# YORK ROAD PROJECT

England & Wales · Charity number 1162835

## Details

| | |
|---|---|
| **Status** | Registered |
| **Legal form** | CIO |
| **Registered** | 2015-07-24 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | 1 York Road<br>Woking<br>GU22 7XH |
| **Phone** | 01483728739 |
| **Email** | info@yorkroadproject.org.uk |
| **Website** | www.yorkroadproject.org.uk |

## Activities

**Objects:** The Objects of York Road Project are to relieve need, distress and financial hardship among homeless people over the age of 18 within the Borough of Woking and environs, without discrimination, by:  i) Providing temporary housing to assist those who are homeless, at risk of being homeless or recovering from homelessness ii) Providing housing related support such as information, advice, training and onward referral or signposting to enable them to live more independent lives in the communityiii) Assisting homeless people's integration into the community by educating the local community concerning the nature, causes and effects of homelessness."

**Activities:** We help a homeless person have a place to call home by providing: 1. Immediate, safe, short-term accommodation; they should never need to sleep rough!2. Experienced, compassionate staff; trained to understand the causes of homelessness3. Skilled support, tailored to their precise situation, that helps them find a long-term home. Only York Road Project provides all 3 things in our locality

## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Prevention Or Relief Of Poverty, Accommodation/housing
- **Who:** Other Defined Groups

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## Geography

- Surrey

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-03-31 | £832,318 | £739,569 | £812,034 | 11 |
| 2024-03-31 | £499,579 | £777,659 | £719,286 | 10 |
| 2023-03-31 | £814,296 | £797,071 | £643,249 | 15 |
| 2022-03-31 | £880,574 | £775,613 | £626,023 | 22 |
| 2021-03-31 | £999,152 | £808,130 | £521,062 | 24 |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| **Timothy Henty** | Chair | 2024-01-01 |
| Andrea Norman-Walker | | 2022-11-22 |
| David Oliver | | 2020-04-27 |
| Filippo Zanasi | | 2022-09-28 |
| Fraser Robert McIntyre | | 2025-12-08 |
| Nathan Bennett | | 2020-04-27 |
| Victoria Maggie Ward | | 2025-05-15 |

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**YORK ROAD PROJECT**

England & Wales - Charity number 1162835

# Accounts

# York Road Project

Defeating Homelessness Together

# 2024 – 2025

## Trustees' Annual Report and Accounts

**YORK ROAD PROJECT**

**ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS**
**FOR THE YEAR ENDING 31 MARCH 2025**

| | |
|---|---|
| **Registered Address** | 1 York Road, Woking, Surrey, GU22 7XH |
| **Trustees** | Timothy Henty (Chair)<br>Nathan Bennett (Treasurer)<br>Andrew Humphreys (Vice-Chair)<br>Andrea Norman-Walker (Secretary)<br>David Oliver<br>Filippo Zanasi |
| **Charity number (England and Wales)** | 1162835 |
| **Independent Examiner** | Frances Wilde FCCA DChA<br>Warner Wilde Limited<br>Chartered Certified Accountants<br>4 Marigold Drive<br>Bisley<br>Surrey<br>GU24 9SF |

The trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)"

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**PUBLIC BENEFIT STATEMENT**

The Charity serves the public benefit by reducing anti-social behaviour, crime and nuisance and thereby delivering a cost savings benefit to local authorities, the police, health services and Adult Social Care. The Charity also provides a service to the general public through raising awareness and providing information about the housing climate, and education about people rough sleeping in Woking and the surrounding areas.

**THE OBJECTS OF YORK ROAD PROJECT**

To relieve need, distress and financial hardship among homeless people over the age of 18 within the Borough of Woking and environs, without discrimination, by:

i. providing temporary housing to assist those who are homeless, at risk of being homeless or recovering from homelessness;

ii. providing housing related support such as information, advice, training and onward referral or signposting to enable them to live more independent lives in the community;

iii. assisting homeless people's integration into the community by educating the local community concerning the nature, causes and effects of homelessness.

**FINANCIAL SUMMARY**

The Charity's total income for the year ending 31 March 2025 was £832,318, and total expenditure was £739,569, resulting in a surplus of £92,749. The Charity's unrestricted reserves, as of 31 March 2025, total £276,778.

York Road Project
Defeating Homelessness Together

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# Chief Executive's Review

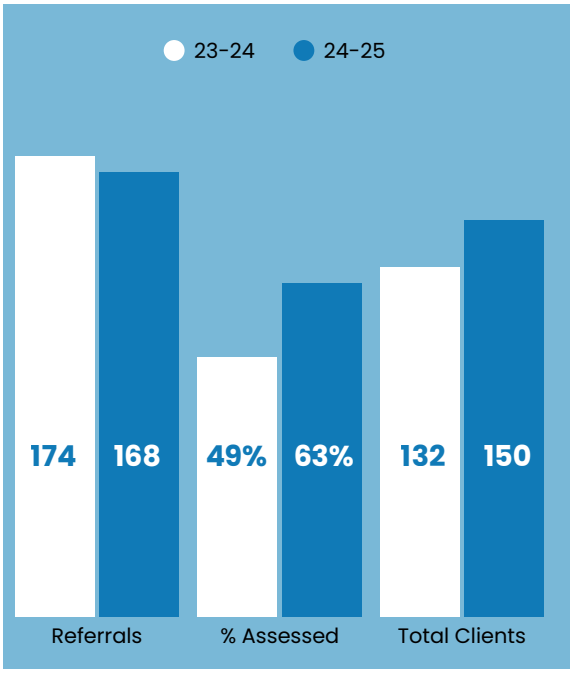
York Road Project
Defeating Homelessness Together

## A Letter From Our CEO

This year, York Road Project has continued its mission to support people experiencing homelessness in Woking, and I am proud of the resilience, dedication, and compassion our team has shown.

Over the past year, 168 people experiencing homelessness were referred to us for help, 105 of whom then received a full assessment and support from our team. 70% of them were new to our services. This was a similar number of referrals to those we received in 2023-24, but a significant 24% increase in the number of people who received a full assessment and support from our team. This led to a big increase in the number of clients we worked with throughout the year: 150 individuals across the 12 months.

We are seeing a clear rise in the number of people seeking and receiving our help. At the same time, client complexities are increasing: more people are coming to us after losing accommodation and still trying to hold down jobs; others are sleeping in their cars, struggling with high rents, or unable to find landlords willing to house them. These realities show just how vital our services are, offering safety and support where no other options exist in the local area.




**Despite a similar number of referrals to 23-24, our team assessed and supported a higher percentage of clients, resulting in increased total clients this year.**

True to our values, this year our team created a unique and personalised support plan for each client, using a mix of the different services that York Road Project delivers. 126 of our clients accessed our Resource Centre, including rough sleepers who had nowhere else to turn. For a small, locally-based charity, these numbers demonstrate the significant impact we have, providing vital support and a pathway to stability for people in crisis.

# Chief Executive's Review

Our accommodation portfolio currently provides 24 beds, offering clients a safe sanctuary that allows them to address mental health, medical, and housing needs. In early 2025 we nearly secured a new property that would have expanded our services to 30 beds and allowed us to better support people back into work. Unfortunately this fell through at the last minute, but we remain committed to expanding our accommodation to meet the growing local need. We are currently exploring alternative options.

This year also saw the launch of Changing Journeys Coaching: a partnership between York Road Project and 1721 Coaching, funded by the Community Foundation for Surrey. This initiative was created to explore how we can use coaching techniques to better support people who are struggling with their mental health. Too many of our clients fall through the cracks of traditional mental health services, so we wanted to bring them practical tools that can help them cope with everyday life, build resilience, and take steps towards independence.

