

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

Report and Accounts

year ended: 31 March 2024

FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD

FOR THE YEAR ENDED 31 MARCH 2024

COMPANY INFORMATION

Directors/Trustees:	Ian Drury (Chair) Corinna Creasy (Vice-Chair) Sean Walter-Browne (Treasurer) Ben Gbeve (Secretary) Revd Daniel Gates Katherine Phillips
Key staff:	Mr D Hoskins - Director Mr T Rotinwa - Caseworker 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 2024

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 Waltham Forest's homeless people and rough sleepers by deploying human and material resources to provide appropriate relief.

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 and to recruit new trustees as necessary. A majority of trustees must be practising Christians attending a church in Waltham Forest.

The Trustees provide governance oversight for the Night Shelter. The Trustees recruit paid staff to support the work of the Night Shelter.

An appointment was made to the post of Charity Director at the beginning of the year to lead the staff team. The team included a full-time caseworker on permanent contract. A part-time caseworker was employed for the summer months, supplemented by another part-time caseworker during the time the shelter was occupied. At the end of the year, this role was combined and a second full-time Caseworker was appointed on a year-round basis.

Part time posts were the Office Administrator and Evening Duty Worker to oversee meals at the night shelter. Two part-time Peer Coaches were appointed to support the casework team. Peer Coaches have lived experience of homelessness and lead the lived experience group for co-production.

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. For three winters 2020-2023, accommodation was provided at hotels in Ilford. The mode of operation for the winter shelter moved permanently from communal shelter to single-room shelter during this period.

Trustees continue to seek a long-term home where FCENS can operate its own night-shelter on a long-term basis. While this search continues, FCENS has an interim model in operation at YMCA in Walthamstow. This year, for the first time, FCENS operated its winter shelter at YMCA, using single rooms available within the main hostel, and in the container 'MyPad' units located in the car park area on site. We were able to accommodate up to 15 guests from 1st October 2023 to the end of March 2024.

The drop-in centre opened at YMCA in Walthamstow on 1st November 2022. This was the first year that the drop-in centre was open on a year-round basis including the summer months. Our caseworkers were available to meet anyone attending the drop-in, to support people in crisis due to homelessness. This extends our offer to provide non-residential services to prevent rough sleeping, in addition to our shelter service. Caseworkers also met shelter guests at the drop-in for casework support, and worked with them to secure stable move-on 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.

Volunteers

Activities rely on the generous support of volunteers who serve in our charity, as a community of churches, and as community volunteers. Volunteers served a hot meal for guests at the shelter every evening from 1st November – 31st March. This service was extended to the end of April, due to the spring extension of the shelter. The churches of St John's Walthamstow, the Parish of Wanstead, Wesleyan Christian Centre, City of God Christian Centre, St Mary's Walthamstow and Leytonstone United Free Church, all contributed to the provision of evening meals. In addition, volunteers served during the day to support staff at the drop-in centre Monday-Friday. 105 volunteers served at the shelter through the winter. This was the first time that volunteers have been directly involved in our service provision since closing communal shelters in 2020. FCENS Trustees and the staff team are all grateful for the essential support provided by volunteers and partner churches.

Outcomes

188 guests accessed our drop-in service throughout the year. This was a significant increase on the previous year (70 guests) and this was achieved by opening the drop-in service for the summer months. Of these, 38 guests were accommodated in the night shelter.

Of our 38 residential guests, 33 (87%) were housed in stable long-term accommodation. 3 guests moved into less stable short-term accommodation. 1 guest was asked to leave without an appropriate move-on accommodation due to an incident and 1 guest left with no known accommodation outcome.

In addition to re-housing, caseworkers worked with the guests to help them with various associated needs, such as helping them register with local GPs, make benefit applications and settle into their move-on accommodation as well as providing other practical assistance e.g. microwaves to those moving into private rented accommodation.

Although the season officially ended on 31st March, thanks to some funding by the Mayor of London through Housing Justice, we were able to provide accommodation for 4 of our guests in April and May, until they were able to move on to appropriate housing.

