

SHAPE

REPORT AND FINANCIAL STATEMENTS FOR  
(UNAUDITED)

YEAR ENDED 31<sup>ST</sup> DECEMBER 2023

*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  
Cynthia Evadney Spence  
David Andrew King  
Luretha Williams  
Beverley Stephens  
Novlette Reece  
Bernice Woode  
Roseann Dunkley

#### **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

### **Report of the Trustees**

For the year ended 31 December 2023

#### **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 and services, through education, training, advocacy, and advice particularly for those young women who are socially or economically disadvantaged, victimised and marginalised, for example those experiencing homelessness, those who are victims of domestic abuse, teenagers who are pregnant and breakdown in family relationships.

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

**“Impacting Women – Inspiring Change”** *to successfully transition to independent living, reaching their full potential and flourish.*

#### **Achievement and Performance: Charitable Activities**

##### **Governance & Management**

SHAPE is governed by a constitution and managed by a board of 8 Trustees including, Director, Chair of Trustees, Secretary, Treasurer

Our staffing structure is made up of Service Co-ordinator and three part-time support workers and Admin support; the team is supported by a team of volunteers with skill sets to compliment the support staff. Throughout the year the organisation has been supported by teams of volunteers from NATWEST bank group providing well needed support and service to enhance the decorative improvement of the house.

##### **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: such as, Doula support, Forward Thinking (mental Health team), Police safeguarding team Wash Away the Victim Effect (W.A.V.E), Flourish Community and Cultural Immersion Practice Learning (PLE) who provide student placement on the final year of their degree, in Health & Social Care and Public Health, completing part of the practical element of their course at SHAPE. Springs Housing Association providing training and development opportunities for staff and volunteers.

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

## SHAPE

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 collaborating with our beneficiaries, stakeholders, and partners.
- 3) **Working together**, we engage with beneficiaries, volunteers, operational staff, the community and stakeholders and partners 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.

### Financial Resilience – Funding

The Charitable work of SHAPE has been supported by Wesleyan Foundation, Lloyds Bank Foundation, Garfield Foundation, The Foyle Foundation, The Albert Hunt Trust, Help the Homeless, and other donors.

### Strategic Plan – Achievement

One element of our five-year Strategic Plan is to develop unused garage space and out-houses adjacent to the main building, this aim has been realised, with the positive outcome of a successful Planning Permission application to embark on this new project.

The organisation, with the support of Lloyds Bank Foundation has developed a bespoke CRM system which has enabled us to work more smartly.

‘The Trustees Board has also been on a journey of strategic, collective, and personal development sponsored by Lloyds Bank Foundation, which is starting not yield benefits in terms of their board performance as Trustees.’

### 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 conduct quality work.

### Residents & Education

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SHAPE celebrated 11 years of operations on 4 June 2023. 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. We continue to promote the need for the young women to continue their education where possible, and those needing additional support to enrol on ESOL classes to develop their skills and be effective in their communication.

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.

### Current residents

**Chart 1 Ethnicity**

<b>Ethnicity</b>	<b>No of residents</b>
African	2
British Caribbean	1
Eritrean	2
Filipinas	1
Irish	1
Pakistani	1
Somalian	1
White British	1

**Chart 2 Economic Status**

<b>Economic Status</b>	<b>Number of residents</b>
Unemployed/ Benefits	5
In full-time Work	2
Full-time Education	3

## SHAPE

### Publicity

Follow us on X(twitter), @theshapehostel, visit our website [www.@Shapehostel.com](http://www.@Shapehostel.com) ,  
Shape hostel LinkedIn.

