

**FOREST CHURCHES EMERGENCY
NIGHT SHELTER (FCENS) LTD**

Report and Accounts

year ended: 31 March 2022

FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD

FOR THE YEAR ENDED 31 MARCH 2022

COMPANY INFORMATION

Directors/Trustees:	Rev David Britton (Chair) Norman Coe Katie Phillips Corinna Creasy David Baker (until 31-12-2021) David Maynes Angela Stafford
Key staff:	Mr T Rotinwa - Caseworker (FT) Mr A Walsh - Nightworker (PT) Mr A Maxhuni - Nightworker (PT) Ms J Ashley - Secretary (PT)
Governing Document:	Memorandum and Articles of Association dated 10 January 2012 as amended by special resolutions dated 12 July 2012
Company Registration Number:	07904107
Charity Registration Number:	1148362
Registered Office:	8 Church End Walthamstow London E17 9RJ
Bankers:	Cooperative Bank Plc P O Box 250 Delf House Southway Skelmersdale WN8 6WT

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FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2022

The Directors have pleasure in submitting the Report and Accounts for the year.

Objects of the charity

The Trust seeks to demonstrate the Christian faith in action by relieving poverty among homeless persons and rough sleepers living in Waltham Forest who are in conditions of need, hardship and distress by reason of their social and economic circumstances, in particular but not exclusively by deploying human and material resources to provide appropriate relief to such persons.

Governance

The charity is a Company limited by guarantee. The policy and operating decisions of the charity rest with the Trustees who meet regularly to monitor the activities of the Company. This includes recruitment of new trustees, who must be practising Christians. At any one time there must be a minimum of four trustees and no more than seven.

The Trustees form the management group for the Night Shelter. The participating churches appoint volunteer coordinators who meet with the trustees to organise the running of the Night Shelter.

The Trustees recruit paid staff to support the work of the Night Shelter. This year these included one full-time caseworker on permanent contract, one full-time caseworker on a fixed term contract, two overnight project workers on part-time, fixed term contracts and one assistant caseworker on part-time fixed-term contract.

Review of Activities

In planning the activities the Directors have had regard to the guidance on public benefit last updated by the Charity Commission in September 2014.

FCENS provides emergency accommodation to rough sleepers and homeless persons in Waltham Forest during the winter. In the Winter of 2021/22 due to the Covid-19 pandemic we provided this through a partnership with the Cranbrook Hotel, Ilford. We worked in collaboration with local churches to provide three meals a day for the guests during their stay in the shelter. In addition we offered ongoing casework support for every guest helping them with a move on plan to find more permanent accommodation as well as assisting them with any support needs such as mental health, substance dependency, immigration status and pastoral support.

FCENS helps to bring about a transformation in the lives of those we encounter, seeking to work with local agencies and the local authority to improve the plight of those who are homeless or sleeping rough. The shelter opens for five months from 1 November to 31 March each year.

Outcomes

We opened in November 2021 until March 2022 and we took over one of the annexes of the Hotel which, as a self-contained building, meant we were able to provide 15 hotel rooms with en-suite facilities for guests as well as provide a space for meals and meeting and for our staff to work from.

Throughout the winter season we had a total of 66 referrals. Of those we accommodated in the shelter 51 guests. Out of the remaining referrals, 4 had needs that we felt were too high for us to be able to support and others failed to turn up to their appointments.

We managed to re-house 44 of our guests. 11 were referred to Crisis - which is positive but we have no information where they are long term - and unfortunately 7 left to unstable situations.

In addition to re-housing, our caseworkers worked with the guests to help them with whatever support needs they had, such as helping register with local GPs, benefit applications and helping them settle into their move-on accommodation and providing them with some of their needs (e.g. microwaves to those moving into private rented accommodation).

Whilst the season officially ended on 31st March, thanks to some funding by Housing Justice, we provided a further 4 weeks' accommodation and casework for 2 guests in order to finalise their move-on plans.

As in 2020/21, it was a season where we had to operate very differently. Yet we are grateful that we have been able to take homeless people off our streets and provide them with much needed support during this difficult time. We are thankful to our staff team for being able to adapt to these challenges and still provide a high level of care.