Safeguarding

Along with all the other organisations that serve in the community, the Trustees recognised 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 local government, central government (DLUHC), trusts and foundations, and from churches in Waltham Forest and neighbouring boroughs, including: £127,200 from Department for Levelling Up, Housing & Communities (Night Shelter Transformation Fund Rounds 1 & 2)

£100,390 from National Lottery Community Fund

£ 32,863 from Housing Justice (including Mayor of London Spring Transition Fund)

£ 19,429 from London Borough of Waltham Forest

£ 7,000 from Albert Hunt Trust

£ 6,596 from the Parish of St John, Buckhurst Hill

£ 5,000 from Mrs Smith & Mount Trust

£ 3,000 from Greenhall Foundation

£ 2,600 from Cornerstone Church

£ 1,228 from St Mary's Parish Church, Walthamstow.

We thank all our funders for their support. 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 2023/2024 the total incoming resources amounted to £325,868 (2022/23 £225,305). All was received by way of donations and grants. Resources expended totalled £263,717 (2022/23 £217,676) being mostly expenditure on serving our homeless guests. Expenditure on governance totalled £3,086 (2022/23 £986).

A major item of expenditure for 2023/24 was £108,471 (2022/23 £107,416) spent on accommodation for our homeless guests, arising from our partnership with YMCA St Paul's Group (2022/23 Best Western Hotel). Staff costs amounted to £117,625 (2022/23 £91,270). The increase reflects the employment of a Charity for the full 12 months, after his appointment in November 2022.

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 £90,000.

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 and signed on their behalf by:

Ian Drury

Ian Drury

Chair of Trustees for year ended 31 March 2024

Date: 17th September 2024

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 2024.

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.

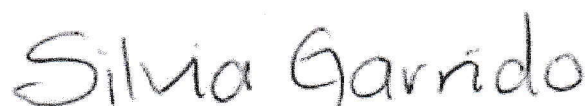
Examiner's Statement

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

15th September 2024

FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD
FOR THE YEAR ENDED 31 MARCH 2024

Statement of Financial Activities incorporating Income and Expenditure Account

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Income from:					
Donations and legacies	3	51,622	274,245	325,868	225,305
Total Income and Endowments		<u>51,622</u>	<u>274,245</u>	<u>325,868</u>	<u>225,305</u>
Expenditure on					
Raising funds	4a	515	-	515	222
Charitable activities	4b,4c	10,433	249,683	260,115	216,468
Other	4d	-	3,086	3,086	986
Total Expenditure		<u>10,948</u>	<u>252,769</u>	<u>263,717</u>	<u>217,676</u>
Net Income/(Expenditure) for the Year		40,675	21,476	62,151	7,629
Fund balances at 1 April 2023	9	49,733	39,382	89,115	81,486
Fund balances at 31 March 2024		<u>90,408</u>	<u>60,858</u>	<u>151,266</u>	<u>89,115</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 2024

	Note	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
CURRENT ASSETS					
Debtors	6	1,129	-	1,129	989
Cash at bank	7	89,279	79,342	168,621	104,688
		90,408	79,342	169,750	105,676
CURRENT LIABILITIES					
Liabilities falling due within one year	8	-	18,484	18,484	16,561
Net Current Assets		90,408	60,858	151,266	89,115
NET ASSETS					
		90,408	60,858	151,266	89,115
FUND BALANCES					
Unrestricted funds					
General Funds		90,408	-	90,408	49,733
Restricted Funds					
	9	-	60,858	60,858	39,382
		90,408	60,858	151,266	89,115

For the year ended 31 March 2024, 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 17th September 2024 by:

Sean Walter-Browne

S Walter-Browne - 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 2024

	2024	2023
	£	£
<i>Net income for the year (as per the Statement of Financial Activities page 6)</i>	62,151	7,629
Adjustments for:		
(increase)/decrease in debtors	(141)	(943)
increase/(decrease) in creditors	1,923	5,796
<i>Net cash provided by operating activities</i>	<u>63,933</u>	<u>12,483</u>
Cash at the beginning of the financial year	<u>104,688</u>	<u>92,205</u>
Cash at the end of the financial year	<u><u>168,621</u></u>	<u><u>104,688</u></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 2024