**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 \_\_\_\_\_ 2024 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 31<sup>st</sup> December 2023 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 31<sup>st</sup> December 2023 Incorporating the Income and Expenditure Account

	Note	2023 £	2022 £
		<hr/>	<hr/>
<b>Incoming Resource</b>			
Incoming resources from generated funds	2		
Grants		72,945	68,762
Donations		11,210	8,953
Service Charge & Housing benefit		68,929	42,546
<b>Total Incoming Resources</b>		<hr/> <b>153,084</b> <hr/>	<hr/> <b>120,261</b> <hr/>
<b>Resources expended</b>			
<b><u>Charitable activities</u></b>			
Rent & Rates		3,574	2,870
Direct Labour		9,699	1,750
Gas, Electricity & Water		10,396	18,107
Telephone & postage		1,572	1,226
Repairs & Maintenance		6,802	16,073
Events, Hospitality		3,065	572
Grant application		8,313	-
Insurance		425	535
Printing & Stationery		1,334	585
Security		4,197	388
Salaries & Wages		64,687	73,388
Volunteer expenses		453	1,288
Professional fees		4,166	3,326
Travel		378	357
General expenses/Training		2,622	-
Advertising		-	500
Depreciation		327	145
<b>Total resources expended</b>		<hr/> 122,010 <hr/>	<hr/> 121,110 <hr/>
<b>Governance cost</b>		<hr/> 500 <hr/>	<hr/> 500 <hr/>
		<b>122,510</b>	<b>121,610</b>
Net incoming/ (outgoing) resources		<hr/> 30,574 <hr/>	<hr/> (1,349) <hr/>
<b>Balance carried forward at 31<sup>st</sup> December 2023</b>		<hr/> <b>30,574</b> <hr/>	<hr/> <b>(1,349)</b> <hr/>

## SHAPE

### Balance Sheet as at 31<sup>st</sup> December 2023

	NOTES	<b>2023</b> £	<b>2022</b> £
<b>Fixed assets</b>	<b>3</b>	2,400	1,067
<b>Current assets</b>			
Cash at bank and in hand	<b>4</b>	60,365	35,508
Less current liabilities			
Amount due in one year	<b>5</b>	(500)	(500)
<b>Net current assets/(liabilities)</b>		<u>59,865</u>	<u>35,008</u>
<b>Net assets</b>		<u><b>62,265</b></u>	<u><b>36,075</b></u>
 Represented by:			
Loan - NTCG	<b>6</b>	-	4,384
<b>Funds of the charity</b>			
Reserves B/F		31,691	33,040
Net incoming resources		<u>30,574</u>	<u>(1,349)</u>
<b>Total funds</b>		<u><b>62,265</b></u>	<u><b>36,075</b></u>

The financial statements were approved by the Trustees on .....2024 and signed on their behalf by:

**Cynthia Spence** .....

**Trustee**

**Notes to the financial statements for the year ended 31<sup>st</sup> December 2023**

**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.

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Notes to the financial statements for the year ended 31<sup>st</sup> December 2023

### 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

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>2023</b>
			<b>£</b>
Donations	11,210	-	11,210
Grants & Housing Benefits	72,945	-	72,945
Service Charge	68,929	-	68,929
	<u>153,084</u>	<u>-</u>	<u>153,084</u>

## SHAPE

### 3. Tangible fixed assets

	Equipment	Total
	£	£
<b>Cost</b>		
At 1st January 2023	1,338	1,338
Additions	1,660	1,660
	<u>2,998</u>	<u>2,998</u>
<b>Depreciation</b>		
At 1st January 2023	271	271
Charge	327	327
At 31 <sup>st</sup> December 2023	<u>598</u>	<u>598</u>
<b>Net book value 2023</b>	<u><u>2,400</u></u>	<u><u>2,400</u></u>
<b>Net book value 2022</b>	<u><u>1,067</u></u>	<u><u>1,067</u></u>

### 4. Cash at hand & in bank

	2023	2022
	£	£
Bank	<u>60,365</u>	<u>35,508</u>
	<u><u>60,365</u></u>	<u><u>35,508</u></u>

### 5. Creditors

	2023	2022
	£	£
Accountancy fees	<u>500</u>	<u>500</u>
	<u><u>500</u></u>	<u><u>500</u></u>

### 6. Long - Term Creditors

	2023	2022
	£	£
NTCG	-	960
Cynthia Spence	<u>-</u>	<u>3,424</u>
	<u><u>-</u></u>	<u><u>4,384</u></u>