



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1st February 2022
To 31st January 2023

Period start date
Period end date

Charity name: First Choice Housing

Charity registration number: 1139863

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the organisation are for the benefit of the public: the relief of poverty, hardship and distress among homeless persons, people with mental illness and/or asylum seekers in particular but not exclusively those living in the Swindon borough, by provision of, or assistance with the provision of accommodation, support and advice.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>First Choice Housing has continued to work with Swindon Borough Council and other stakeholders to find short term accommodation for the homeless and to support with their individual needs for example reference to organisations for support with substance abuse, mental health support services, other medical needs, managing appointments, communication with job centre, and managing utility bills. We support our clients in managing and resolving conflicts that emerge between them in a shared accommodation as well as with neighbours. We work with the police and probation services to support the needs of clients.</p> <p>First Choice housing has sourced 6 houses accommodating up to 18 individual male adults at any one time.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>All funds received are used to facilitate housing for the homeless. That includes renting houses from private landlords and bringing them to the required HMO standards. Fully furnishing the house and maintenance of the properties including repairs to damages caused by clients, some of whom have complex needs.</p> <p>To ensure the guidance on public service is adhered to, trustees met 4 times to discuss</p>

		<p>Swindon Borough Council to discuss the services that we provide.</p> <p>Trustees ensured that the relevant Laws are adhered to for example working with the vulnerable, data protection, health and safety, tax and employment.</p> <p>Trustees have carried out and reviewed a risk assessment to ensure that risks to the service users, the employees, and the public have been identified and weighted. Mitigation is in place to minimise risk of harm and to make sure any harm that might arise is a minor consequence of carrying out the purpose.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	See trust deed
Policy on social investment including program related investment	Para 1.38	See trust deed
Contribution made by volunteers	Para 1.38	During the financial year our volunteers did office admin duties for example one-to-one meetings with clients to review support plans, minor repairs of properties, cleaning of common areas, gardening and clearing of waste.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>6 houses rented and brought to the required HMO standards to provide short term accommodation to the homeless and to support individuals in integrating back to life in the community.</p> <p>All requirements around landlord certification met to ensure safety of clients in the accommodation.</p> <p>Business plan discussed and reviewed for sustainability of the charity's work.</p> <p>Professional input sought on accounting for management of finances.</p> <p>Systems put in place for finance accounting purposes.</p> <p>Meetings with potential funders to discuss requirements and options for grant application.</p> <p>Collaboration with other housing providers to discuss client needs and for referrals.</p> <p>Collaboration with organisations supporting individuals to get back to work. Clients can get accommodation from First Choice Housing, a requirement by employers and</p>

		<p>VCSE strenghtchecker used and findings used to complete risk assessment for the charity, review of policies, developments of a detailed business plan. All these have been done to ensure sustainability of our work, safety and protection of the rights of both clients and employees.</p> <p>Impact deduced from client surveys including information on:</p> <ul style="list-style-type: none"> % of clients who have indicated that they are settled in a secure and suitable place to live in a fit condition % of clients who indicate that they have skills needed to manage and keep a place to live in % of clients who indicate that they are motivated and can live as independently as possible % of clients who have reported an improvement in social involvement with the local community % of clients who have undertaken skills training % of clients who have improved their ability to look ahead, plan and stick to goals % of clients referred to other agencies % of clients who can manage their finances and to keep up with paying rent and service charge. <p>Impact also measured from testimonials.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	To hold reserves in case of drop in income and for scheduled expenses. The reserves can be used; Rent, utility bills and staff wages Expansion of for services as per our charity objects. Part of money in reserves are committed funds towards taxes.
Amount of reserves held	Para 1.22	£2551
Reasons for holding zero reserves	Para 1.22	NA
Details of fund materially in deficit	Para 1.24	NA
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	NA