Through the year, we held a number of community engagement events including a successful open day at our Resource Centre to mark World Homeless Day. We have also worked with local schools, churches, Scout groups and other community organisations to raise awareness of our cause and connect with the wider Woking community.

In 2025–26 we will focus on collaborating further with services similar to ours, expanding our bed spaces, and growing programmes like Changing Journeys that give more clients the tools to regain independence and address their mental health needs.

I want to extend my heartfelt thanks to our incredible staff, volunteers, and trustees. Your dedication, compassion, and professionalism make York Road Project what it is: a small charity with a large impact, delivering life-changing support to the people who need it most.

**Cherisse Dealtry**
**Chief Executive**

## PURPOSE

To relieve need, distress, and financial hardship among homeless individuals within Woking and surrounding areas by providing short-term housing, support services, and integration into the community.

## VALUES

Empowerment – We support people to take control of their lives to make positive changes.

Inclusion – We listen and respond to our staff, clients, and communities, valuing their diversity and treating everyone with respect.

Belief – We believe that everyone has the ability to make positive changes to their lives.

In order to support our clients at every stage of their journey, we have created a unique, connected suite of services.

## 1 York Road

1 York Road is our flagship service: providing short-term accommodation for those with nowhere else to turn. With 10 beds and 24 hour support, 1 York Road is Surrey's only direct-access accommodation provision.

This year we accommodated 62 clients at 1 York Road, with an average length of stay of 52 days.

Nearly 50% of those we supported are resettled within only 12 weeks, due to the high quality of service on offer.

## Resource Centre

Based in Woking town centre, our Resource Centre hosts Rough Sleeper Drop-In every morning: the only place in the local area where anyone sleeping rough can get showers, laundry, food and hot drinks alongside support from trained staff.

132 unique individuals accessed our Resource Centre this year: our highest numbers since the Covid-19 pandemic.

We deliver group workshops, social sessions, 1:1 meetings and operate our head office from the Resource Centre, in addition to daily Rough Sleeper Drop-Ins.

## Move-On Properties

We run four Move-On Properties in the local area, where clients who require further support can live for between 6 and 24 months at an affordable rent, with regular support from our expert team.

This year we supported 37 clients across our four properties.

On average, each client stays in our Move-On Properties for just over 6 months.

## Support Services

Our **Outreach Team** are typically the first to engage with rough sleepers in the local area. This year they supported more clients than in any year since the Covid-19 pandemic.

Our **Social Groups** help clients build their confidence and social skills, through creative activities such as painting and through group days out.

Our **Tenancy Sustainment Service** help clients remain in independent accommodation once they have found it, ensuring they do not need to return to homelessness. This service has a 100% success rate, making an enormous difference to clients' futures.

Our new **Changing Journeys** coaching service has had an incredibly successful pilot year, working with 24 clients and empowering them to regain control of their lives. Using techniques adapted from life-coaching, Changing Journeys helps our clients' self-development and independence.

# What Our Clients Say

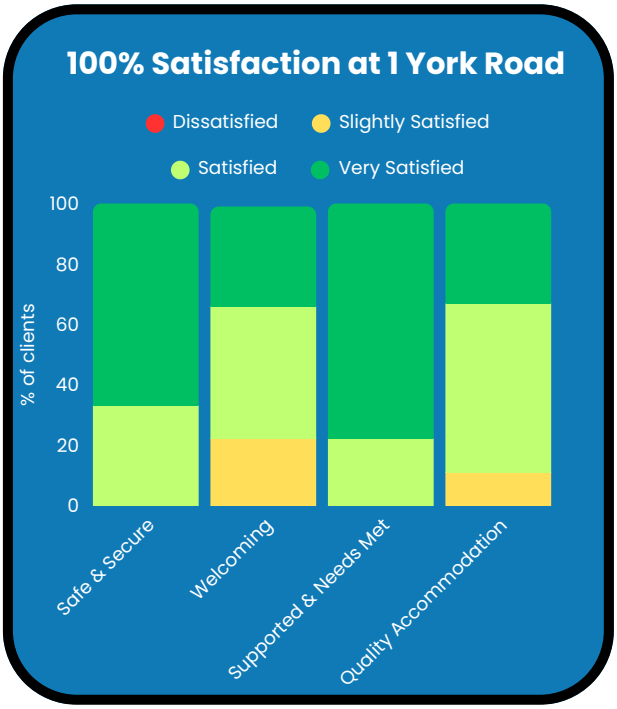
"Without York Road the homeless wouldn't have anything. They are friendly, helpful and would do anything to help."

"Peaceful, supportive, opportunity, informative."

"York Road Project has provided me with a lifeline. Thanks to the charity, I got a bed to sleep in just when it looked like I would be spending a night under a bridge."

"It is all thanks to the team here, their hard work and generosity, that have helped me get to where I am today."

"Staff are kind, friendly and helpful."




"York Road as a whole is a good place to be if you want to get off the street and get your life sorted out. The people that live here are all different with different back stories, but it works. It is always warm and cosy."

"Everyone comes and goes and says hello. I enjoy being here and the staff are amazing. I am going to miss it here!"

"I am happy that I got the chance to be safe again and there is always someone to turn to and talk to if I have an issue."

"I arrived at the door of the York Road shelter having spent the last 6 months in a tent with no money and deteriorating health and contemplating suicide. Without YRP I would be dead! It's amazing and I still can't believe it. I'm sure I will wake up soon."

# Colin's Story

York Road Project
Defeating Homelessness Together

I first approached York Road Project due to a relationship breakdown and having to leave the family home. During this time my mental health was not good and I have had trauma in my life affecting this.

Staff supported me in making a referral to one of their 'move-on properties', which is a shared house with a garden. It is a lovely property and has given me my independence and a chance to start looking towards my future. I struggle to trust people, but built up trust with the York Road Project staff. They have supported me with many aspects of my life, ie contacting the GP to update my medications and get a diagnosis for ADHD.

I have been supported by Jayme, a Tenancy Sustainment Worker, and she continues to support me with many aspects of my life. We are working towards looking for accommodation of my own to call home.

York Road Project held an exhibition last year, to break down the stigma of homelessness. When you are homeless you feel really lost and people still do carry a perception of what a homeless person is: this can make you feel worthless as a person. I built up the confidence to take part in the exhibition and was really pleased I did. Hopefully it has helped educate people that we are human and make a change for those that homelessness affects in the future.

Over and above the practical help with housing, and the continued support I receive from everyone at York Road Project about my future, the feeling of self-belief that they have instilled in me has been so life-affirming. They have helped me enormously in my emotional journey, and made me feel like a worthwhile person who has the right to be treated with as much dignity and respect as anyone else.

For this, I will never be able to thank them enough.

**Colin**
*Colin is now successfully living in his own accommodation.*

# Fundraising

Due to a combination of external pressures, the need for us to secure fundraised income from voluntary sources has been higher this year than it has been in previous years.

In our financial year 2024-25, 15% of our income was raised from charitable sources.

We are incredibly grateful to everyone who has supported us by making donations, including the Garfield Weston Foundation, the Community Foundation for Surrey and the National Lottery Community Fund.

Our local community were incredibly generous when making contributions to our Christmas Campaign this year, donating a record-breaking £19,298. This is in addition to donations that over 150 local people made over the course of the year. We are especially grateful to those who make regular, monthly donations ensuring we have a reliable stream of voluntary income.

We would like to thank everyone who took on a challenge event, such as a sponsored run or cycle, in support of our work - including the team who tackled the Twilight Runway Challenge in September.

Finally, across the year we have received a lot of very generous, reliable support from local churches, schools, Scouts groups, the Woking Lions Club and other community organisations. We're very grateful to all these groups: we know it's essential for us to come together as a community - we can only defeat homelessness by working together!

