

The Haven (Stapleford)

Report and Financial Statements

**Year ended
31st December 2023**

Charity No: 1156295

Company No: 08900578

*Hopewell Business Services
(Accountants)
'Doverbeck'
8 Gunthorpe Road
Lowdham
Nottingham NG14 7EN*

The Haven (Stapleford)

Reference and Administrative Information

T rustees

Russell Olding (Chair)
Peter Edmonds
Louise Brown
Frances Connor
Tim Brindley

Charity Registration Number

1156295

Company Registration Number

8900578

Principal Office

The Haven Centre
Wadsworth Road
Stapleford
Nottingham
NG9 8BD

Bankers

HSBC UK
26 Clumber Street
Nottingham
NG1 3GA

Solicitors

Geldards LLB
Cubo
Standard Court
Park Row
Nottingham
NG1 6GN

The Haven (Stapleford)

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ANNUAL REPORT

Haven [Stapleford]



info@havencentre.co.uk



www.havencentre.co.uk





Introduction

The Haven [Stapleford] established the Haven Centre on Wadsworth Rd in 2014. The centre continues to provide services to the community of Stapleford, in line with its charitable purposes. 2023 brought with it new challenges. In addition to our Church services and meetings, we operated more than ten community focused programmes providing help and support to the two poorest communities in our Borough. Funding has meant that we were able to continue to deliver Food-bank, supporting many households who were financially struggling. We are grateful to the many people who were willing to volunteer to help with food collections and deliveries.

Our Toddler group is thriving as are other groups within the building, We continued our partnership with the mutual aid group, providing a school uniform bank in the school holidays. We also managed to run various schemes to help with holiday hunger throughout the year.

We will continue to adapt and change with the trends and needs of our community.

OPERATIONS

2023 saw the continued development of our services. We have found some of the adjustments we made, regarding staffing, brought challenges, but it meant we were able to focus on building towards the future. We have some fresh faces as well as the return of familiar faces. Although we have wanted to expand and move forwards, our focus has been on developing and strengthening the things already in place.



- ⌚ Food-bank continued to see an upturn in demand and, as always, the team of volunteers have served the community well this year.
- ⌚ Community Café [open two days each week, with FREE soft play and Wi-Fi. Super Tots [stay and play group, two sessions per week]
- ⌚ CGL [an agency based in our centre supplying support and health checks for recovering addicts]
- ⌚ Social Souls - work experience for adults with learning difficulties

In addition, providing personal and spiritual support for those who seek it, and opportunities for personal development. The church continued to provide.

- ⌚ Weekly worship service
- ⌚ Weekly Bible study groups
- ⌚ Counselling & support opportunities to develop gifts & abilities.
- ⌚ Food-bank
- ⌚ Management of the centre

The heating system is still a significant challenge due to the gas boiler ceasing to work in 2020. The current boilers are beyond economic repair. Fortunately, the hot water has an immersion heater back up system which has meant that hot water was constant. The start of the year we were able to have a temporary boiler supplied by Nottinghamshire County Council. Unfortunately, they were unable to assist with the temporary boiler at the end of the year. Due to the terms of our lease, we were also unable to look at permanent solutions. This resulted in a reliance on portable electric heaters from September which obviously had a huge impact on energy bills and the usability of the building. We have some plans for next year to try and address this issue.

We have continued streaming our in-person Sunday services online, allowing us to reach those that are house bound or geographically distanced.

We were also able to join other churches from The NG Network to have joint services.

Ongoing work and maintenance to the fixtures and fittings of the building continued including a survey and cutting of the trees in the grounds. We were

able to continue improving the courtyard area due to volunteers and the hard work of Social Souls.

The Foodbank continued to be active throughout the year. At Christmas we were able to supply 30 Christmas Hampers including meat and veg. Over the year the Foodbank received incoming food donations through Tesco, Stapleford Baptist Church and individual donations. Also, Warburtons supplied a monthly donation of bread products. We also received financial donations which are included in our end of year accounts. We are grateful for all the support from businesses and individuals

We started a social evening in partnership with Social Souls and also a monthly afternoon Café run by Social souls on the first Tuesday of the month. In September we also started a Men's mental health group in partnership with the Social Prescribing team, this runs once a month on a Monday Evening.

In December 2023 we had a Santa's Grotto, which gave away sixty selection boxes to local children, we were also able to support the Stapleford Fire Brigade with their drive through grotto. We also were able to continue our Community Cinema with our annual showing of "The Polar Express", this was an immersive experience using lights, smoke machines, fans, and snow machines. Yet again it was a great hit and has become part of the Christmas tradition at the Haven!