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Contract with Swindon Borough Council to provide supported living for the homeless is the charity's principal source of funds. The resources are used to source, fund, maintain the accommodation, to cater for all bills including staffing to cater for the complex needs and support of our clients.
Investment policy and objectives including any social investment policy adopted	Para 1.46	See trust deed.
A description of the principal risks facing the charity	Para 1.46	Lack of funding. This continues to hinder our ability to recruit permanent employees who are highly skilled in working with the vulnerable with diverse needs. We therefore rely on volunteers to carry out some roles.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees must be appointed by a resolution passed by a simple majority at a meeting.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>Charity commission guidance for charity trustees is used as a guide for trustees in performing their duties.</p> <p>Resources and training by Voluntary Action Swindon on managing a charity used to guide in managing the day-to-day management of the charity.</p> <p>First Choice Housing policies have been created and reviewed using guidance by Charity commission, NCVO, the homeless link among other organisations.</p> <p>Examples of policies include;</p> <p>Equal opportunities policy</p> <p>Safeguarding policy</p> <p>Workplace risk assessment policy</p> <p>Client support documents e.g., support plan, incident report forms, licence and support agreements are used to support our work.</p> <p>First choice housing has policies around staff recruitment and induction. This is aimed at recruiting the most suitable staff who are well equipped to serve our clients.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity has at least three trustees at any given time. The chair of trustees leads all meetings. The day-to-day activities of the charity are managed by the director of client services and the director of strategy and operations.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	First Choice Housing
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Charity's principal address	First Choice Housing Suite 9-10, Focal Point Fleet Street Swindon SN1 1RQ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Winfred Oluoch	Office and finance management	Whole year	
2	Ruth Deacon	The Chair	Trustee meetings and meetings with stakeholders	
3	Stacey Adams		Trustee meetings AGM – finance review	
4	Nicole Orioro		Trustee meetings AGM- Marketing and fundraising	
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NA
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NA

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Beatrice Honsou- Administrator

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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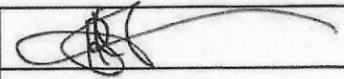
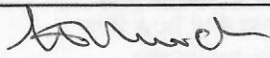
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Ruth Deacon	Winfred Oluoch
Position (eg Secretary, Chair, etc)	The Chair	Office and finance manager
Date	24/02/2023	

CHARITY REGISTRATION NUMBER: 1139863

**First Choice Housing
Unaudited Financial Statements
31 January 2023**

UHY ROSS BROOKE
Chartered Accountants
16 Dorcan Business Village
Murdock Road, Dorcan
Swindon, Wiltshire
SN3 5HY

First Choice Housing
Financial Statements
Year ended 31 January 2023

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First Choice Housing
Trustees' Annual Report
Year ended 31 January 2023

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 January 2023.

Reference and administrative details

Registered charity name	First Choice Housing
Charity registration number	1139863
Principal office	Suit 2-03, Focal Point 27-35 Fleet Street Swindon SN1 1RQ
The trustees	Stacey Adams Nicole Orioro Ruth Deacon Winfred Oluoch
Independent examiner	L Hobbs FCCA of UHY Ross Brooke 16 Dorcan Business Village Murdock Road, Dorcan Swindon Wiltshire SN3 5HY

Structure, governance and management

The charity is governed by the trust deed dated 8 December 2010 as amended on 21 March 2019 as amended by resolution dated 28 August 2019.

The constitution requires that there shall be a minimum of 3 trustees but there is no maximum. New trustees must be appointed by a resolution passed by a simple majority at a meeting of the existing trustees.

The trustees must hold at least four meetings each year.

First Choice Housing
Trustees' Annual Report *(continued)*
Year ended 31 January 2023

Objectives and activities

The object of the organisation is for public benefit to provide the relief of poverty, hardship and distress among homeless persons, people with mental illness, and/or asylum seekers in particular but not exclusively those living in the Swindon borough, by provision of, or assistance with the provision of accommodation, support and advice.

The Trustees must use the income and may use the capital of the organisation in promoting the Objects.

First Choice Housing has continued to work with Swindon Borough Council and other stakeholders to find short term accommodation for the homeless and to support with their individual needs for example reference to organisations for support with substance abuse, mental health support services, other medical needs, managing appointments, communication with job centre, and managing utility bills.

We support our clients in managing and resolving conflicts that emerge between them in a shared accommodation as well as with neighbours. We work with the police and probation services to support the needs of clients.

First Choice housing has sourced 6 houses accommodating up to 18 individual male adults at any one time.

All funds received are used to facilitate housing for the homeless. That includes renting houses from private landlords and bringing them to the required HMO standards. Fully furnishing the house and maintenance of the properties including repairs to damages caused by clients, some of whom have complex needs.

To ensure the guidance on public service is adhered to, the trustees met 4 times to discuss and review our services as per the trust deed and met with the Housing Team Swindon Borough Council to discuss the services that we provide. The trustees ensured that the relevant Laws are adhered to for example working with the vulnerable, data protection, health and safety, tax and employment.

We have paid due regard to the Charity Commissions guidance on public benefit.

Achievements and performance

6 houses now rented and brought to the required HMO standards to provide short term accommodation to the homeless and to support individuals in integrating back to life in the community.

All requirements around landlord certification met to ensure safety of clients in the accommodation.

Business plan discussed and reviewed for sustainability of the charity's work.

Professional input sought on accounting for management of finances.