## Staff

Our staff team is comprised of 13 permanent members of staff (10.5 FTE). Our staff are talented, trained individuals who make the difference for our clients every single day.

No two of our clients have the same story, and our staff provide personalised support that is different for each individual. From helping with cooking and cleaning to providing advice and advocacy; from signposting and supporting to running accommodation and helping find employment; from engaging rough sleepers on the streets to working with clients who are secure in their own accommodation, to ensure they never need return to homelessness. Our staff are always there for everyone we support - using a huge range of skills, talents and experience to help each client defeat homelessness for good.

**“The staff here are always happy to talk and very welcoming, non-judgemental and kind. The support is always there for any situation.**

**Through such a traumatic moment in my life, becoming homeless, they have made life seem normal and made me feel like I’m part of a family.”**

## Trustees

Our Board of Trustees are all local volunteers who bring a collective wealth of experience in management, leadership, and engagement with the community.

Our Board provide a critical oversight of the charity’s strategy, community engagement and fundraising, and financial management.

## Volunteers

We are preparing to grow our volunteer base in 2025. Many local residents help and engage with us in different ways, and we are looking for opportunities to make the most of this valuable support from the community.

We are incredibly grateful to everyone who donates items for our clients, cooks meals for us (at Christmas especially, and also throughout the year), and to the local businesses whose volunteer days have made such a difference to our Move On Properties and, consequently, to the lives of our clients.

## A Letter From Our Chair

I have been involved with York Road Project for 6 years now, initially as a volunteer and now as Chair of Trustees. In this time I have seen many changes that have impacted our Woking-based charity, including the financial collapse of Woking Borough Council and, most strikingly, the Covid-19 pandemic which had wide-ranging impacts on the charity sector as a whole. Through all of these changes, one thing has been consistent: the team at York Road Project have worked diligently and tirelessly to support anyone experiencing homelessness in our community.

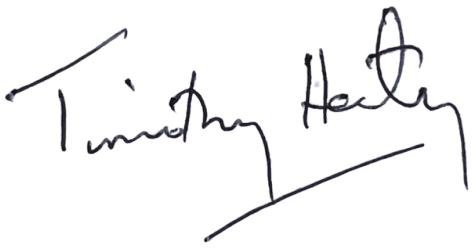
2025 marks the 30th year that York Road Project has worked to tackle homelessness in Woking and the surrounding area. But this is not just a time for celebration; for looking back and being proud of the lives our charity has transformed over the years. This is a pivotal time, when things are continuing to change around us. We know that our charity must rise to a new set of challenges to ensure that we are still here, helping those who need us, in 30 more years' time.

Surrey's political landscape is changing, with local government unification marking an end to borough and district councils. York Road Project has been involved in many discussions with other charities and the councils themselves to ensure we are well positioned when this major transformation happens. We are excited for the opportunities this will create for us to widen our impact in west Surrey. We have also been closely involved in the consultation around the

incoming Supported Housing (Regulatory Oversight) Act 2023, to ensure that York Road Project's properties and services are impactful under new nationwide regulatory frameworks.

Finally, we have continued to work alongside our partners, landlords and supporters to ensure a stable future for each property we manage: committing to always having reliable buildings that act as a base for our clients, who need certainty and stability above all else.

When looking into the future, naturally there is always uncertainty. But I am confident that York Road Project will always be busily at work in Woking, empowering, including and believing in those who need us most.



Timothy Henty
**Chair of Trustees**

## Structure, Governance and Management

The charity is a Charitable Incorporated Organisation (CIO). The members of the CIO are its trustees for the purposes of Charity law. The governing document of the Charity is the York Road Project Constitution, signed by the Chair on 08 February 2024.

The Board is constituted of a minimum of three Trustees including a Chair, a Secretary and a Treasurer. There is no maximum number of Trustees. The Trustees usually meet four to six times a year to determine the business of the Charity. The Board has appointed the Chief Executive to be an associate non-voting member.

Trustees of York Road Project serve for a period of three years after which they are eligible for re-appointment. New Trustees are appointed by resolution of the Board from suitable members of the community who have skills the Board requires. None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

## Trade Creditors

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU), and to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts;
- and pay in accordance with the company's contractual and other legal obligations.

## Reserves Policy

The charity shall hold at any one time no less than the cost of winding up the charity. In addition, the charity may hold up to 3 months of operating costs.

This trustees' report was approved by the Board of Trustees.

Date: 27th January 2026

**Chair of Trustees**

# Independent Examiner's Report

## INDEPENDENT EXAMINER'S REPORT
## TO THE TRUSTEES OF YORK ROAD PROJECT

I report to the trustees on my examination of the financial statements of York Road Project (the charity) for the year ended 31 March 2025.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

**Independent examiner's statement**

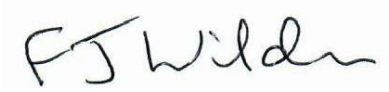
Since the charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn. I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

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 that in any material respect:

1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act 2011.
2 the financial statements do not accord with those records; or
3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination.

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 financial statements to be reached.



**Frances Wilde FCCA DChA**
Warner Wilde Limited
Chartered Certified Accountants
4 Marigold Drive
Bisley
Surrey
GU24 9SF

Date: 28th January 2026

# Statement of Financial Activities

York Road Project
Defeating Homelessness Together

## YORK ROAD PROJECT

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 31 MARCH 2025*

| Current financial year | Notes | Unrestricted funds general 2025 £ | Unrestricted funds designated 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Total 2024 £ |
|---|---|---|---|---|---|---|
| **Income from:** | | | | | | |
| Donations and legacies | 3 | 122,381 | - | 295,755 | 418,136 | 451,297 |
| Charitable activities | 4 | 353,054 | - | 30,000 | 383,054 | 387,810 |
| Other trading activities | 5 | - | - | 5,820 | 5,820 | - |
| Investments | 6 | 25,308 | - | - | 25,308 | 14,589 |
| **Total income** | | 500,743 | - | 331,575 | 832,318 | 853,696 |
| **Expenditure on:** | | | | | | |
| Raising funds | 7 | 40,683 | - | - | 40,683 | 8,613 |
| Charitable activities | 8 | 354,006 | - | 344,880 | 698,886 | 769,046 |
| **Total expenditure** | | 394,689 | - | 344,880 | 739,569 | 777,659 |
| **Net income/(expenditure)** | | 106,054 | - | (13,305) | 92,749 | 76,037 |
| Transfers between funds | | (400,000) | 400,000 | - | - | - |
| **Net movement in funds** | 10 | (293,946) | 400,000 | (13,305) | 92,749 | 76,037 |
| **Reconciliation of funds:** | | | | | | |
| Fund balances at 1 April 2024 | | 570,724 | - | 148,561 | 719,285 | 643,248 |
| **Fund balances at 31 March 2025** | | 276,778 | 400,000 | 135,256 | 812,034 | 719,285 |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

## YORK ROAD PROJECT

### STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

### *FOR THE YEAR ENDED 31 MARCH 2025*

| Prior financial year | Notes | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|---|---|---|---|---|
| **Income from:** | | | | |
| Donations and legacies | 3 | 97,180 | 354,117 | 451,297 |
| Charitable activities | 4 | 387,810 | - | 387,810 |
| Investments | 6 | 14,589 | - | 14,589 |
| **Total income** | | 499,579 | 354,117 | 853,696 |
| **Expenditure on:** | | | | |
| Raising funds | 7 | 8,613 | - | 8,613 |
| Charitable activities | 8 | 269,889 | 499,157 | 769,046 |
| **Total expenditure** | | 278,502 | 499,157 | 777,659 |
| **Net income/(expenditure) and movement in funds** | | 221,077 | (145,040) | 76,037 |
| **Reconciliation of funds:** | | | | |
| Fund balances at 1 April 2023 | | 349,647 | 293,601 | 643,248 |
| **Fund balances at 31 March 2024** | | 570,724 | 148,561 | 719,285 |