STAFFING

The core staff team remained solid, with one full-time and one part-time member, plus support from some sub contracted part time staff. Last year we made the Café managers position redundant. This year we explored other opportunities to use this space.



All compliance challenges have been met in terms of employment law and wages/ pensions. On the job training is provided and personal development plans are in place. Levels of qualification and experience are above average. All legal requirements [hygiene and safety training etc] have been met. All staff and volunteers are DBS checked and up to date with safeguarding procedures. Policies and Policies have been composed for all significant areas including;

- ④ Safeguarding
- ④ Data Protection [GDPR]
- ④ Professional Boundaries
- ④ Social Media

In addition we have a comprehensive Staff Handbook and Code of Conduct. Copies available on request.

FINANCE

2023 has been a year of re addressing the budget. We were pleased that the actions taken at the end of 2022 has left us in a stronger financial position at the end of 2023.

We remain grateful for the help from grant giving trusts and will look at strengthening our financial position in 2024. We are grateful to Broxtowe Borough Council. Our budgeting has remained strong and has carried us through. We are still operating as frugally as possible. Government guidelines for salary and pension increases have been met. Wages and bill payments are kept up to date. Assets are appropriately maintained. Cash flow was kept strong by the generous giving of church members, on top of Grants. Our Directors continue to strategise to bring us to a place of greater financial security.

DIRECTORS/TRUSTEES

Our governing group remain consistent and stable, and Operating budgets are produced and adhered to. We were pleased to bring a new member on the team when Tim Brindley was made a Director/Trustee on the 19th June 2023. Tim also volunteers one day a week at the office which will help keep the board up to date with the day to day operations of the centre. Forward planning is in constant process. Minutes of meetings are available on request.

ORGANISATIONAL HEALTH

The church remains healthy and focused on its Mission to Serve the Community. Feed back is always positive, and we estimate that within any given week, we help/ support upwards of 200 people in this community.



Russell Olding
Senior Minister



The Haven (Stapleford)

Report of the Trustees for the year ended 31st December 2023

The Trustees present their annual report along with the unaudited financial statements of the Charity for the year ended 31st December 2023. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the Charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16th July 2014 (as amended by update bulletin 2 published on 5th October 2019).

Structure, Governance and Management *Governing Document* The Haven (Stapleford) was established as a charitable trust by a deed and registered with the Charity

Commission on 20th March 2014. The Charity is also established as a Company Limited by Guarantee and registered with Companies House on 18th February 2014. The charity is based at The Haven Centre Wadsworth Road, Stapleford, Nottingham.

There are currently five Trustees and future Trustees shall be appointed by a resolution at a meeting of the Trustees in accordance with the Trust Deed.

The Trustees are responsible under the Charity's governing document for controlling the management and administration of the Charity.

The Trustees who served during the year are set out in the index page. *Appointment of Trustees* The chair of the

Trustees is nominated by the board of Trustees. Trustees are elected by the current Trustees as required.

Trustee Induction and Training All Trustees are briefed on their legal obligations under charity law and the decision making processes, the

business plan and recent financial performance of the Charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisational Structure The Charity is principally UK based in Nottingham. At the beginning of the year there was one full-time and one part-time employed staff members. The Board of Trustees meet on a regular basis to discuss strategic direction and policy of the organisation.

The Haven (Stapleford)

Report of the Trustees for the year ended 31st December 2023 (Continued)

Structure, Governance and Management (continued)

Risk Management

The Trustees are developing a risk management strategy comprising of:

- * a review of the risks a charity may face;
- * the establishment of systems and procedures to mitigate those risks identified in the plan;
- * the implementation of procedures designed to minimise any potential impact on the Charity should those risks materialise; and
- * individual team trip risk assessments.

One element in the management of financial risk is the setting of a reserves policy and its regular review by Trustees.

Public Benefit Statement

The section of this report above entitled Objectives and activities sets out the aims and priorities of the Charity.

The Trustees have considered this matter, in conjunction with the guidance contained in the Charity Commission's general guidance on public benefit, and have concluded:

- * That the aims of the organisation continue to be charitable:
- * That the aims and work done give identifiable benefits to the charitable sector and both indirectly and directly to individuals in need;
- * That the benefits are for the public, are not unreasonably restricted in any way and certainly not by ability to pay;
- * That there is no detriment or harm arising from the aims and activities.

