

SHAPE

REPORT AND FINANCIAL STATEMENTS FOR
(UNAUDITED)

YEAR ENDED 31ST DECEMBER 2020

*J & T LEXINGTON SERVICES LIMITED
8 HOLME CLOSE
WELLINGBOROUGH
NN9 5YF*

SHAPE

| | Page |
|---------------------------------------|---------------|
| CONTENTS | 2 |
| Charity information | 3 |
| Trustees' Report | 4-7 |
| Independent Examiner's report | 8 |
| Income and Expenditure Account | 9 |
| Balance Sheet | 10 |
| Notes to the Accounts | 11 –13 |

SHAPE

REFERENCE AND ADMINISTRATIVE DETAILS

Registered office

3 CHYNE WALK
NORTHAMPTON
NN1 5PT

Trustees

MRS GLORIA BETTON BSC HONS, MBACP
MRS CYNTHIA SPENCE
MR DAVID ANDREW KING BSC MSC
MRS FAY JASMINE ROBINSON REGISTERED NURSE
MRS LURETHA WILLIAMS
MRS BEVERLEY STEPHENSON
MRS ROSANN DUNKLEY
MRS BERNICE WOODE
MRS NOVLETTE REECE

Accountants

J & T Lexington Services Limited
8 Holme Close
Redhill Grange
Wellingborough
NN9 5YF

SHAPE



16 Handsworth Wood Road Birmingham B20 2 DR Tel: 0121 554 0332

Shapehostel@yahoo.co.uk

Report of the Trustees

For the year ended 31 December 2020

Objectives and activities: Objectives and aim

Relief of the need and poverty and advancement in life of young women aged between 18-25 by providing temporary accommodation, education, training, advocacy and advice particularly for those young women who are socially or economically disadvantaged, for example those experiencing homelessness, those who are victims of domestic abuse, teenagers who are pregnant and those from broken families.

Achievement and Performance: Charitable Activities

Our vision is to ensure that we continue to offer HOPE to those who are referred to us for temporary accommodation and support.

“To be an outstanding organisation, providing short-term supported accommodation for vulnerable young women in the local community and beyond”

Governance & Management

SHAPE is governed by a constitution and managed by a board of 6 Trustees including, Director, Chair of Trustees, Secretary, Treasurer

Our staffing structure is made up of a Business Manager and two part-time support workers, the team is supported by twelve volunteers who do a wide range of shifts and duties.

Working in Partnership

SHAPE continues to work closely with the Homeless placement teams from St Basils Youth Hub, Trident Support team and other referral agencies and organisations.

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Our main supporting agency Trident provides floating support weekly to the residents both within the home and off site. This ensures that both agencies are working together in supporting the individual resident to achieve the desired outcome. The agreed protocols for handover are strictly adhered to, to ensure a seamless transition which enables both organisations to work in the best interest of the young person.

Objectives and Strategy

SHAPE fulfils its mission by providing high-quality residential hostel accommodation and associated services. There are four core values which reflect the spirit of which SHAPE seeks to conduct its Vision:

- 1) Delivering excellent service
- 2) Creating Partnerships
- 3) Working together
- 4) Long-Term Loyalty and Sustainability

Training

SHAPE continues to ensure that staff, volunteers, and trustees are well trained and updated in line with its policies and procedures and legal requirements.

Value for Money

SHAPE is committed to the principle and delivery of value for Money (VFM) and to this end is determined to provide quality services and accommodation to the women in our care. This will be achieved by ensuring that the appropriate processes of acquiring bespoke services are adhered to and contractors and suppliers carry out quality work.

Publicity

SHAPE opened its Twitter account in April 2018, please support us by liking and retweeting, Shapehostel@bham (follow us on twitter; our website is currently under reconstruction.

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Residents & Education

SHAPE will celebrate 9 years of operations on 4 June 2021. The work of the Charity has changed the lives of many young women, bringing hope to their hopeless situations, and giving them a new perspective for their future, insomuch that some young women are hesitant to leave SHAPE and move to independent living. This is due to the highly motivated staff and volunteers who work with the women offering one to one support. The quality of care and support offered at SHAPE is second to none and is improving year on year, this is echoed by the comments from past and present residents, staff, volunteers, and visitors to the House.

COVID-19 has had an impact on SHAPE's human resources, because of government guidelines which meant that some staff were either shielding, self-isolating or for family reasons. However, throughout, 'lockdown' there has been no let up on our services been sought to support homeless young women for a variety of reasons. The Health and Safety of the House, residents, Staff, volunteers, and all visitors is paramount, our Risk Assessment is reviewed on a regular basis.

