

**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 2024**

# GAP SUPPORTED HOUSING

## LEGAL AND ADMINISTRATIVE INFORMATION

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Trustees	A Bertram R Theobalds K Norman V Miller C Brinton J Costello	(Appointed 1 December 2023)
Secretary	Mr A Sanders	
Charity number	1138615	
Company number	06944944	
Registered office	Office 4 4 Meal Market Hexham Northumberland United Kingdom NE46 1NF	

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# **GAP SUPPORTED HOUSING**

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# **GAP SUPPORTED HOUSING**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2024**

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The trustees present their annual report and financial statements for the year ended 31 March 2024.

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 2023/24 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 Manager.

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

The wholistic nature of the service we offer, based as it is on the support needs of the individual, requires support staff to undertake support planning and manage a number of individual support plans, acting as a 'Link Worker' for individual residents. Their role also incorporates other relevant duties in support of both the provision of high-quality housing and housing support services to promote independent living.

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 seen increased numbers of individuals supported during the year. This is due both to the increased capacity in the new Links House service, the expansion of support available from our staff and utilising the facilities available in Links House to promote service provision from external agencies. The fostering of a more wholistic approach to an individual's support has led to improved outcomes and resulting in their being in a position to move to independent living sooner than previously.

The development of our Dean St property remains a priority. Realising this has been difficult. Our inability to recruit the staff numbers needed to deliver an appropriate level of support prevented re-starting a homelessness service from the property. We had approached a charity who offer support to women victims of domestic abuse with a view to their leasing the property for their service. Initially progressing well this later stalled, in part due to their own difficulties in recruiting support staff.

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.

# GAP SUPPORTED HOUSING

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024

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### **Achievements and performance**

Whilst addressing the immediate need for accommodation, our service also offers the opportunity for a homeless individual to address other support needs they may have. Help and housing advice is also available to those who are in danger of becoming homeless. We strive to create a therapeutic environment in which individuals can begin to re-build self-esteem and address feelings of social isolation. When needed support is given to access the specialist services they may need to address, for example, mental ill health or addictions. We help with the learning of basic living skills and facilitate access help to improve literacy and numeracy. Utilising the much improved accommodation and communal space within Links House we have continued to develop a more holistic service with the ability to deliver and facilitate support to individuals, both in-house and by strong working relationships with external support agencies.

During the year we have seen an increase in the numbers we are able to support. This is not only as a result of increased capacity within Links House but also a result of increased support resulting in an individual being in a position to move to independent living much sooner than previously. This positive outcome can also be partly attributed to the developing range of training, activities and additional targeted support being available from the service. As the year progressed we also began to form a better understanding of the operational needs of the new building and began to implement the changes needed to meet these operational demands.

We had already introduced a Monday to Friday structure to help replicate the pattern of an average working week. Feedback from residents in the past has shown the positive effect this has on people, helping to break the negative cycle of awake all night and sleeping most of the day. As the use of the training and communal area increased then it became apparent that more support staff needed to be available. Whilst we had already increased staff hours in the first year of operation from Links House the increasing numbers being supported, the size and layout of the building and the developing level of service offered required more support staff. In response to this need we restructured the staffing, reducing Project Management from two part time positions to one part time position and utilising this financial saving to increase the Monday to Friday support staff hours by 35 per week.

During the year we began to look at ways of developing individual staff skills and their ability to deliver in-house training programmes. We have two members of the staff with the necessary skills and qualifications to run a number of training and educational sessions. Both have lived experience of challenges faced by some of those accessing our service. Examples of the sessions they are able to deliver include, SMART Recovery; Alcohol Awareness; Recovery (Addiction); ADHD Awareness (Living With ADHD); Anger Management.

The continuing development of the new service has greatly increased our community presence, not only because of the size and location of the property but by the ability to offer the facilities to outside agencies for the delivery of services and as a venue for meetings and training. As an example, our office/meeting space has been used by both Hexham Community Led Housing (a not-for-profit organisation created by local people that aims to develop genuinely affordable housing in Hexham) for their monthly board meetings and by Northumberland Domestic Abuse Services (NDAS) for several staff meetings and training sessions. NDAS will also be based at Links House for several weeks in Spring 2024 whilst their existing offices are refurbished.

We continue to work closely with outside agencies including Northumberland County Council's 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)

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.

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.