Financial Review

The overall financial position of the Charity has improved and slightly strengthened from the previous year as the Trustees exercised tighter financial control through regular meetings. Sound financial management has continued a more positive outcome for the year with net funds of £13659 of which £9946 was Restricted. (2022: £11893 of which £10325 was Restricted) at the year end.

Principle Funding Sources

The majority of funding received by the Charity comes from individuals, other charities and organisations in the UK.

Reserves Policy

The Trustees have established a policy whereby, given the Charity's present level and nature of activities, the unrestricted funds not committed or invested in intangible and tangible fixed assets ("the free reserves") held by the Charity should not be less than three months' unrestricted expenditure.

Although the current level of unrestricted funds fall short of this policy the Trustees are confident that with tighter budgeting controls and sound management in place this level of funds will steadily improve over the ensuing years.

Investment Policy

The Trustees have the power to invest in such assets as they see fit.

The Charity has a policy of keeping any surplus liquid funds in short term deposits (the Reserved Account) which can be readily accessed should the need arise.

Tax Status

The Haven (Stapleford) is a registered charity and is exempt from corporation tax and income tax.

Independent Examiner's Report to
The Trustees of The Haven (Stapleford)
For the year ended 31st December 2023

I report on the accounts of The Haven (Stapleford) for the year ended 31st December 2023

Respective responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts, The Charity's Trustees 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 needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act and
2. to 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 statement below.

Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that in material respect, the requirements:
 - a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Clive A Hopewell
Hopewell Business Services
'Doverbeck'
8 Gunthorpe Road
Lowdham
Nottingham
NG14 7EN
9th September 2024

The Haven (Stapleford)

Balance Sheet

As at 31st December 2023

	(Note)	2023	2022
Fixed Assets			
Computer Equipment		0	1113
F & F & Equipment		1502	3123
Property Improvements		2323	798
Total Fixed Assets	(4)	3825	5034
Current Assets			
Debtors	(5)	4396	2782
Cash at Bank		12638	11870
Cash - Café/Charity Shop		75	75
Total Current Assets		17109	14727
Less Liabilities			
Short Term Creditors	(6)	2285	900
Loan Account		4990	6968
		7275	7868
Net Current Assets/(Liabilities)		9834	6859
Total Assets less Liabilities		13659	11893
Provision for Other Liabilities		0	0
Net Assets		13659	11893
Represented by;			
Unrestricted Funds		3109	999
Unrestricted - Designated Funds	(8)	604	569
Restricted Funds	(7)	9946	10325
Total Charity Funds		<u>13659</u>	<u>11893</u>

The financial statements were approved and authorised for issue by the board on 9th September 2024

Signed on behalf of the trustees



Rev Russell Olding
(Chair of Trustees)

The Haven (Stapleford)
Income and Expenditure Account
Year ended 31st December 2023

Income		Restricted Funds	Unrestricted Funds	2023	2022
	(Note)				
Tithes & Offerings			40410	40410	41268
Tax Refunds			9030	9030	12709
Café Sales & Events			2996	2996	9887
Room Hire			42505	42505	43000
Charity Shop			3599	3599	3616
Food Bank		1158	152	1158	783
Reserve A/c Int		345	255	152	20
Gifts Received		1503		600	8715
Total			98947	100450	119998
		<hr/>	<hr/>	<hr/>	<hr/>
Expenditure					
Salaries, NIC & Pensions					
Subcontract Costs			31465	31465	58555
Equipment	(9)		7963	7963	0
Repairs & Maint			547	547	1369
Consumables			1368	1368	2839
Ministers & Conference Exps			2987	2987	7696
Rents			1055	1055	1307
Gifts Paid			3000	3000	3000
Health & Safety		394	889	1283	8655
Utilities			1969	1969	1009
General Exps & Admin		2240	23249	25489	31271
Foodbank Exps	(10)		8086	8086	7913
Insurance		564	0	564	322
Bank & Card Charges			3176	3176	2890
Loan Interest			129	129	343
Telephone & Internet			152	152	201
IT/Software			1786	1786	1249
Outreach Events			1194	1194	807
Audit & Payroll Charges			928	928	528
Professional Fees			1493	1493	1186
Burkino Faso Projects			260	260	278
Depreciation			0	0	3094
Total			3790	3790	3527
Surplus/Deficit			95486	98684	138039
		3198	<hr/>	<hr/>	<hr/>
		-1695	<hr/>	<hr/>	-18041