We have encouraged and supported clients who were not in education to continue their education they are now studying and achieving in the following courses:

Childcare

Customer Care

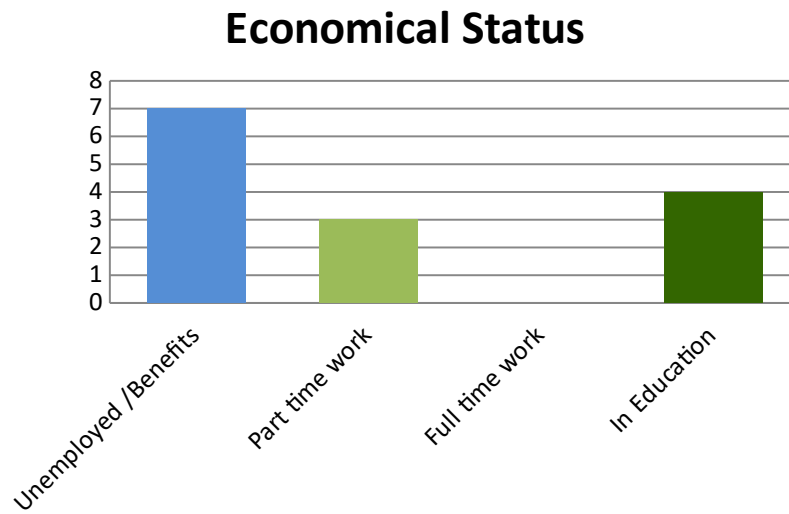
Performing Arts

Health and Social Care

Access to Higher Education Diploma (Teaching)

The residents continue to come from a wide diversity of ethnicity, faith and cultural backgrounds as well as different economic status. The full cohort of residents using the service is listed in the charts below

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SHAPE women's refuge continues to be a place where young women are supported and sensitively cared for; bringing Hope for a brighter future. SHAPE is committed to growth by seeking opportunities to strengthen its position, we will continue to foster meaningful and open communication with our supporters, work with partners and forge new links to ensure that SHAPE continues to be viable and sustainable organisation.
Report

Cynthia Spence _____ Signed on _____ 2021 On
behalf of Shape Trustees

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Independent Examiner's Report To the Trustees of SHAPE

I report on the accounts of Shape for the year ended 31st December 2020 set out on pages eight to eleven

Respective responsibilities of trustees and examiner

The trustees of the charity are responsible for the preparation of the accounts. The charity's trustee consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit and is eligible for independent examination, it is my responsibility to:

- 1) Examine the accounts under section 145 of the 2011 Act.
- 2) Follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act) and
- 3) To state whether particular matters have come to my attention.

Basis of Independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006;
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice and Reporting by Charities have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Joseph Kinuthia CPA, DMS, MBA
J & T Lexington Services Ltd
8 Holme Close, Redhill Grange
Wellingborough
NN9 5YF

SHAPE

Statement of financial activities for the year ended 31st December 2020 Incorporating the Income and Expenditure Account

| | Note | 2020 £ | 2019 £ |
|---|------|----------------------------|----------------------------|
| | | <hr/> | <hr/> |
| Incoming Resource | | | |
| Incoming resources from generated funds | 2 | | |
| Grants & Housing Benefits | | 96,107 | 84,659 |
| Donations | | 2,130 | 16,065 |
| Service Charge | | 5,137 | 3,094 |
| Total Incoming Resources | | <hr/> 103,374 <hr/> | <hr/> 103,818 <hr/> |
| Resources expended | | | |
| <u>Charitable activities</u> | | | |
| Rent & Rates | | 1,000 | 1,979 |
| Gas, Electricity & Water | | 14,152 | 12,943 |
| Telephone & postage | | 1,373 | 1,218 |
| Repairs & Maintenance | | 10,975 | 5,172 |
| Events | | - | 7,875 |
| Insurance | | 642 | - |
| Printing & Stationery | | 571 | 585 |
| Security | | 658 | - |
| Salaries & Wages | | 54,003 | 72,217 |
| Volunteer expenses | | 90 | - |
| Professional fees | | 694 | 524 |
| Travel | | 481 | 539 |
| Subsistence -Food bank | | 262 | 527 |
| Training | | 876 | 384 |
| Depreciation | | 29 | - |
| Administrative expenses | | 955 | 893 |
| Total resources expended | | <hr/> 86,761 <hr/> | <hr/> 105,056 <hr/> |
| Governance cost | | <hr/> 500 <hr/> | <hr/> 500 <hr/> |
| | | 87,261 | 105,556 |
| Net incoming/ (outgoing) resources | | <hr/> 16,113 <hr/> | <hr/> (1,738) <hr/> |
| Balance carried forward at 31st December 2020 | | <hr/> 16,113 <hr/> | <hr/> (1,738) <hr/> |