# YORK ROAD PROJECT

## BALANCE SHEET

### *AS AT 31 MARCH 2025*

| | Notes | 2025 £ | 2025 £ | 2024 £ | 2024 £ |
|---|---|---|---|---|---|
| **Fixed assets** | | | | | |
| Tangible assets | 14 | | 21,405 | | 24,527 |
| **Current assets** | | | | | |
| Debtors | 15 | 41,885 | | 84,623 | |
| Cash at bank and in hand | | 817,046 | | 747,730 | |
| | | 858,931 | | 832,353 | |
| **Creditors: amounts falling due within one year** | 16 | (68,302) | | (137,595) | |
| **Net current assets** | | | 790,629 | | 694,758 |
| **Total assets less current liabilities** | | | 812,034 | | 719,285 |
| **The funds of the charity** | | | | | |
| Restricted income funds | 19 | | 135,256 | | 148,561 |
| Unrestricted funds - general | 21 | | 276,778 | | 570,724 |
| Unrestricted funds - designated | 20 | | 400,000 | | - |
| | | | 812,034 | | 719,285 |

The financial statements were approved by the trustees on 27th January 2026

**Treasurer**

## YORK ROAD PROJECT

### STATEMENT OF CASH FLOWS

***FOR THE YEAR ENDED 31 MARCH 2025***

| | Notes | 2025 £ | 2025 £ | 2024 £ | 2024 £ |
|---|---|---|---|---|---|
| **Cash flows from operating activities** | | | | | |
| Cash generated from operations | 25 | | 51,706 | | 78,619 |
| **Investing activities** | | | | | |
| Purchase of tangible fixed assets | | (7,698) | | (24,291) | |
| Proceeds from disposal of tangible fixed assets | | - | | (452) | |
| Investment income received | | 25,308 | | 14,589 | |
| **Net cash generated from/(used in) investing activities** | | | 17,610 | | (10,154) |
| **Net cash generated from financing activities** | | | - | | - |
| **Net increase in cash and cash equivalents** | | | 69,316 | | 68,465 |
| Cash and cash equivalents at beginning of year | | | 747,730 | | 679,265 |
| **Cash and cash equivalents at end of year** | | | 817,046 | | 747,730 |
| **Relating to:** | | | | | |
| Cash at bank and in hand | | | 817,046 | | 747,730 |

## NOTES TO THE FINANCIAL STATEMENTS

### *FOR THE YEAR ENDED 31 MARCH 2025*

### 1 Accounting policies

**Charity information**
York Road Project is a Charitable Incorporated Organisation.

### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2025*

**1 Accounting policies** **(Continued)**

**1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

**1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

**1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

| | |
|---|---|
| Fixtures and fittings | 3 years Straight Line |
| Computers | 4 years Straight Line |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

**1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2025*

**1 Accounting policies** **(Continued)**

**1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.9 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2025*

**1 Accounting policies** **(Continued)**

**1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**3 Income from donations and legacies**

| | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|---|---|---|---|---|---|---|
| Donations and gifts | 122,381 | - | 122,381 | 97,180 | - | 97,180 |
| Grants | - | 295,755 | 295,755 | - | 354,117 | 354,117 |
| | 122,381 | 295,755 | 418,136 | 97,180 | 354,117 | 451,297 |
| **Grants** | | | | | | |
| Housing Related Support | - | 140,130 | 140,130 | - | 133,077 | 133,077 |
| Waverley BC (Bedspace) | - | 38,625 | 38,625 | - | 50,000 | 50,000 |
| Woking Borough Council | - | - | - | - | 43,290 | 43,290 |
| Assertive Outreach worker | - | 40,000 | 40,000 | - | 10,500 | 10,500 |
| Tenancy Sustainment Officer | - | 77,000 | 77,000 | - | 117,250 | 117,250 |
| | - | 295,755 | 295,755 | - | 354,117 | 354,117 |

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### *FOR THE YEAR ENDED 31 MARCH 2025*

### 4 Income from charitable activities

| | Unrestricted funds 2025 £ | Restricted funds 2025 £ | Total 2025 £ | Unrestricted funds 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|---|---|---|---|---|---|---|
| **Charitable activities** | | | | | | |
| Other income | 353,054 | 30,000 | 383,054 | 387,810 | - | 387,810 |

### 5 Income from other trading activities

| | Restricted funds 2025 £ | Restricted funds 2024 £ |
|---|---|---|
| Fundraising events | 5,820 | - |

### 6 Income from investments

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|---|---|---|
| Other income | 25,308 | 14,589 |

### 7 Expenditure on raising funds

| | Unrestricted funds 2025 £ | Unrestricted funds 2024 £ |
|---|---|---|
| **Fundraising and publicity** | | |
| Other fundraising costs | 9,243 | 8,613 |
| Staff costs | 31,440 | - |
| | 40,683 | 8,613 |

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

***FOR THE YEAR ENDED 31 MARCH 2025***

### 8 Expenditure on charitable activities

| | Shelter | Resource Centre | Flats and houses | Admin | Tenancy Sustainment Officer | Coaching | Total |
|---|---|---|---|---|---|---|---|
| | 2025 £ | 2025 £ | 2025 £ | 2025 £ | 2025 £ | 2025 £ | 2025 £ |
| **Direct costs** | | | | | | | |
| Staff costs | 153,092 | 42,642 | 13,413 | 49,156 | 36,792 | - | 295,095 |
| Depreciation and impairment | - | 10,820 | - | - | - | - | 10,820 |
| Property maintenance & utilities | 37,159 | 11,965 | 56,002 | 1,291 | 598 | - | 107,015 |
| Rental & lease costs | - | - | 62,371 | - | - | - | 62,371 |
| Administration | 20,400 | 6,823 | 4,995 | 20,162 | 2,818 | - | 55,198 |
| Travel, training & recruitment | 4,792 | 2,132 | - | 3,943 | 2,030 | - | 12,897 |
| Insurance | 1,343 | 1,250 | 6,314 | 255 | 67 | - | 9,229 |
| Food & kitchen costs | 4,570 | 867 | 743 | - | - | - | 6,180 |
| Client activities/training/awards/travel/welfare | 1,570 | 1,206 | 53 | - | 105 | 1,320 | 4,254 |
| Agency project staff | 132,474 | - | - | - | - | - | 132,474 |
| | 355,400 | 77,705 | 143,891 | 74,807 | 42,410 | 1,320 | 695,533 |
| **Share of support and governance costs (see note 9)** | | | | | | | |
| Governance | 1,075 | 336 | 202 | 1,606 | 134 | - | 3,353 |
| | 356,475 | 78,041 | 144,093 | 76,413 | 42,544 | 1,320 | 698,886 |
| **Analysis by fund** | | | | | | | |
| Unrestricted funds - general | 159,653 | - | 118,607 | 75,746 | - | - | 354,006 |
| Restricted funds | 196,822 | 78,041 | 25,486 | 667 | 42,544 | 1,320 | 344,880 |
| | 356,475 | 78,041 | 144,093 | 76,413 | 42,544 | 1,320 | 698,886 |

