

SHAPE

REPORT AND FINANCIAL STATEMENTS FOR
(UNAUDITED)

YEAR ENDED 31ST DECEMBER 2021

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

SHAPE

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SHAPE

REFERENCE AND ADMINISTRATIVE DETAILS

Registered office

16 HANDSWORTH WOOD ROAD
BIRMINGHAM
B20 2DR

Trustees

GLORIA BETTON BSC HONS, MBACP
CYNTHIA EVADNEY SPENCE
DAVID ANDREW KING BSC MSC
FAY JASMINE ROBINSON REGISTERED NURSE
LURETHA WILLIAMS
BEVERLEY STEPHENSON
NOVELETTE REECE
BERNICE WOODE

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 2021

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 supported 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 9 Trustees including, Director, Chair of Trustees, Secretary, Treasurer

Our staffing structure is made up of a Business Manager and three part-time support workers and Admin support the team is supported by ten 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, we aim to achieve high level of people satisfaction.
- 2) Creating Partnerships that will help deliver the vision. We value and promote the partnership of working with our beneficiaries.
- 3) Working together, we engage with beneficiaries, volunteers, operational staff, the community and stakeholders in the delivery of service
- 4) Long-Term Loyalty and Sustainability, we remain focused on the core aspects of the business, building relationships with our beneficiaries and delivering sustainable services.

Training

SHAPE continues to ensure that operational 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 our beneficiaries. 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

Follow us on twitter please support us by liking and retweeting, @theshapehostel; visit our refreshed website www.@Shapehostel.com.

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Residents & Education

SHAPE (women's refuge) will celebrate 10 years of operations on 4 June 2022. 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.

The impact of the pandemic and recent analysis re-enforces the ongoing need for SHAPE's services. The economic and social backdrop indicate a potential growth in demand. Continuous development and partnership with educational institutions to provide quality placements for students on their final year of Health and Social care programmes, will continue to support service excellence, raise SHAPE's profile provide additional resource an education opportunity.

Beneficiaries have been encouraged and supported to continue their education and are now achieving in the following courses:

Childcare

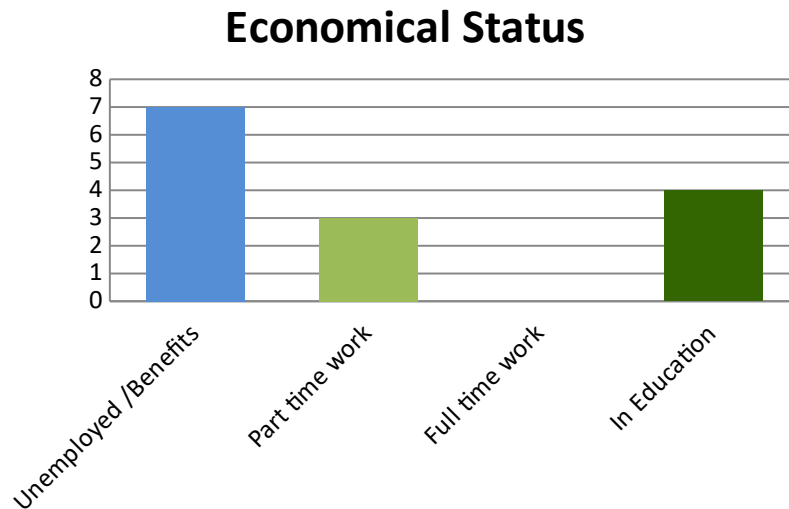
Customer Care

Health and Social Care

Management

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, stakeholder, work with partners and forge new links to ensure that SHAPE continues to be viable and sustainable organisation.
Report

Cynthia Spence _____ Signed on _____ 2022 On
behalf of Shape Trustees

SHAPE

Independent Examiner's Report To the Trustees of SHAPE

I report on the accounts of Shape for the year ended 31st December 2021 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 2021 Incorporating the Income and Expenditure Account

	Note	2021 £	2020 £
		<hr/>	<hr/>
Incoming Resource			
Incoming resources from generated funds	2		
Grants & Housing Benefits		106,262	96,107
Donations		2,907	2,130
Service Charge		8,719	5,137
Total Incoming Resources		<hr/> 117,888 <hr/>	<hr/> 103,374 <hr/>
Resources expended			
<u>Charitable activities</u>			
Rent & Rates		3,253	1,000
Direct Labour		4,785	-
Gas, Electricity & Water		13,869	14,152
Telephone & postage		1,693	1,373
Repairs & Maintenance		5,821	10,975
Events, Hospitality		772	-
Insurance		599	642
Printing & Stationery		732	571
Security		70	658
Salaries & Wages		58,246	54,003
Volunteer expenses		433	90
Professional fees		2,271	694
Travel		483	481
Subsistence -Food bank		-	262
Training		-	876
Depreciation		97	29
Administrative expenses		-	955
Total resources expended		<hr/> 93,124 <hr/>	<hr/> 86,761 <hr/>
Governance cost		500	500
		<hr/> 93,624 <hr/>	<hr/> 87,261 <hr/>
Net incoming/ (outgoing) resources		<hr/> 24,264 <hr/>	<hr/> 16,113 <hr/>
Balance carried forward at 31st December 2021		<hr/> 24,264 <hr/>	<hr/> 16,113 <hr/>

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Balance Sheet as at 31st December 2021

	NOTES	2021 £	2020 £
Fixed assets	3	714	211
Current assets			
Cash at bank and in hand	4	38,210	17,449
Less current liabilities			
Amount due in one year	5	(500)	(500)
Net current assets/(liabilities)		<u>37,710</u>	<u>16,949</u>
Net assets		<u>38,424</u>	<u>17,160</u>
 Represented by:			
Loan - NTCG	6	5,384	8,384
Funds of the charity			
Reserves B/F		8,776	(7,337)
Net incoming resources		<u>24,264</u>	<u>16,113</u>
Total funds		<u>38,424</u>	<u>17,160</u>

The financial statements were approved by the Trustees on2022 and signed on their behalf by:

Cynthia Spence

Trustee

Notes to the financial statements for the year ended 31st December 2021

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 2021

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
	£	£	2021
			£
Donations	2,907	-	2,907
Grants & Housing Benefits	106,262	-	106,262
Service Charge	8,719	-	8,719
	<u>117,888</u>	<u>-</u>	<u>117,888</u>

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3. Tangible fixed assets

	Equipment	Total
	£	£
Cost		
At 1st January 2021	240	240
Additions	600	600
	<u>840</u>	<u>840</u>
At 31 st December 2021		
Depreciation		
At 1st January 2021	29	29
Charge	97	97
At 31 st December 2021	<u>126</u>	<u>126</u>
Net book value 2021	<u><u>714</u></u>	<u><u>714</u></u>
Net book value 2020	<u><u>211</u></u>	<u><u>211</u></u>

4. Cash at hand & in bank

	2021	2020
	£	£
Bank	38,210	16,478
Cash in hand	0	971
	<u><u>38,210</u></u>	<u><u>17,449</u></u>

5. Creditors

	2021	2020
	£	£
Accountancy fees	500	500
	<u><u>500</u></u>	<u><u>500</u></u>

6. Long - Term Creditors

	2021	2020
	£	£
NTCG	1,960	4,960
Cynthia Spence	3,424	3,424
	<u><u>5,384</u></u>	<u><u>8,384</u></u>