Safeguarding

Along with all the other organisations that serve in the community, the Trustees recognise the absolute necessity of ensuring the protection and safety of all those the charity serves. All of our key personnel who are in close contact with our vulnerable clientele have to obtain clearance from the Disclosure and Barring Service.

Funding and Support

FCENS was able to raise funds for its operation from a number of Trusts and Foundations, including:

£80,630 from Homeless Link

£39,192 from Housing Justice

£11,325 from London Borough of Waltham Forest

£ 6,248 from the Parish of St John, Buckhurst Hill.

We thank them and all our funders for their support.

We also raised £12,261 from an Aviva Crowdfunding site towards the cost of future developments.

We would also like to thank the local churches, volunteers and all who have supported FCENS during the past year

Financial Review

A summary of the year's results can be found on page 6 of this report and accounts. During 2021/2022 the total incoming resources amounted to £173,134 (2020/21 £146,910). All was received by way of donations and grants. Resources expended totalled £166,537 (2020/21 £141,902) being mostly expenditure on serving our homeless guests. Expenditure on governance totalled £911 (2020/21 £923).

A major item of expenditure for 2021-22 was £69,281 (2020/21 £58,645) spent on hotel accommodation arising from our partnership with Cranbrook hotel. Staff costs also increased substantially from £69,994 in 2020/21 to £90,104 in 2021/22. This was an increase of £20,110 or 29%. This reflected the additional time spent in finding lasting solutions for our guests and providing day-time support at the hotel.

Reserves Policy

The Board of Directors have established a policy whereby free reserves held by the charity should be maintained at a level of at least £2,000.

Risk Statement

The Directors have reviewed the risks to which a small charity operating with few employees is exposed. Appropriate procedures are in place to identify, monitor and review these risks on a regular basis.

Directors' Responsibilities

Charity law requires us as Directors to prepare financial statements for each accounting year which give a true and fair view of the state of the charity and of its income and expenditure for the year. We are required to:

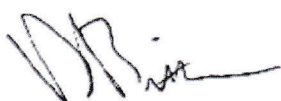
1. Select suitable accounting policies and apply them consistently.
2. Make judgements and estimates that are reasonable and prudent.
3. State whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.
4. Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

We are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable us to ensure that the financial statements comply with the Companies Act 2006.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

Approval

This report was approved by the Directors on 18th October 2022 and signed on their behalf by:



Reverend David Britton
Chair of Trustees

18th October 2022

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF**

Forest Churches Emergency Night Shelter (FCENS) Ltd

I report to the trustees on my examination of the accounts of the Forest Churches Emergency Night Shelter (FCENS) Ltd (the Company) for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the Company 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 your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Examiner's Statement

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

Signed: 

Name: Silvia Garrido Kemp

Address: 123 Drysdale Avenue
London
E4 7PD

 December 2022

FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD
FOR THE YEAR ENDED 31 MARCH 2022

Statement of Financial Activities incorporating Income and Expenditure Account

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Income from:					
Donations and legacies	3	29,351	143,783	173,134	146,910
Total Income and Endowments		<u>29,351</u>	<u>143,783</u>	<u>173,134</u>	<u>146,910</u>
Expenditure on					
Raising funds	4a	885	-	885	98
Charitable activities	4b,4c	43,459	121,282	164,741	140,881
Other	4d	911	-	911	923
Total Expenditure		<u>45,255</u>	<u>121,282</u>	<u>166,537</u>	<u>141,902</u>
Net Income/(Expenditure) for the Year		(15,904)	22,501	6,597	5,008
Fund balances at 1 April 2021	9	70,510	4,379	74,889	69,881
Fund balances at 31 March 2022		<u>54,606</u>	<u>26,881</u>	<u>81,486</u>	<u>74,889</u>

The charity does not have any endowment funds

Movements on reserves and all recognised gains and losses are shown above.

The notes on pages 9 - 11 form part of these accounts.

FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD

BALANCE SHEET

AS AT 31 MARCH 2022

	Note	Unrestricted Funds	Restricted Funds	2022	2021
		£	£	£	£
CURRENT ASSETS					
Debtors	6	46	-	46	115
Cash at bank	7	65,325	26,881	92,205	76,855
		<u>65,370</u>	<u>26,881</u>	<u>92,251</u>	<u>76,970</u>
CURRENT LIABILITIES					
Liabilities falling due within one year	8	10,765	-	10,765	2,081
Net Current Assets		<u>54,606</u>	<u>26,881</u>	<u>81,486</u>	<u>74,889</u>
NET ASSETS		<u>54,606</u>	<u>26,881</u>	<u>81,486</u>	<u>74,889</u>
FUND BALANCES					
Unrestricted funds					
General Funds		54,606	-	54,606	70,510
Restricted Funds	9	-	26,881	26,881	4,379
		<u>54,606</u>	<u>26,881</u>	<u>81,486</u>	<u>74,889</u>

For the year ended 31 March 2022, the company was entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

Responsibilities of directors/trustees:

- The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act - however, in accordance with Section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report forms part of this document.
- The directors/trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Directors and signed on their behalf on 18th October 2022 by:



D Maynes - Trustee & Treasurer

Company number: 07904107

Charity number: 1148362

The notes on pages 9 - 11 form part of these accounts.

FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2022

	2022	2021
	£	£
<i>Net income for the year (as per the Statement of Financial Activities page 6)</i>	6,597	5,008
Adjustments for:		
(increase)/decrease in debtors	69	296
increase/(decrease) in creditors	8,684	911
<i>Net cash provided by operating activities</i>	15,350	6,215
Cash at the beginning of the financial year	76,855	70,640
Cash at the end of the financial year	<u>92,205</u>	<u>76,855</u>

All cash is held in a bank account with immediate access

The notes on pages 9 - 11 form part of these accounts.

FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD
FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting Policies

The accounts have been prepared under the historic cost convention, in accordance with applicable accounting standards, the Companies Act 2006 and the Charities Act 2011. They follow the Statement of Recommended Practice: Accounting and Reporting by Charities 2015 and Financial Reporting Standard (FRS)102. The following are the accounting policies which have been applied in dealing with material items:-

a) Donated and grant income:

Donated income and grants receivable are taken into account when received by the charity. Income received in circumstances where a claim for repayment of tax has been or will be made to HM Revenue & Customs is grossed up for the tax recoverable. Any amount of tax reclaimed from HM Revenue & Customs but not yet received is shown within the charity's debtors.

b) Expenditure:

Expenditure is recognised when there is a contractual obligation to make payment or when payment is actually made, whichever is the sooner.

c) Funds:

Unrestricted funds are donations and other income received or generated for the objects of the charity without specified purpose and are available for purposes as directed by the trustees. Restricted funds are amounts received where the donor has specified the purpose for which it should be used.

d) Taxation

The company is a registered charity and is exempt from taxation under the Income & Corporation Taxes Acts.

2 Public Benefit

The charity is a public benefit entity which seeks to support local homeless people.

3 Voluntary income

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Homeless Link		80,630	80,630	-
Housing Justice	-	39,192	39,192	-
Aviva Community Fund (Crowdfunder)		12,261	12,261	-
London Borough of Waltham Forest	-	11,325	11,325	12,100
St Johns, Buckhurst Hill	6,248	-	6,248	4,000
Aviva Global	5,000		5,000	-
All Saints, Highams Park	1,506	-	1,506	-
Cornerstone Church	1,250	-	1,250	2,000
National Lottery Community Fund	-	-	-	62,288
Postcode Neighbourhood Trust	-	-	-	20,000
St Mary's, Wanstead	-	-	-	10,799
London Over the Border Fund	-	-	-	10,000
Private Donation	-	-	-	5,010
Forest Choir	-	-	-	2,571
General donations	13,904	375	14,279	15,978
Tax recoverable	1,443	-	1,443	2,164
	29,351	143,783	173,134	146,910

FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD

FOR THE YEAR ENDED 31 MARCH 2022

4 Resources Expended

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
a Fundraising costs	885	-	885	98
b Direct Charitable Costs				
Gross pay (inc Agency staff)	37,977	48,615	86,592	67,136
Employers NIC	987	909	1,896	1,533
Employers Pension Contribution	742	873	1,615	1,325
Equipment & Laundry	100	88	188	563
Hotel Accommodation	-	69,281	69,281	58,645
Moving on costs	-	1,196	1,196	4,574
Food	-	219	219	1,556
	<u>39,806</u>	<u>121,182</u>	<u>160,988</u>	<u>135,332</u>
c Support & Administration	£	£	£	£
Payroll	754	-	754	658
Office Rental	-	-	-	1,000
Consumable items	-	80	80	17
Staff Training & Development	-	-	-	300
Insurance	1,056	-	1,056	1,172
Support costs	1,843	20	1,863	2,402
	<u>3,653</u>	<u>100</u>	<u>3,753</u>	<u>5,549</u>
Combined charitable activity cost	<u>43,459</u>	<u>121,282</u>	<u>164,741</u>	<u>140,881</u>
d Governance	£	£	£	£
Governance (subscriptions to other bodies)	711	-	711	723
Independent Examination	200	-	200	200
	<u>911</u>	<u>-</u>	<u>911</u>	<u>923</u>

5 Staff & Trustees

	2022 £	2021 £
Gross wages, salaries & benefits in kind	86,592	67,136
Employer's National Insurance costs	1,896	1,533
Pension costs	1,615	1,325
Total staff costs	<u>90,104</u>	<u>69,994</u>

- * During the year the charity employed 6 staff, amounting to 3.5 full time equivalents. Its activities are generally carried out by volunteers.
- * No staff received salaries at a rate of more than £60,000 per annum.
- * Pension costs relate to a defined contribution scheme. Costs are apportioned between restricted and unrestricted funds in line with the allocation of gross pay of individual staff members.
- * No remuneration was paid to any trustee during the year nor to any person connected to them.
- * Corinna Creasy was reimbursed £1,161 and Katie Phillips £62 for items they purchased. No other trustee received reimbursed expenses.

FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD

FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
6 Current assets		
Other Debtors	46	115
	<u>46</u>	<u>115</u>
7 Cash at Bank and in Hand		
Bank operating accounts	92,205	76,855
8 Liabilities falling due within one year		
Trade Creditors	9,499	1,465
Accruals	1,265	616
	<u>10,765</u>	<u>2,081</u>

9 Funds

The General Fund is an unrestricted fund designated by the Trustees to allow for future expenditure on general activities of the charity.

The restricted funds (Grants) represent amounts received for specific purposes and the movements in the year are as follows:

To fund:-	Opening balance £	Incoming resources £	Outgoing resources £	Transfers in the year £	Closing balance £
provision of a caseworker	-	-	-	-	-
winter casework	-	14,392	(14,392)	-	-
provision of night-awake staff	287	-	(287)	-	-
summer project	-	13,375	(13,375)	-	-
IT and data management	-	-	-	-	-
additional support for guests	4,093	25,900	(15,066)	-	14,927
Additional costs due to Covid-19	-	77,855	(77,855)	-	-
Funds to enhance shelter provision	-	12,261	-	-	12,261
	<u>4,379</u>	<u>143,783</u>	<u>(121,282)</u>	<u>-</u>	<u>26,881</u>

10 Donated Facilities and services

The charity makes considerable use of volunteers who devote their time for nothing and also provide food for guests. It is not considered feasible to place a monetary value on this and therefore it is not included in the accounts.

11 Going Concern

For the last 3 years the Charity has generated sufficient income each year to cover its annual expenditure. It holds reserves sufficient to cover over 6 months' expenditure and over 90% of its reserves are in the form of cash.

In 2020/21 Covid restrictions required the charity to provide Covid secure accommodation for its guests. The additional costs were met from grants secured from the National Lottery, Postcode Neighbourhood Trust and LB Waltham Forest. In 2021/22 similar funding levels have been obtained. The charity therefore remains financially viable.

There are no material uncertainties about the charity's ability to continue. The trustees therefore consider the charity is a going concern and the accounts have been prepared on that basis.

12 Members

Each member of the company commits to contribute if the charity is wound up an amount of £10.