SHAPE

Balance Sheet as at 31st December 2020

| | NOTES | 2020 £ | 2019 £ |
|---|----------|----------------------|---------------------|
| Fixed assets | 3 | 211 | - |
| Current assets | | | |
| Cash at bank and in hand | 4 | 17,449 | 2,547 |
| Less current liabilities | | | |
| Amount due in one year | 5 | (500) | (500) |
| Net current assets/(liabilities) | | <u>16,949</u> | <u>2,047</u> |
| Net assets | | <u>17,160</u> | <u>2,047</u> |
| Represented by: | | | |
| Loan - NTCG | 6 | 8,384 | 9,384 |
| Funds of the charity | | | |
| Reserves B/F | | (7,337) | (5,599) |
| Net incoming resources | | <u>16,113</u> | <u>(1,738)</u> |
| Total funds | | <u>17,160</u> | <u>2,047</u> |

The financial statements were approved by the Trustees on2021 and signed on their behalf by:

Cynthia Spence

Trustee

Notes to the financial statements for the year ended 31st December 2020

1. Accounting policies

a) Accounting basis

These accounts have been prepared on the receipts and payments basis under section 42(3) of the Charities Act 1993 and the Statement of Recommended Practice on Accounting by Charities published in March 2008. The adoption of the revised SORP has resulted in reclassification of some items.

b) Incoming resources

i) Income

Income is received by way of, donations, grants and housing benefit and is included in full in the Statement of Financial Activities when receivable.

c) Resources expended

All expenditure is accounted for on an accruals basis.

d) Restricted and unrestricted funds

Income received for restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated. Restricted funds are those funds which represent grants and donations for a specific purpose. Upon full performance of the purpose of the grant, any surplus is then retrievable by the donor. Income generated for the objects of the charity without further specified purpose is allocated to unrestricted funds. Accumulated surpluses may be retained by the charity and are expendable at the discretion of the trustees in furtherance of the charity's objects. There were no restricted funds during the year.

SHAPE

Notes to the financial statements for the year ended 31st December 2020

1. Accounting policies (continued)

e) Designated funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion. There were no designated funds during the year.

g) Irrecoverable VAT

The charity is unable to recover VAT since it does not make taxable supplies. The cost of irrecoverable VAT is not separately analysed in the financial statements.

h) Cash Flow

The charity has taken advantage of the exemptions in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

2. Incoming resources from generated funds

| | Unrestricted | Restricted | Total funds |
|---------------------------|---------------------|-------------------|--------------------|
| | £ | £ | 2020 |
| | | | £ |
| Donations | 2,130 | - | 2,130 |
| Grants & Housing Benefits | 96,107 | - | 96,107 |
| Service Charge | 5,137 | - | 5,137 |
| | <u>103,374</u> | <u>-</u> | <u>103,374</u> |

SHAPE

3. Tangible fixed assets

| | Equipment £ | Total £ |
|-----------------------------------|----------------|------------|
| Cost | | |
| At 1st January 2020 | - | - |
| Additions | 240 | 240 |
| | <u>240</u> | <u>240</u> |
| At 31 st December 2020 | <u>240</u> | <u>240</u> |
| Depreciation | | |
| At 1st January 2020 | - | - |
| Charge | 29 | 29 |
| | <u>29</u> | <u>29</u> |
| At 31 st December 2020 | <u>29</u> | <u>29</u> |
| Net book value 2020 | <u>211</u> | <u>211</u> |

4. Cash at hand & in bank

| | 2020 £ | 2019 £ |
|--------------|---------------|--------------|
| Bank | 16,478 | 1,667 |
| Cash in hand | 971 | 880 |
| | <u>17,449</u> | <u>2,547</u> |

5. Creditors

| | 2020 £ | 2019 £ |
|------------------|------------|------------|
| Accountancy fees | 500 | 500 |
| | <u>500</u> | <u>500</u> |

6. Long - Term Creditors

| | 2020 £ | 2019 £ |
|----------------|--------------|--------------|
| NTCG | 4,960 | 5,960 |
| Cynthia Spence | 3,424 | 3,424 |
| | <u>8,384</u> | <u>9,384</u> |