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 2024 £	Total 2023 £
Department for Levelling Up, Housing & Communities	-	127,200	127,200	106,000
National Lottery Community Fund	-	100,390	100,390	60,000
Housing Justice	-	32,863	32,863	-
London Borough of Waltham Forest	11,325	8,104	19,429	18,272
The Albert Hunt Trust	7,000	-	7,000	-
St Johns, Buckhurst Hill	6,596	-	6,596	5,000
The Mrs Smith and Mount Trust	-	5,000	5,000	-
Greenhall Foundation	3,000	-	3,000	-
Cornerstone Church	2,600	-	2,600	-
St Mary Walthamstow	1,228	-	1,228	7,392
London Community Foundation	-	-	-	10,000
Red Loft	-	-	-	5,255
All Saints, Highams Park	-	-	-	1,321
General donations	18,069	-	18,069	10,834
Tax recoverable	1,804	688.13	2,492	1,231
	<u>51,622</u>	<u>274,245</u>	<u>325,868</u>	<u>225,305</u>

FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD

FOR THE YEAR ENDED 31 MARCH 2024

4 Resources Expended

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
a Fundraising costs	515	-	515	222
b Direct Charitable Costs				
Gross pay (inc Agency staff)	9,642	101,354	110,996	85,553
Employers NIC	412	3,445	3,857	3,721
Employers Pension Contribution	289	2,482	2,772	1,995
Equipment & Laundry	-	-	-	-
Hotel Accommodation	-	108,471	108,471	107,416
Day Centre	-	17,868	17,868	7,445
Guest Support	-	251	251	2,513
Food	-	1,017	1,017	456
	<u>10,344</u>	<u>234,888</u>	<u>245,232</u>	<u>209,100</u>
c Support & Administration	£	£	£	£
Payroll	89	880	969	562
Consumable items	-	3,499	3,499	429
Staff Training	-	3,858	3,858	-
Insurance	-	1,058	1,058	1,060
Support costs	-	5,499	5,499	5,317
	<u>89</u>	<u>14,795</u>	<u>14,883</u>	<u>7,368</u>
Combined charitable activity cost	<u>10,433</u>	<u>249,683</u>	<u>260,115</u>	<u>216,468</u>
d Governance	£	£	£	£
Governance (subscriptions to other bodies)	-	2,886	2,886	786
Independent Examination	-	200	200	200
	<u>-</u>	<u>3,086</u>	<u>3,086</u>	<u>986</u>

5 Staff & Trustees

	2024 £	2023 £
Gross wages, salaries & benefits in kind	110,996	85,553
Employer's National Insurance costs	3,857	3,721
Pension costs	2,772	1,995
Total staff costs	<u>117,625</u>	<u>91,270</u>

- * During the year the charity employed 8 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 £2,828 and Katie Phillips £86 for items they purchased. No other trustee received reimbursed expenses.

FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD
FOR THE YEAR ENDED 31 MARCH 2024

	2024	2023
	£	£
6 Current assets		
Other Debtors	1,129	989
	<u>1,129</u>	<u>989</u>
7 Cash at Bank and in Hand		
Bank operating accounts	168,621	104,688
8 Liabilities falling due within one year		
Trade Creditors	18,484	8,618
Accruals	-	7,943
	<u>18,484</u>	<u>16,561</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/director	15,015	61,200	(61,200)	0	15,015
DLUHC	0	122,700	(122,700)	0	0
Accommodation costs	0	43,690	(43,690)	0	0
Additional support for guests	9,496	0	(251)	2,610	11,856
Social Prescribing	0	8,104	(8,104)	0	0
Guests Spring 2023/4	0	31,613	(10,575)	0	21,038
Drop in centre	0	5,000	(5,000)	0	0
Lived Experience	0	1,250	(1,250)	0	0
Funds to enhance shelter provision	14,871	688	0	(2,610)	12,949
	<u>39,382</u>	<u>274,245</u>	<u>(252,769)</u>	<u>0</u>	<u>60,858</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 and 2022/23 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.