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

***FOR THE YEAR ENDED 31 MARCH 2025***

**8 Expenditure on charitable activities** **(Continued)**

| Previous year: | Shelter | Resource Centre | Flats and houses | Admin | Outreach | Tenancy Sustainment Officer | Total |
|---|---|---|---|---|---|---|---|
| | 2024 | 2024 | 2024 | 2024 | 2024 | 2024 | 2024 |
| | £ | £ | £ | £ | £ | £ | £ |
| **Direct costs** | | | | | | | |
| Staff costs | 141,136 | 28,343 | 21,798 | 24,436 | 47,778 | 74,498 | 337,989 |
| Depreciation and impairment | - | 796 | - | - | - | - | 796 |
| Property maintenance & utilities | 58,372 | 20,540 | 63,997 | 1,450 | 512 | 585 | 145,456 |
| Rental & lease costs | - | - | 59,992 | - | - | - | 59,992 |
| Administration | 16,208 | 10,724 | 7,894 | 20,346 | 2,595 | 3,583 | 61,350 |
| Travel, training & recruitment | 2,726 | 2,123 | 25 | 6,995 | 648 | 1,757 | 14,274 |
| Insurance | 483 | 7,607 | 632 | 1,668 | 413 | 421 | 11,224 |
| Food & kitchen costs | 4,870 | 158 | 200 | - | - | 6 | 5,234 |
| Client activities/training/awards/travel/welfare | 712 | 147 | 322 | - | - | 65 | 1,246 |
| Agency project staff | 129,492 | - | - | - | - | - | 129,492 |
| | 353,999 | 70,438 | 154,860 | 54,895 | 51,946 | 80,915 | 767,053 |
| **Share of support and governance costs (see note 9)** | | | | | | | |
| Governance | 797 | 199 | 80 | 797 | 20 | 100 | 1,993 |
| | 354,796 | 70,637 | 154,940 | 55,692 | 51,966 | 81,015 | 769,046 |
| **Analysis by fund** | | | | | | | |
| Unrestricted funds - general | 99,184 | 27,347 | 88,402 | 54,956 | - | - | 269,889 |
| Restricted funds | 255,612 | 43,290 | 66,538 | 736 | 51,966 | 81,015 | 499,157 |
| | 354,796 | 70,637 | 154,940 | 55,692 | 51,966 | 81,015 | 769,046 |

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### *FOR THE YEAR ENDED 31 MARCH 2025*

**9 Support costs allocated to activities**

| | 2025 £ | 2024 £ |
|---|---|---|
| Governance costs | 3,353 | 1,993 |
| **Analysed between:** | | |
| Shelter | 1,075 | 797 |
| Resource Centre | 336 | 199 |
| Flats and houses | 202 | 80 |
| Admin | 1,606 | 797 |
| Outreach | - | 20 |
| Tenancy Sustainment Officer | 134 | 100 |
| | 3,353 | 1,993 |

| **Governance costs comprise:** | 2025 £ | 2024 £ |
|---|---|---|
| Independent examination fee | 3,353 | 1,993 |
| | 3,353 | 1,993 |

**10 Net movement in funds**

| | 2025 £ | 2024 £ |
|---|---|---|
| The net movement in funds is stated after charging/(crediting): | | |
| Fees payable for the independent examination of the charity's financial statements | 3,353 | 1,993 |
| Depreciation of owned tangible fixed assets | 10,820 | 796 |

**11 Trustees**

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

**12 Employees**

The average monthly number of employees during the year was:

| 2025 Number | 2024 Number |
|---|---|
| 11 | 12 |

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### *FOR THE YEAR ENDED 31 MARCH 2025*

**12 Employees** (Continued)

| Employment costs | 2025 £ | 2024 £ |
|---|---|---|
| Wages and salaries | 297,611 | 309,357 |
| Social security costs | 23,171 | 22,514 |
| Other pension costs | 5,753 | 6,118 |
| | 326,535 | 337,989 |

There were no employees whose annual remuneration was more than £60,000.

**Remuneration of key management personnel**

The remuneration of key management personnel was as follows:

| | 2025 £ | 2024 £ |
|---|---|---|
| Aggregate compensation | 139,292 | 156,935 |

**13 Taxation**

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

**14 Tangible fixed assets**

| | Fixtures and fittings £ | Computers £ | Total £ |
|---|---|---|---|
| **Cost** | | | |
| At 1 April 2024 | 24,291 | 1,032 | 25,323 |
| Additions | 7,698 | - | 7,698 |
| At 31 March 2025 | 31,989 | 1,032 | 33,021 |
| **Depreciation and impairment** | | | |
| At 1 April 2024 | - | 796 | 796 |
| Depreciation charged in the year | 10,584 | 236 | 10,820 |
| At 31 March 2025 | 10,584 | 1,032 | 11,616 |
| **Carrying amount** | | | |
| At 31 March 2025 | 21,405 | - | 21,405 |
| At 31 March 2024 | 24,291 | 236 | 24,527 |

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2025*

### 15 Debtors

| | 2025 | 2024 |
|---|---|---|
| **Amounts falling due within one year:** | £ | £ |
| Trade debtors | - | 38,625 |
| Prepayments and accrued income | 41,885 | 45,998 |
| | 41,885 | 84,623 |

### 16 Creditors: amounts falling due within one year

| | Notes | 2025 | 2024 |
|---|---|---|---|
| | | £ | £ |
| Other taxation and social security | | 6,656 | 1,840 |
| Deferred income | 17 | 28,952 | 48,614 |
| Trade creditors | | 29,840 | 50,893 |
| Other creditors | | 1,709 | 1,589 |
| Accruals | | 1,145 | 34,659 |
| | | 68,302 | 137,595 |

### 17 Deferred income

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Other deferred income | 28,952 | 48,614 |

Deferred income is included in the financial statements as follows:

| | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Deferred income is included within: | | |
| Current liabilities | 28,952 | 48,614 |
| Deferred income at 1 April 2024 | 48,614 | 104,126 |
| Released from previous periods | (48,614) | (104,126) |
| Resources deferred in the year | 28,952 | 48,614 |
| Deferred income at 31 March 2025 | 28,952 | 48,614 |

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### *FOR THE YEAR ENDED 31 MARCH 2025*

### 18 Retirement benefit schemes

| Defined contribution schemes | 2025 £ | 2024 £ |
|---|---|---|
| Charge to profit or loss in respect of defined contribution schemes | 5,753 | 6,118 |

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

### 19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

| | At 1 April 2024 £ | Incoming resources £ | Resources expended £ | At 31 March 2025 £ |
|---|---|---|---|---|
| Tenancy Sustainment Worker | 52,825 | 77,000 | (86,098) | 43,727 |
| Indigo Contract | 8,657 | - | - | 8,657 |
| Outreach | 70,902 | 40,000 | (44,207) | 66,695 |
| Rough Sleeper Navigator | 16,177 | - | - | 16,177 |
| Waverley BC (Bedspace) | - | 38,625 | (38,625) | - |
| SCC- HRS | - | 140,130 | (140,130) | - |
| National Lottery | - | 3,332 | (3,332) | - |
| Co-op | - | 500 | (500) | - |
| B&Q | - | 10,000 | (10,000) | - |
| Garfield Weston | - | 20,000 | (20,000) | - |
| Coaching | - | 1,320 | (1,320) | - |
| Asda | - | 668 | (668) | - |
| | 148,561 | 331,575 | (344,880) | 135,256 |

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### *FOR THE YEAR ENDED 31 MARCH 2025*