- 1 Accounting Policies** *General information and basis of preparation* The Haven (Stapleford) is a registered charity governed by a trust deed and registered with the Charity Commission. It is also a Company Limited by Guarantee and registered with Companies House. The nature of the charity's operations and principle activities are to proclaim and further the gospel of Jesus Christ through the spoken word and resources.
- The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through update bulletin 2 published on 5 October 2019), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and Generally Accepted Practice as it applies from 1 January 2015.
- The charity has applied update bulletin 2 as published on 5 October 2019 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.
- The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.
- The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.
- Income recognition* Income includes the total funds received during the year and comprises donations collected from individuals and those in business. Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.
- Income Tax reclaimable under the Gift Aid Scheme is recognised on a receivable basis. *Volunteers and donated services and facilities* The value of services provided by volunteers is not incorporated into these financial statements. *Expenditure recognition and basis of allocation* Expenditure is included when incurred or committed for and has been shown in the Statement of Financial Activities inclusive of non-recoverable Value Added Tax.
- Expenditure on operational programmes is recognised in the period in which it is incurred. Specific funds are established, which has been allocated to projects, but remains unspent at the year end.

1 Accounting Policies (continued)

Expenditure recognition and basis of allocation (continued)

The majority of costs are directly attributable to specific activities:

- a) Raising funds include all direct costs of fundraising activities.
- b) Charitable activities include expenditure associated with the running of the Charity's operations and include both the direct costs, support costs relating to those activities which also includes governance costs which are incurred in the governance of the charity and are primarily associated with constitutional and statutory requirements. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.
- c)

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Foreign currencies

Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of transaction.

Funds structure

Funds held by the charity are:

Unrestricted & Unrestricted Designated funds - These are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted Funds - These are funds that can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2 Employees and Trustees

The charity had two employees and two subcontracted staff during the year.

3 Taxation

The charity is exempt from corporation tax and income tax as all income is charitable and is applied for charitable purposes.

The Haven (Stapleford)

Notes to the Financial Statements for the year ended 31st December 2023 (continued)

4	Schedule of Fixed Assets							
		Year of			Accum			
	Rate 25S 25S 25S 25S 20S	Purchase	Cost	Additions	Dep'n	Dep'n	NBV	
	20S 10S Soft Play	2003	1090		1090	0	0	
	PA System	2005	4814		4814	0	0	
	Sound System	2006	999		999	0	0	
	New Speakers x 2	2006	720		720	0	0	
	Baptism Pool	2008	640		640	0	0	
	Lighting	2008	630		630	0	0	
	Lecturn	2014	7944		7146	798	0	
	Refurbishments	2015	4500		4500	0	0	
		2020	800		600	200	0	
	Digital Mixer 25S	2020	3209		2406	803	0	
	Storage Heaters 25S	2021	2171		1448	723	0	
	New Laptops 33.3S	2021	1464		292	146	1026	
	Electrical Heating 10S	2021	1172		782	390	0	
	Auditorium Computer 33.3S	2021	698		464	234	0	
	TV's x 2 33.3S	2022	952		238	238	476	
	Dishwasher 25S	2023				258	2323	
	Quad Plant & Equip 10S			2581		3790	3825	
			31803	2581	26769			
5	Debtors & Prepayments							
	I.Tax Claim - Gift Aid	4896						
	Room Hire	<u>0</u>						
		4896						
6	Short Term Creditors							
	Notts CC - Rent		250					
	PAYE/NI		1100					
	Accountancy Fees:							
	Audit	650						
	Payroll/Pensions	<u>285</u>	<u>935</u>					
			2285					
7	Restricted Funds							
		B/fwd 2022	Income	Expenditure	Funds Trf	C/fwd 2023		
	General Travel Fund	1023			456	1479		
	Burkina Faso - School	3649		49		3600		
	Broxtowe BC - Community Kitchen	0			3360	3360		
	Food Bank	2053	1158	2804		407		
	Defribulator	100				100		
	B & Q - Quad (Capital Exp)	2500		2500		0		
	Arnold Clark Community Fund	1000				1000		
	Earthquake Fund	0	345	345		0		
		10325				9946		
			1503	5698	456			
8	Designated Funds							
	Mission Fund	279						
	Emergency Fund	<u>325</u>						
		604						
9	Subcontracting							
	T Olding - Maint	4941						
	M Olding - Admin	<u>3022</u>						
		7963						
10	General Expenses & Admin							
	P/S Adv & Publicity	1849						
	Refuse & Waste Charges	3926						
	Subs - AOG/NG Churches	1380						
	Copyright	416						
	Hospitality	212						
	Ministry Gifts	303						
		8086						