Systems put in place for finance accounting purposes.

Meetings with potential funders to discuss requirements and options for grant application.

Collaboration with other housing providers to discuss client needs and for referrals.

First Choice Housing
Trustees' Annual Report *(continued)*
Year ended 31 January 2023

Plans for Future Periods

The trustees hope to source two more houses by the end of 2023 and are focusing on increasing reserves.

Financial review

The trustees have established a 'reserves policy' to maintain unrestricted cash reserves of not less than 3 months regular operating expenses to include rent for houses occupied by its clients.

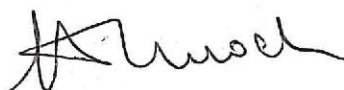
At the 31 January 2023 the charity's unrestricted cash reserves amounted to £9,007.

The charity's financial position at the 31 January 2023 does not meet the current reserves policy however the trustees are confident this will be achieved during 2023. The charity has a positive working relationship with Swindon Borough Council who continue to refer clients. As more properties are sourced and occupied the charity will be able to generate & maintain the required financial reserves.

The trustees' annual report was approved on 9th May 2023 and signed on behalf of the board of trustees by:



Ruth Deacon



Winfred Oluoch

First Choice Housing
Independent Examiner's Report to the Trustees of First Choice Housing
Year ended 31 January 2023

I report to the trustees on my examination of the financial statements of First Choice Housing ('the charity') for the year ended 31 January 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement - matter of concern identified

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

- i. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- ii. the financial statements do not accord with those records; or
- iii. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.



L Hobbs FCCA of
UHY Ross Brooke
Independent Examiner


16 Dorcan Business Village
Murdock Road, Dorcan
Swindon
Wiltshire
SN3 5HY

9th May 2023

First Choice Housing
Receipts and Payments Account
Year ended 31 January 2023

		2023	2022
	Unrestricted Funds	Total £	Total £
Receipts			
Housing Benefit	176,527	176,527	42,612
Donations	1,000	1,000	-
Other Income	-	-	-
Total Receipts	<u>177,527</u>	<u>177,527</u>	<u>42,612</u>
Payments			
Rent & Rates	77,301	77,301	22,968
Light & Heat	5,472	5,472	282
Property HMO Compliance	16,821	16,821	1,558
Property Furnishings & Maintenance	12,699	12,699	2,850
Letting Agents Fees	-	-	600
Other Property Costs	652	652	240
Staff Wages	20,739	20,739	2,600
Staff Training	-	-	3,710
Cleaning	4,916	4,916	1,300
Trustee Remuneration	7,330	7,330	1,130
Office Rent	5,910	5,910	1,941
Telephone & Internet	1,132	1,132	978
Office & Website Costs	2,018	2,018	296
Professional and accountancy fees	3,648	3,648	-
Insurance	1,253	1,253	121
General Expenses	775	775	339
Bank Interest and Charges	275	275	-
	<u>160,941</u>	<u>160,941</u>	<u>40,913</u>
Payments relating to asset and liability movements			
Repayment of Loans from Trustees	2,500	2,500	-
Repayment of Other Loans	3,100	3,100	-
Rent Deposits	4,300	4,300	3,056
	<u>9,900</u>	<u>9,900</u>	<u>3,056</u>
Total payments	<u>170,841</u>	<u>170,841</u>	<u>43,969</u>
Net of Receipts/(payments)	<u>6,686</u>	<u>6,686</u>	<u>(1,357)</u>
Cash funds brought forward	2,321	2,321	3,678
Cash funds carried forward	<u>9,007</u>	<u>9,007</u>	<u>2,321</u>

These financial statements, including the Statement of Assets and Liabilities on page 6, were approved by the board of trustees and authorised for issue on 9th May 2023, and are signed on behalf of the board by:


Winfred Oluoch
Trustee

First Choice Housing
Statement of Assets and Liabilities
31 January 2023

		Unrestricted Funds £
Cash funds		
Barclays Current Account		8,709
Barclays Deposit Account		2,551
Commercial Credit Card		-2,253
Total cash funds		<u>9,007</u>
Assets retained for charity use	Fund to which asset belongs	Current Value
Computer equipment	Unrestricted	1,000
		<u>1,000</u>
Debtors	Fund to which asset relates	
Housing Benefit	Unrestricted	19,181
Rent Deposits	Unrestricted	8,316
		<u>27,497</u>
Liabilities	Fund to which asset relates	
Loan from B Honsou	Unrestricted	4,987
Suppliers accounts not yet paid	Unrestricted	1,409
PAYE	Unrestricted	333
		<u>6,729</u>

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