We are actively involved in number of groups and organisations through which we are able to share good practice and discuss our service delivery and the ethos behind that delivery. Examples include NCC Homelessness Partnership Meetings, VONNE Peer Group meetings, Homeless Link Regional Peer Group Meetings and we have been active participants in the national PIElink discussion group for many years. ( PIE - Psychologically Informed Environment)

# **GAP SUPPORTED HOUSING**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024**

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### **Positive Outcomes**

We continue to see improvement across all our outcome aims during the year and increasing numbers are showing positive improvement and progress in such areas as self-esteem and confidence; mental health ; budgeting/money management skills and improved living skills. We have also witnessed reduction in substance misuse/addictive behaviours. Access to appropriate support agencies, increased in-house support and our progress towards meeting the requirements of PIE have all contributed to individuals reporting reduced levels of stress and anxiety.

Support staff have worked hard to increase the support work done with individuals and this, combined with the increased day time staffing, has had a positive impact. This has been particularly so with several individuals with needs around addiction and mental health with a number of beneficiaries supported to attend external support for addiction via NRP. Others have benefitted from attending the Hextol Foundation services; volunteering in the Tans Café and with the gardening project. Others have engaged with Cycling Minds in Hexham.

The aim of improving individual employability via skills development and education and training has resulted in three individuals starting college courses at Newcastle College and many others have attended the in-house 'Introduction to Maths' and 'CV Writing' courses which have been delivered by the Northern Learning Trust and the National Careers Agency.

The move to education and employment and increased community involvement has highlighted the difficulties many individuals face due to a lack of photo ID. We addressed this by facilitating applications for a Citizens Card for eight individuals which now means that they have the photo ID required to access services. Staff, in addition to the regular cooking session, have arranged arts and crafts activities and a little horticulture too, including both house plants and outdoor plants, the latter donated by TESCO.

### **Person Centred Support**

The needs of those we support are many a varied and can often be a challenge to meet. Just one example of many during the year:

An individual who had been in the service for several months had a health emergency related to long-term alcohol abuse. Emergency services were called on several occasions but he refused to enter hospital. A risk assessment was completed and emergency measures were put in place to ensure his safety, including hourly checks during the night and recording limited alcohol consumption. After lengthy discussion, and reassurance that he would not be without a home if he was admitted to hospital, he eventually agreed to hospital admission. He returned to the service after undergoing a detox whilst in hospital and we continue supporting him with his medically supervised alcohol cessation. During his absence we took the opportunity to clean and decorate his room and a new bed and firmer mattress were provided. He is making slow, but steady, progress.



# GAP SUPPORTED HOUSING

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024

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### Move to Independent Living

**Jayne** was referred to our service by Shelter in Newcastle. After years of living with an abusive partner she felt she would rather be homeless than continue to stay. What made her leaving particularly difficult was her two cats, Pip and Pol, she had no one to care for them, and she was fearful of what her abuser would do if they remained in the house. Contact was made with the charity Cats Protection and their Paws Protect service. This offers a safe temporary refuge for pets whose owner is escaping domestic abuse. We were able to offer our help to Jayne thanks to the new female only accommodation available in Links House. Contact was made with NDAS, and Jayne was supported to register with a GP, change address for bank, benefits, etc. and register on Homefinder. Just prior to becoming homeless she had secured employment with a large retail company and they were very supportive of her circumstances and she was very quickly transferred to a Hexham branch of the store. Jayne has now moved on with her life, a successful bid on Homefinder resulted in her securing a single bed bungalow, and in easy travelling distance from her work in Hexham. We helped secure grant towards decoration and furnishing, including a new cooker and washing machine. Once she had the keys she was reunited with Pip and Pol, confirmation that she did indeed have a new home.

**Peter** had been in the service for over three years, originally in the smaller Dean St accommodation and moving over to Links House in September 2021. Referred to our service by the Local Authority he had become homeless in his mid-50's after the closure of a local hotel. He had been employment as a breakfast chef at the hotel for many years and his accommodation came with the job. As is so often the case, as we got to know Peter it became clear that his support needs were more complex than first appearing. For many years Peter had been a functioning alcoholic, this only becoming a more acute problem when he lost his job and his home. It also became clear that he was struggling with quite basic tasks, and his personal hygiene was problematic. This was not something we expected from someone who had worked as a chef almost all his working life. Supported to attend a GP appointment with an accompanying member of staff we were able to raise our concerns and a referral was made for a health assessment. The outcome suggested a stroke at some point, which had impaired Peter's cognitive function. This knowledge was used to create an appropriate support plan with Peter, including the prompting and support needed to ensure personal hygiene, including both washing, cleaning of cloths, bedding and bedroom. From this it was clear that Peter would need long term supported accommodation and would not be able to live fully independently. We began discussions with Social Services to begin a needs assessment for Peter to help secure the accommodation required. We also liaised with the Local Authority, Karbon Homes and the Homefinder Team to ensure that appropriate properties were made available to him on the Homefinder system. In late 2023 a suitable property was identified in Hexham and very close to Links House. This was sheltered housing, independent flats with an on-site warden. Visits were made and Social Services contacted. Peter has been due to move before Christmas 2023 but in the event it wasn't until the second week in January 2024 that Peter moved into his new home. Staff helped Peter choose his furniture from CORE Furniture in Hexham and bedding, small electrical items and a new cooker were provided from our individual donations fund. Staff supported Peter with his application for Housing Benefit and Council Tax support and to arrange Standing Orders and Direct Debits for various utility bills.