**19 Restricted funds** (Continued)

| Previous year: | At 1 April 2023 £ | Incoming resources £ | Resources expended £ | At 31 March 2024 £ |
|---|---|---|---|---|
| HG Wells | 102,381 | - | (102,381) | - |
| Tenancy Sustainment Worker | 53,282 | 117,250 | (117,707) | 52,825 |
| Indigo Contract | 8,657 | - | - | 8,657 |
| Outreach | 70,902 | - | - | 70,902 |
| Rough Sleeper Navigator | 16,177 | - | - | 16,177 |
| Clothworkers | 736 | - | (736) | - |
| Assertive Outreach | 41,466 | 10,500 | (51,966) | - |
| Waverley BC (Bedspace) | - | 50,000 | (50,000) | - |
| Woking BC Community Grant | - | 43,290 | (43,290) | - |
| SCC- HRS | - | 133,077 | (133,077) | - |
| | 293,601 | 354,117 | (499,157) | 148,561 |

**20 Unrestricted funds - designated**

These are unrestricted funds which are material to the charity's activities.

| | At 1 April 2024 £ | Transfers £ | At 31 March 2025 £ |
|---|---|---|---|
| Building fund | - | 400,000 | 400,000 |

**21 Unrestricted funds**

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

| | At 1 April 2024 £ | Incoming resources £ | Resources expended £ | Transfers £ | At 31 March 2025 £ |
|---|---|---|---|---|---|
| General funds | 570,724 | 500,743 | (394,689) | (400,000) | 276,778 |

| Previous year: | At 1 April 2023 £ | Incoming resources £ | Resources expended £ | Transfers £ | At 31 March 2024 £ |
|---|---|---|---|---|---|
| General funds | 349,647 | 499,579 | (278,502) | - | 570,724 |

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2025*

### 22 Analysis of net assets between funds

| | Unrestricted funds general 2025 £ | Unrestricted funds designated 2025 £ | Restricted funds 2025 £ | Total 2025 £ |
|---|---|---|---|---|
| **At 31 March 2025:** | | | | |
| Tangible assets | 10,585 | - | 10,820 | 21,405 |
| Current assets/(liabilities) | 266,193 | 400,000 | 124,436 | 790,629 |
| | 276,778 | 400,000 | 135,256 | 812,034 |

### 22 Analysis of net assets between funds (Continued)

| | Unrestricted funds general 2024 £ | Unrestricted funds designated 2024 £ | Restricted funds 2024 £ | Total 2024 £ |
|---|---|---|---|---|
| **At 31 March 2024:** | | | | |
| Tangible assets | 23,731 | - | 796 | 24,527 |
| Current assets/(liabilities) | 546,993 | - | 147,765 | 694,758 |
| | 570,724 | - | 148,561 | 719,285 |

### 23 Operating lease commitments

**Lessee**

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

| | 2025 £ | 2024 £ |
|---|---|---|
| Within one year | 44,297 | 23,297 |
| Between two and five years | 94,990 | 81,537 |
| | 139,287 | 104,834 |

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2025*

### 24 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

### 25 Cash generated from operations

| | 2025 £ | 2024 £ |
|---|---|---|
| Surplus for the year | 92,749 | 76,037 |
| **Adjustments for:** | | |
| Investment income recognised in statement of financial activities | (25,308) | (14,589) |
| Depreciation and impairment of tangible fixed assets | 10,820 | 796 |
| **Movements in working capital:** | | |
| Decrease in debtors | 42,738 | 13,405 |
| (Decrease)/increase in creditors | (49,631) | 58,482 |
| (Decrease) in deferred income | (19,662) | (55,512) |
| **Cash generated from operations** | 51,706 | 78,619 |

### 26 Analysis of changes in net funds

The charity had no material debt during the year.

# Thank You!

York Road Project
Defeating Homelessness Together

**Thank you to everyone who has supported us this year, including:**

Garfield Weston Foundation
Community Foundation for Surrey
National Lottery Community Fund
The Tobit Trust
Byfleet United Charity
Woking Lions Club
Churchill Contractors
Yak Beard Ltd
Fitco
Ashen Ventures
Martin & Rachel Ellis
The Chaplin Foundation
Mary Tobin
Police & Crime Commissioner for Surrey
Woking United Reformed Church
St Hugh of Lincoln Church
Our Lady Help of Christians, West Byfleet
All Saints Church, Woodham
Emmanuel, Mayford
Christ Church Woking
St John's Church
St Mary's Church
Parish of Wisley with Pyrford
Empty Bowls Woking
Ridge and Partners
Costco
Asda
Coop Local Community Fund
Woking High School
Fullbrook School
1st Old Woking Scouts
Mothers' Union, Guildford
Woking Bridge Club

York Road
Project

**YORK ROAD PROJECT**

England & Wales - Charity number 1162835

# Accounts

York Road Project

Defeating Homelessness Together

# REPORT OF THE TRUSTEES

# AND FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31st MARCH 2024

*Empowerment ● Inclusion ● Belief*

York Road Project is a registered charity, Reg. No. 1162835
Supported by Woking Borough Council
and Surrey County Council

York Road Project
Defeating Homelessness Together

# REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2024

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## CHARITY REFERENCE AND ADMINISTRATIVE DETAILS

| | |
|---|---|
| Charity Name: | York Road Project |
| Charity Registration Number: | 1162835 |
| Type of Charity: | Charitable Incorporated Organisation (CIO) |
| Registered office: | 1 York Road, Woking, Surrey GU22 7XH |

Trustees:

The members of the Charitable Incorporated Organisation (CIO) are its trustees for the purposes of Charity law. The trustees who have served during the year and since the year end were as follows:

Timothy Henty (Chair of Trustees - from January 2024)
Beryl Keeley (Chair of Trustees – left January 2024)
Andrew Humphreys (Vice-Chair)
Ian Raisbeck (Treasurer – left June 2023)
Simon Wright (Treasurer - left April 2024)
John Mayne (Secretary – left February 2024)
David Oliver
Nathan Bennett (Treasurer – started April 2024)
Filippo Zanasi
John Wythe
Andrea Norman-Walker (Secretary from March 2024)

| | |
|---|---|
| Chief Executive: | Cherisse Dealtry |
| Independent Examiner: | Goldcrest Business Advisers Ltd<br>Unit 2, Bramley Business Centre,<br>Station Road, Bramley, Guildford,<br>GU5 0AZ |
| Bank: | CAF Bank Ltd<br>25 Kings Hill Avenue, Kings Hill,<br>West Malling, Kent ME19 4JQ |

## OVERVIEW BY THE CHIEF EXECUTIVE

York Road is in its 23rd year of offering support and accommodation to those experiencing homelessness here in Woking. We have supported 384 individuals, providing accommodation for 154 people through our housing services

Early in 2023, the Charity spent time consulting with staff and the Board to reassess all the services we were providing, evaluating their effectiveness and outcomes to understand the impact these additional services placed on our teams. This reflection allowed us to align our operations more closely with our core values and mission. As a result, we made strategic decisions to discontinue some of our previous contracts as they did not contribute to our primary objectives.

Our renewed focus of A Bed, A Base and Our Backing highlight our vision, which has always been to defeat homelessness locally. Our team are on the streets of Woking earning the trust of rough sleepers and offering them a place in our 10-bed direct access accommodation (DAA). Our DAA is a sanctuary where our clients can stay safe during the day as well as at night. Having this stability means we can help our clients address their medical, addiction, mental health and housing needs. The team offer our clients personalised support and guidance to get their lives back on track. Through our move-on properties and Tenancy Sustainment Team, we transform temporary refuge into a journey towards lasting independence.

We have witnessed the positive impact of running a 24-hour service has had on our clients, by providing stable accommodation we have seen first-hand better outcomes for our clients, significantly reducing the likelihood of returning to homelessness. Notably, 50% of those we worked with successfully moved on into longer-term accommodation.

A highlight of the year was our portrait exhibition, where we hosted a private opening for dignitaries and partnering services, followed by a public display for a week. The exhibition encouraged attendees to challenge misconceptions and break the stigma surrounding homelessness.

