annual electricity budget was exceeded by the beginning of October. We are very concerned by this situation and are doing all we can to reduce electricity use as much as possible.

We are also reviewing our rental charges, including the Housing Benefit eligible element in an attempt to better reflect these increased running costs. Rental income remains our main source of funding and accounted for 64% of income, up slightly on the previous year which was 60%.

Grant funders have included:

The Big Lottery Community Fund; The Community Foundation North East; The Community Foundation Durham; Henry Bell Trust; Hexham Trinity Methodist Church; Hexham West End Methodist Church; St Andrew's Church Corbridge.

Staffing costs have increased significantly in the main due to the need to provide increased support staff hours in the new service to ensure we can deliver the level of resident support we feel a person-centred support service requires. Our commitment to maintain Real Living Wage Rates also required a 4.5% increase in support staff hourly rate, combined with 2% increases in Sleep-In and On-Call rates. Management rates were increased in-line with inflation.

As always the financial climate in which we operate remains extremely challenging. The expansion of services across two sites and the possibility of income generation from leasing Dean St and of office and training space in Links House will help in meeting our aim of providing financial security for the organisation by increased earned income. We still need to increase earned income however and the aim of diversify our service provision to include long term supported housing remains a key element in our 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 trustees recognise that a level of uncertainty remains, particularly as regard the continuing cost of living crisis. 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.

During the year the decision was made to change the charity name from StopGap Supported Housing to Gap Supported Housing. It had been felt for some considerable time that the negative connotations linked to the word 'stop-gap', of low-quality and makeshift did not reflect the high standard of service we were delivering. We began to use the new name during the 2022/23 year with the name change being registered with The Charity Commission and Companies House on the 15th April 2023.

GAP SUPPORTED HOUSING

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management

During the year the decision was made to change the charity name from StopGap Supported Housing to Gap Supported Housing. It had been felt for some considerable time that the negative connotations linked to the word 'stop-gap', of low-quality and makeshift did not reflect the high standard of service we were delivering. We began to use the new name during the 2022/23 year with the name change being registered with The Charity Commission and Companies House on the 15th April 2023.

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: 18 December 2023

GAP SUPPORTED HOUSING

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF GAP SUPPORTED HOUSING

I report to the trustees on my examination of the financial statements of Gap Supported Housing (the charity) for the year ended 31 March 2023.

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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Peter Ledgerwood FCCA, which is one of the listed bodies.

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.



Peter Ledgerwood FCCA

JRL Accountants & Business Advisors
93 Montagu Avenue
Gosforth
Newcastle upon Tyne
NE3 4SB

Dated: 18 December 2023

GAP SUPPORTED HOUSING

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<u>Income from:</u>							
Donations and legacies	3	28,938	-	28,938	5,179	-	5,179
Charitable activities	4	188,893	67,295	256,188	152,637	80,250	232,887
Total income		217,831	67,295	285,126	157,816	80,250	238,066
<u>Expenditure on:</u>							
Charitable activities	5	244,789	67,233	312,022	194,436	68,125	262,561
Net (expenditure)/income for the year/ Net movement in funds		(26,958)	62	(26,896)	(36,620)	12,125	(24,495)
Fund balances at 1 April 2022		224,633	12,125	236,758	261,253	-	261,253
Fund balances at 31 March 2023		197,675	12,187	209,862	224,633	12,125	236,758

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.

GAP SUPPORTED HOUSING

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	9		193,090		197,452
Current assets					
Debtors	10	12,938		12,937	
Cash at bank and in hand		34,479		57,403	
		47,417		70,340	
Creditors: amounts falling due within one year	12	(12,945)		(12,134)	
Net current assets			34,472		58,206
Total assets less current liabilities			227,562		255,658
Creditors: amounts falling due after more than one year	13		(17,700)		(18,900)
Net assets			209,862		236,758
Income funds					
Restricted funds	14	12,187		12,125	
Unrestricted funds		197,675		224,633	
		209,862		236,758	

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 2023.

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 18 December 2023

A Bertram
Trustee



Company registration number 06944944

GAP SUPPORTED HOUSING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Gap 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.

GAP SUPPORTED HOUSING

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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.

GAP SUPPORTED HOUSING

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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.

GAP SUPPORTED HOUSING

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

3 Donations and legacies

Unrestricted funds Unrestricted funds

2023 2022
£ £

Donations and gifts	28,938	5,179
	<u> </u>	<u> </u>

4 Charitable activities

2023 2022
£ £

Rental income received	183,893	148,637
Grants received	72,295	84,250
	<u> </u>	<u> </u>
	256,188	232,887
	<u> </u>	<u> </u>

Analysis by fund	
Unrestricted funds	188,893
Restricted funds	67,295
	<u> </u>
	256,188
	<u> </u>

For the year ended 31 March 2022

Unrestricted funds		152,637
Restricted funds		80,250
		<u> </u>
		232,887
		<u> </u>