We have continued to offer support to Peter, particularly in ensuring Social Services provide the appropriate independent living support. This has resulted in an application being made for a Personal Independence Payment. It has taken some time but Peter now has the security of the long-term supported housing that he needs.

(\*permission obtained from individuals concerned and when requested names have been changed)

These examples show the benefits that increased levels of support staff can have on the positive outcomes for individuals. The support Peter needed to address both his physical and mental health needs, either in house or by referral to community based health services, required considerable staff input. As did the maintaining of Social Services involvement and eventual securing of appropriate accommodation.

These successes are also examples of the positive impact the growing interagency working has had on our service delivery. Combined with increased support staff hours we are really seeing the positive outcomes for the individuals supported in our service. As previously noted we are seeing increased numbers of individuals experiencing improved physical and mental health, including the tackling of addictions and a reduction in feelings of isolation and low self-esteem.

## **GAP SUPPORTED HOUSING**

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

#### ***FOR THE YEAR ENDED 31 MARCH 2024***

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Of those that came to our service with addictions 80% have engaged with programmes designed to address these addictions. 48% have entered education or employment and 38% have moved to a home of their own. The feeling of community we are striving for within the service is becoming manifest via these, and related, outcomes which indicate an increasing sense of stability for those in the service.

As we move into 2024 we will continue this positive development. Priority will be to expand our offer, redeveloping the Dean St service, expanding day time community access to the office and training areas of Links House and focusing on facilitating a positive journey through the service for all who approach us for help.



# GAP SUPPORTED HOUSING

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

### FOR THE YEAR ENDED 31 MARCH 2024

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#### Financial review

As with previous years we have not been free from unforeseen challenges. Agreed budgets and the contribution to reserves within them had been adversely affected by several factors over previous years including the unavoidable delay in opening Links House and the subsequent difficulty in recruiting the staff needed to re-open the Dean St service had a negative effect on budgeted income. There was then the added impact of the cost-of-living crisis and the huge increases in utility charges. At the end of the last financial year rental charges were no longer reflecting our costs and we had not realised the predicted lease income from Dean St we had included in our budget. We made what savings we could on heating costs and began negotiations with the Local Authority regarding an increase in our Housing Benefit eligible rental charges. These discussions resulted in an appreciable increase in rental income. The Big Lottery Community Fund also provided financial assistance with an additional payment received in the final month of the last financial year. This was a great help in supporting us through this financially challenging period.

As previously noted we also implemented a staffing re-structure. This involved a reduction in Project Manager hours, replacing two 25 hours per week positions with just one. Paul Sloane, who had been with the charity since 2010, took the opportunity for early retirement this reduction in management offered him. The savings made in management costs were re-invested in increasing direct support hours to our beneficiaries. We continued with our programme of grant applications and in addition began to develop a campaign to help increase individual donations. We have seen a marked increase in the latter. In the financial year 2021/22 these donations were around the £5000 per year mark. The last two years have seen these donations total over £22,000 per year.

We had considerable success in grant applications during the year, including the securing of a further five years Big Lottery Community Fund grant. We also secured a grant of £25,000 from the Garfield Weston Foundation towards our core costs. This was the third time the Foundation have supported our services, the first being in 2017 with support to expand our Dean St service delivery. The James Knott Trust have supported us with an award of £9,000 per year for two years and Bernicia Foundation awarded £10,000. After raising our financial concerns at a Homelessness Forum meeting early in the year we secured an unrestricted grant of £10,000 from Northumberland County Council. The success of our efforts has resulted in the reversal of two years of overspend to a balanced budget for this financial year, and we have every confidence that the budget set for 2024/25 will continue this financial progress towards meeting our reserves target.

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, however, feel that adequate financial provision is in place to ensure the continuation of service delivery.