We are continuing to see a gradual increase in rough sleeping locally, much of it driven by the ongoing economic challenges. Our focus predominantly lies in preventative work, as we believe this is key to stopping homelessness before it starts and ensuring that people have the support they need to avoid falling into crisis.

Looking ahead, our plans for the future focus on providing high-quality accommodation, expanding our bed spaces to better meet the needs of our clients, and working towards securing a building of our own to ensure long-term sustainability and impact.

Thank you to our dedicated staff team who work tirelessly on the frontline, guiding clients through a complex and often challenging system with care and professionalism. We also extend our gratitude to the Board, Management Team, and our incredible volunteers, whose combined efforts make York Road Project such a fantastic charity, delivering impactful work in the local community.

Cherisse Dealtry
Chief Executive

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

The Trustees of York Road Project present their report and the audited financial statements of the Charity for the year ended 31 March 2024. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) 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 2022 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 16 July 2014.

### Objectives and Activities of the Charity

The Objects of York Road Project are to relieve need, distress and financial hardship among homeless people over the age of 18 within the Borough of Woking and environs, without discrimination, by:

i) Providing temporary housing to assist those who are homeless, at risk of being homeless or recovering from homelessness
ii) Providing housing related support such as information, advice, training and onward referral or signposting to enable them to live more independent lives in the community
iii) Assisting homeless people's integration into the community by educating the local community concerning the nature, causes and effects of homelessness.

### Explanation of the Charity's aims including the changes or differences it seeks to make through its activities

The Charity strives to achieve these objectives for the public benefit by:

- Providing direct access accommodation and other services in a safe environment, accessible to all single homeless people regardless of ethnic background, gender, religion or sexual orientation.
- Providing supported "Move On" accommodation to allow clients a longer licence (up to 2 years), whilst addressing any issues relating to their homelessness status with support thereby increasing the possibility of resettlement into permanent Local Authority, Housing Association, or private rented sector accommodation.
- Providing low support properties where clients can live independently, accessing support only if they need it. These properties have an affordable rent.
- By maximising the number of clients moving on to more appropriate accommodation, whether this be independent or supported, and provide initial follow up.
- Where appropriate, referring clients to external agencies that can assist with any secondary support needs they may have.
- Assisting clients to reconcile estranged relationships with their families.
- Reducing, through resettlement and increased efficiency, the length of stay for clients in the DAA, thereby allowing a larger throughput of homeless clients.

- Providing an effective Resource Centre which supports clients with the issues associated with their homelessness and allows the opportunity to build self-esteem and confidence.
- By utilising an assertive outreach model, directly engaging with rough sleepers on the streets of Woking.
- Providing specialist staff which includes a outreach support to rough sleepers, tenancy sustainment which focuses on prevention and helping clients gain the skills they need to live independently in their community.

**Public benefit statement**

The Charity serves the public benefit by reducing in anti-social behaviour, crime and nuisance and thereby delivering a cost savings benefit to local authorities, the police, health services and Adult Social Care.

The Charity also provides a service to the general public through its website, social media, open days and other events by raising awareness and providing information/education about local and national housing climate and of people rough sleeping in Woking and the surrounding areas.

**Values**

The Staff and Clients, in conjunction with the Trustees, have developed the following set of values which underpin all that the Charity strives to achieve:

- Empowerment – We support people to take control of their lives to make positive changes.
- Inclusion – We listen and respond to our staff, clients, and communities, valuing their diversity and treating everyone with respect.
- Belief – We believe that everyone has the ability to make positive changes to their lives.

## Structure, Governance and Management

### Governing document

The governing document of the Charity is the York Road Project Constitution signed by the Chair on 08 February 2024.

### Trustee selection methods

Trustees of York Road Project serve for a period of three years after which they are eligible for re-appointment. New Trustees are appointed by resolution of the Board from suitable members of the community who have skills the Board requires. The Board advertises for new Trustees in local churches, Woking Association of Voluntary Service and in other appropriate media.

### The policies and procedures for the induction and training of Trustees

All new and re-appointed Trustees are given a Trustees welcome pack which includes a copy of the York Road Project Constitution, Governing Documents and the Trustees Terms of Reference. They are required to sign a Trustees Declaration to acknowledge that they have assimilated and understood the functions and duties of trustees. There is no formal training of trustees, although new trustees are helped to acquire the knowledge required to operate successfully by existing trustees and the Chief Executive.

### Organisational structure and decision-making process

The Board is constituted of a minimum of three Trustees including a Chair, a Secretary and a Treasurer. There is no maximum number of Trustees. The Trustees usually meet four to six times a year to determine the business of the Charity. The Board has appointed the Chief Executive to be an associate non-voting member.

The Board has created the following Sub-Committees which remain accountable to the Board:

- Finance Sub-Committee
- Operations Sub-Committee
- Fundraising and Community Engagement Sub-Committee
- Risk and Governance Sub-Committee
- Health and Safety Sub-Committee

The Board determines the policies of the Charity and appoints members of staff, in conjunction with the Chief Executive. The Board entrusts the Chief Executive to implement the strategy of the Charity and to oversee the day-to-day management functions of the Charity's Services. The Chief Executive is supported in operational matters by the Operations Sub-Committee.

Team leaders report to the Chief Executive. They ensure smooth running of the services and have line management responsibility for the Project Workers, Outreach staff and Day Centre Team.

During the period, operational policies and procedures within YRP were further updated as necessary and the Trustees reviewed a selection of these.

**Details of related parties and wider networks**

The Charity is not part of a wider network, although it depends on the support of Woking Borough Council (WBC), Surrey County Council and the Office of the Police and Crime Commissioner to fulfil its objectives.

York Road Project leases a 10-bedroom house in York Road, Woking, from WBC which acts as the direct access accommodation, open 24 hours a day.

The Charity's Day services are based at The Resource Centre, a building leased from Eco World in Goldsworth Road, Woking. The Resource Centre is also used out-of-hours by Safe Haven, a Mental Health initiative delivered by Catalyst and Surrey and Borders Partnership who offer mental health crisis support to our clients and also to members of the wider community.

The Charity also leases a number of houses for move-on accommodation.

- Two flats in Guildford Road, Woking, providing 5 beds for clients needing a higher level of support, are leased from a private landlord.

- The lease of a 4-bedroom house in Chapel Street, Woking for clients with medium support needs.

- A five-bedroom house in Campbell Avenue, Woking, is leased from WBC, providing accommodation for clients with low support needs. This property is offered at an affordable rent which allows clients to work whilst living there.

- A 1-bedroom property at Chapel Court in Milford, leased from Waverley Borough Council to support clients from the Waverley Borough. This property was relinquished on 31 December 2022.

**Operating Model**

The direct access accommodation is staffed 24 hours a day, with a move towards a more flexible client support model.

A strategy for the future is under consideration by the Board, including the need to acquire of a new property to replace the DAA and the Resource Centre which are not considered to meet the best standards of accommodation required in the present day.

**Risk Management Statement**

The Trustees are committed to supporting the charity to achieve its key objectives and safeguard the funds and assets, as well as employees, clients and others who engage with the charity. The charity Trustees consider the major risks to which the charity is exposed to and are satisfied that the risks systems and procedures are appropriate to manage those risks.

This is achieved through a risk framework that allows the identification, mitigation and monitoring of the risks faced to enable the Trustees to make informed decisions in a timely manner. It is in place and maintained by the Risk & Governance Sub-Committee who are

responsible for maintaining the Risk Management Policy, Risk Register and insurance policies that mitigate specific risk elements.

**Health and Safety**

The Charity has a Health and Safety (H&S) Management System in place to ensure that the operations remain in compliance with the relevant H&S legislation. The H&S Management System is regularly reviewed by the H&S Sub-Committee and supported by third parties, as appropriate. The H&S Sub-Committee is responsible for making informed decisions and recommendations to remediate H&S issues.