Grants received

The National Lottery Community Fund	61,995	48,250
B&Q Fund	-	4,000
Community Foundation	10,300	-
Homeless Link Winter Transformation Fund	-	32,000
	<u> </u>	<u> </u>
	72,295	84,250
	<u> </u>	<u> </u>

GAP SUPPORTED HOUSING

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

5 Charitable activities

	2023 £	2022 £
Staff costs	195,869	173,676
Depreciation	4,363	5,817
HR support costs	2,392	2,074
Rent and rates	36,215	28,326
Insurance	4,917	4,375
Light and heat	28,860	17,908
Maintenance	6,348	4,624
Repairs and renewals	7,586	4,384
Postage and stationery	2,010	2,962
Telephone	7,131	5,367
Office costs	4,317	4,413
Travelling expenses	49	118
Legal and professional fees	931	790
Recruitment costs	2,605	2,427
Sundry expenses	6,729	3,500
Accountancy	1,700	1,800
	<u>312,022</u>	<u>262,561</u>
	<u>312,022</u>	<u>262,561</u>
Analysis by fund		
Unrestricted funds	244,789	194,436
Restricted funds	67,233	68,125
	<u>312,022</u>	<u>262,561</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:

	2023 Number	2022 Number
Management	2	2
Homeless Support	6	5
Total	<u>8</u>	<u>7</u>

GAP SUPPORTED HOUSING

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

7 Employees (Continued)

Employment costs	2023 £	2022 £
Wages and salaries	182,134	161,417
Social security costs	10,882	9,366
Other pension costs	2,853	2,893
	<u>195,869</u>	<u>173,676</u>

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

8 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

9 Tangible fixed assets

	Land and buildings £	Fixtures, fittings & equipment £	Total £
Cost			
At 1 April 2022	180,000	51,750	231,750
At 31 March 2023	<u>180,000</u>	<u>51,750</u>	<u>231,750</u>
Depreciation and impairment			
At 1 April 2022	-	34,297	34,297
Depreciation charged in the year	-	4,363	4,363
At 31 March 2023	<u>-</u>	<u>38,660</u>	<u>38,660</u>
Carrying amount			
At 31 March 2023	<u>180,000</u>	<u>13,090</u>	<u>193,090</u>
At 31 March 2022	<u>180,000</u>	<u>17,452</u>	<u>197,452</u>

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

	2023 £	2022 £
Freehold	<u>180,000</u>	<u>180,000</u>

GAP SUPPORTED HOUSING

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

9 Tangible fixed assets

(Continued)

The company owns two properties, being numbers 4 and 5 Dean Street. Number 4 Dean Street has been owned by the charity since its purchase in 2000 and number 5 Dean Street was transferred to the charity in 2010. The combined properties are valued at their deemed cost of £180,000, which was calculated based on an independent third party valuation carried out by Rook Mathew Sayer in 2011. 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.

10 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	12,938	12,364
Other debtors	-	573
	<u>12,938</u>	<u>12,937</u>

11 Loans and overdrafts

	2023 £	2022 £
Other loans	20,340	21,000
Payable within one year	2,640	2,100
Payable after one year	<u>17,700</u>	<u>18,900</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.

12 Creditors: amounts falling due within one year

	2023 £	2022 £
Borrowings	2,640	2,100
Trade creditors	1,830	3,015
Other creditors	4,745	4,429
Accruals and deferred income	3,730	2,590
	<u>12,945</u>	<u>12,134</u>

13 Creditors: amounts falling due after more than one year

	2023 £	2022 £
Borrowings	<u>17,700</u>	<u>18,900</u>

GAP SUPPORTED HOUSING

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

14 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 2022	Incoming Resources	Resources Expended	Balance at 31 March 2023
	£	£	£	£	£	£
Homeless Link Winter Fund	32,000	(32,000)	-	-	-	-
The National Lottery Community Fund - RC North East & Cumbria Region	48,250	(36,125)	12,125	61,995	(61,933)	12,187
Community Foundation Grant	-	-	-	5,000	(5,000)	-
Community Foundation Durham	-	-	-	300	(300)	-
	<u>80,250</u>	<u>(68,125)</u>	<u>12,125</u>	<u>67,295</u>	<u>(67,233)</u>	<u>12,187</u>

15 Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Unrestricted Funds	Restricted Funds	Total
	2023	2023	2023	2022	2022
	£	£	£	£	£
Fund balances at 31 March 2023 are represented by:					
Tangible assets	193,090	-	193,090	197,452	197,452
Current assets/(liabilities)	22,285	12,187	34,472	46,081	58,206
Long term liabilities	(17,700)	-	(17,700)	(18,900)	(18,900)
	<u>197,675</u>	<u>12,187</u>	<u>209,862</u>	<u>224,633</u>	<u>236,758</u>

GAP SUPPORTED HOUSING

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

16 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:

	2023 £	2022 £
Within one year	29,880	29,880
Between two and five years	59,760	89,640
	<u>89,640</u>	<u>119,520</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.

17 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