Despite the staffing re-structure offering an element of saving on staffing costs the expenditure on staffing has increased on the previous year. This reflects increased hourly rates for support staff in line with our commitment to be a Real Living Wage employer and the increase in management rates in line with inflation. Payments for On-Call and Sleep-in have also increased by 2%.

Whilst rental income has increased significantly on the previous year this still remains around 62% of our total income for the year.

The financial climate in which we operate remains challenging. The expansion of services across two sites and the possibility of income generation from leasing Dean St remains a key element of our Business Plan. As does the expansion of the renting of office and training space in Links House. The realisation of these elements of the Business Plan will help in meeting our aim of providing financial security for the organisation by increased earned income. The aim of diversifying our service provision to include long term supported housing also remains a part of our financial stability planning.

The trustees continue to recognise the need to review composition of the board, looking at broadening the diversity, age and skills base within the board and addressing the issue of succession. We have had some success in Trustee recruitment this year and welcomed Jo Costello to the Board in December. Working as an independent consultant for women-led organisations Jo brings much needed expertise in developing and delivering women's services. We intend to continue to search for new Trustees and will be exploring the ways we can expand and develop our advertising content and reach during the coming year. Succession planning also remains to be addressed and again this will be reviewed in the next financial year.

## **GAP SUPPORTED HOUSING**

### **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024**

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#### **Funders in the year have included:**

The Big Lottery Community Fund; The Community Foundation North East; The Community Foundation Durham; Garfield Weston Foundation; The Joicey Trust; The James Knott Trust; Bernicia Foundation; Northumberland County Council; The Henry Bell Trust; Hexham Trinity Methodist Church; Hexham West End Methodist Church; St Andrew's Church Corbridge; Stocksfield Methodist Church and several individuals who have supported us with either a one-off donation or via regular giving.

We express our thanks to all who have helped us throughout the year.

# **GAP SUPPORTED HOUSING**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024**

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

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

J Costello

(Appointed 1 December 2023)

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: 19 December 2024

# GAP SUPPORTED HOUSING

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF GAP SUPPORTED HOUSING

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I report to the trustees on my examination of the financial statements of Gap Supported Housing (the charity) for the year ended 31 March 2024.

#### **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 ACCA, 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: 20 December 2024

# GAP SUPPORTED HOUSING

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	26,832	-	26,832	28,938	-	28,938
Charitable activities	4	222,590	113,339	335,929	188,893	67,295	256,188
<b>Total income</b>		<b>249,422</b>	<b>113,339</b>	<b>362,761</b>	<b>217,831</b>	<b>67,295</b>	<b>285,126</b>
<b>Expenditure on:</b>							
Charitable activities	5	244,444	83,093	327,537	244,789	67,233	312,022
<b>Net income/(expenditure) for the year/</b>							
<b>Net movement in funds</b>		<b>4,978</b>	<b>30,246</b>	<b>35,224</b>	<b>(26,958)</b>	<b>62</b>	<b>(26,896)</b>
Fund balances at 1 April 2023		197,675	12,187	209,862	224,633	12,125	236,758
<b>Fund balances at 31 March 2024</b>		<b>202,653</b>	<b>42,433</b>	<b>245,086</b>	<b>197,675</b>	<b>12,187</b>	<b>209,862</b>

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 2024

	Notes	2024 £	£	2023 £	£
<b>Fixed assets</b>					
Tangible assets	9		189,817		193,090
<b>Current assets</b>					
Debtors	10	810		12,938	
Cash at bank and in hand		86,614		34,479	
		87,424		47,417	
<b>Creditors: amounts falling due within one year</b>	12	(13,355)		(12,945)	
Net current assets			74,069		34,472
<b>Total assets less current liabilities</b>			263,886		227,562
<b>Creditors: amounts falling due after more than one year</b>	13		(18,800)		(17,700)
<b>Net assets</b>			245,086		209,862
<b>Income funds</b>					
Restricted funds	14	42,433		12,187	
Unrestricted funds		202,653		197,675	
		245,086		209,862	

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 2024.

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 19 December 2024

A Bertram  
Trustee

Company registration number 06944944

# GAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 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 2024

#### 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 2024

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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.

# GAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 3 Donations and legacies

Unrestricted funds	Unrestricted funds
2024 £	2023 £
Donations and gifts	
26,832	28,938

### 4 Charitable activities

	2024 £	2023 £
Rental income received	222,590	183,893
Grants received	113,339	72,295
	335,929	256,188

Analysis by fund	
Unrestricted funds	222,590
Restricted funds	113,339
	335,929

#### For the year ended 31 March 2023

Unrestricted funds	188,893
Restricted funds	67,295
	256,188

#### Grants received

The National Lottery Community Fund	50,839	61,995
Help The Homeless	2,500	-
Joicey Trust	3,000	-
Garfield Weston Foundation	25,000	-
Hadrian Trust	1,000	-
Bernicia	10,000	-
James Knott Trust	9,000	-
Northumberland County Council	10,000	-
County Durham Community Fund	2,000	10,300
	113,339	72,295



# GAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 5 Charitable activities

	2024 £	2023 £
Staff costs	207,649	195,869
Depreciation	3,272	4,363
HR support costs	2,140	2,392
Rent and rates	38,726	36,215
Insurance	5,534	4,917
Light and heat	34,678	28,860
Maintenance	7,496	6,348
Repairs and renewals	4,930	7,586
Postage and stationery	2,088	2,010
Telephone	6,309	7,131
Office costs	4,208	4,317
Travelling expenses	215	49
Legal and professional fees	1,985	931
Recruitment costs	1,438	2,605
Sundry expenses	6,049	6,729
Accountancy	820	1,700
	<u>327,537</u>	<u>312,022</u>
	<u>327,537</u>	<u>312,022</u>
<b>Analysis by fund</b>		
Unrestricted funds	244,444	244,789
Restricted funds	83,093	67,233
	<u>327,537</u>	<u>312,022</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:

	2024 Number	2023 Number
Management	2	2
Homeless Support	6	6
Total	<u>8</u>	<u>8</u>

# GAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 7 Employees (Continued)

Employment costs	2024 £	2023 £
Wages and salaries	192,521	182,134
Social security costs	11,260	10,882
Other pension costs	3,868	2,853
	<u>207,649</u>	<u>195,869</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 £
<b>Cost</b>			
At 1 April 2023	180,000	51,750	231,750
At 31 March 2024	180,000	51,750	231,750
<b>Depreciation and impairment</b>			
At 1 April 2023	-	38,661	38,661
Depreciation charged in the year	-	3,272	3,272
At 31 March 2024	-	41,933	41,933
<b>Carrying amount</b>			
At 31 March 2024	180,000	9,817	189,817
At 31 March 2023	180,000	13,090	193,090

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

	2024 £	2023 £
Freehold	<u>180,000</u>	<u>180,000</u>

# GAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 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

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	810	12,938

### 11 Loans and overdrafts

	2024 £	2023 £
Other loans	19,680	20,340
Payable within one year	880	2,640
Payable after one year	18,800	17,700

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

	2024 £	2023 £
Borrowings	880	2,640
Trade creditors	4,235	1,830
Other creditors	5,424	4,745
Accruals and deferred income	2,816	3,730
	13,355	12,945

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

	2024 £	2023 £
Borrowings	18,800	17,700

# GAP SUPPORTED HOUSING

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 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			
	Balance at 1 April 2022	Incoming Resources	Resources Expended	Balance at 1 April 2023	Incoming Resources	Resources Expended	Balance at 31 March 2024
	£	£	£	£	£	£	£
The National Lottery Community Fund - RC North East & Cumbria Region	12,125	61,995	(61,933)	12,187	50,838	(45,426)	17,599
Help The Homeless Community Foundation Durham	-	5,000	(5,000)	-	2,500	(2,500)	-
Joicey Trust	-	300	(300)	-	2,000	(2,000)	-
Garfield Weston Foundation	-	-	-	-	3,000	(3,000)	-
Hadrian Trust	-	-	-	-	25,000	(14,583)	10,417
Bernicia	-	-	-	-	1,000	(1,000)	-
James Knott Trust	-	-	-	-	10,000	(833)	9,167
Northumberland County Council	-	-	-	-	9,000	(3,750)	5,250
	-	-	-	-	10,000	(10,000)	-
	12,125	67,295	(67,233)	12,187	113,338	(83,092)	42,433

#### 15 Analysis of net assets between funds

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total 2024 £	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total 2023 £
Fund balances at 31 March 2024 are represented by:						
Tangible assets	189,817	-	189,817	193,090	-	193,090
Current assets/(liabilities)	31,636	42,433	74,069	22,347	12,125	34,472
Long term liabilities	(18,800)	-	(18,800)	(17,700)	-	(17,700)
	202,653	42,433	245,086	197,737	12,125	209,862

## GAP SUPPORTED HOUSING

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2024

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#### 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:

	2024 £	2023 £
Within one year	29,880	29,880
Between two and five years	29,880	59,760
	<u>59,760</u>	<u>89,640</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 (2023 - none).