## REVIEW OF FINANCIAL POSITION

The Charity is a non-profit making organisation. The state of affairs of the Charity and its results for the year are as shown by the accounts. The Charity's registered office is at the DAA located at 1 York Road, Woking, Surrey GU22 7XH.

### Income

Total income for the 12 months ended 31st March 2024 amounted to £853,696. The principal funding sources of the Charity are derived from a number of grants and donations:

- **Contracts with Central Government or Local Authorities**

| Source | Purpose | Grant total |
|---|---|---|
| Supporting People Grant (Surrey County Council) | Steady State Contract for Provision of Housing Related Support under the Block Grant Model towards the cost of supporting clients, excluding building costs. | £133,077 |

- **Grants from Central Government or Local Authorities**

| Source | Purpose | Grant total |
|---|---|---|
| Woking Borough Council | Grant towards the costs of the DAA, client activity costs in the day centre, and a day centre project worker subject to the annual submission of an application form. | £43,290 |
| DLUHC* Rough Sleeper Initiative | Funding for a part time Assertive Outreach Worker, a part time Drug and Alcohol worker and a full time Tenancy Sustainment Officer | £127,750 |
| Waverley Borough Council | Funding for bedspaces in our Direct Access Service | £50,000 |

* Department of Levelling Up, Housing and Communities.

- **Housing Benefit and Personal Rents**

Housing Benefit was received via Woking Borough Council in respect of residents to cover the premises costs of the DAA and eligible move-on properties. This benefit is only received when clients register with the Council and covers their period of stay from the date of registration. Personal rents are also payable by clients staying at the DAA and move-on accommodation towards the cost of food, heating, lighting, and water usage.

- **Other Donations and Grants**

York Road Project is grateful for donations and grants received from many Trusts and Foundations, Churches, individuals, businesses, and other community organisations.

## Expenditure

The expenditure during year of £777,659 related to the costs of staff, running expenses, food and administrative costs of operating the Outreach Team, Day Centre, DAA, Guildford Road Flats and the houses in Campbell Avenue, Chapel St and Chapel Court. The largest items of expenditure other than salary costs were rental payments for the flats in Guildford Road and the houses in Campbell Avenue, Chapel St and Chapel Court. The charity also incurred costs of £60,576 to ensure that internal fire doors at our locations complied with new regulations.

## Reserves Policy

The Charity has a reserves and investment policy which provides for unrestricted reserves to be held to cover the cost of its daily operations for a period of between three and six months.

The trustees consider that the unrestricted reserves at 31st March 2024 held by the Charity amounting to £570,725 are adequate to provide sufficient working capital for the Charity to continue its daily operations for a short period, should there be a delay in receiving grant funds. These reserves earned interest at the bank of £14,589 over the 2023/24 financial year.

## Investment Policy

The Charity has no underlying supporting funds or investments. The Charity's reserves are invested in accessible interest-bearing funds so that they are readily available in case of disruption to the income flow.

**The Financial Statements**

These consist of the following:

- Statement of financial activities showing all resources available, and all expenditure incurred and reconciling all changes in the funds of the Charity.
- Balance sheet setting out the assets, liabilities, and funds of the Charity.
- Notes to the financial statements explaining the accounting policies adopted and explanations of information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice (SORP) “Accounting and Reporting by Charities” (FRS 102) and the Charity is required to produce a cash flow statement. The Trustees confirm that the Charity's assets are available and adequate to fulfil the obligations of the Charity. The Trustees have complied with the duty in section 4 of the Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit.

**Responsibilities of the Trustees**

Law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity’s financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity, and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Statement of Recommended Practice (SORP) “Accounting and Reporting by Charities” (FRS 102) and the Trust Deed. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that the Charity’s assets are available and adequate to fulfil the obligations of the Charity.

**ADOPTION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS**

Adopted and signed for and on behalf of the Trustees

Timothy Henty
Chair of the Trustees

Date: 2025-01-28

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

| | | | |
|---|---|---|---|
| **Report to the trustees/ members of** | York Road Project | | |
| **On accounts for the year ended** | 31st March 2024 | **Charity no (if any)** | 1162835 |
| **Set out on pages** | 15 - 25 | | |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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:** | [signature] | **Date:** | 13/01/25 |
| **Name:** | FIONA BIRD | | |
| **Relevant professional qualification(s) or body (if any):** | ICAEW | | |

| | |
|---|---|
| **Address:** | Unit 2, The Bramley Business Centre<br>Station Road, Bramley, Guildford<br>GU5 0AZ |

| **Section B** | **Disclosure** |
|---|---|
| | Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners). |
| **Give here brief details of any items that the examiner wishes to disclose.** | |

York Road Project
Defeating Homelessness Together

## Statement of Financial Activities
## for the year ended 31st March 2024

| | Notes | 2024 Unrestricted Funds | 2024 Restricted Funds | 2024 Total | 2023 Unrestricted Funds | 2023 Restricted Funds | 2023 Total |
|---|---|---|---|---|---|---|---|
| **INCOME** | | £ | | £ | £ | | £ |
| **Income from generated funds** | | | | | | | |
| Donations and Legacies | | 97,180 | | **97,180** | 116,592 | - | **116,592** |
| Income from Investments | | 14,589 | | **14,589** | 3,544 | - | **3,544** |
| **Income from charitable activities** | | 387,810 | 354,117 | **741,927** | 555,593 | 138,567 | **694,160** |
| **Total Income and Endowments** | 3 | 499,579 | 354,117 | **853,696** | 675,729 | 138,567 | 814,296 |
| **EXPENDITURE** | | | | | | | |
| **Expenditure on Raising Funds** | | 8,613 | | **8,613** | - | - | - |
| **Expenditure on Charitable activities** | | 269,889 | 499,157 | **769,046** | 670,508 | 126,563 | **797,071** |
| **Other expenditure** | | | | - | - | - | - |
| **Total resources expended** | 4 | 278,502 | 499,157 | **777,659** | **670,508** | **126,563** | **797,071** |
| **Net income** | | 221,077 | - 145,040 | **76,037** | **5,221** | **12,004** | **17,226** |
| **Transfers between funds** | | - | - | - | - | - | - |
| **Net movement in funds** | | 221,077 | - 145,040 | **76,037** | **5,221** | **12,004** | **17,226** |
| **Reconciliation of funds** | | | | | | | |
| Total funds brought forward | 9 | 349,647 | 293,601 | **643,249** | 344,426 | 281,597 | **626,023** |
| **Total funds carried forward** | 9 | 570,724 | 148,561 | **719,286** | **349,647** | **293,601** | **643,249** |

All operations are continuing.

The notes on pages 18 – 25 form part of these financial statements.

York Road Project
Defeating Homelessness Together

# Statement of Cash Flows

YORK ROAD PROJECT
For the year ended 31 March 2024

| Account | 2024 |
|---|---|
| **Operating Activities** | |
| Receipts from customers | 853,387 |
| Payments to suppliers and employees | (742,657) |
| Cash payments from other operating activities | (344) |
| **Net Cash Flows from Operating Activities** | **110,386** |
| **Investing Activities** | |
| Proceeds from sale of property, plant and equipment | 344 |
| Payment for property, plant and equipment | (18,178) |
| Other cash items from investing activities | (10,472) |
| **Net Cash Flows from Investing Activities** | **(28,307)** |
| **Financing Activities** | |
| Other cash items from financing activities | (13,614) |
| **Net Cash Flows from Financing Activities** | **(13,614)** |
| **Net Cash Flows** | **68,465** |
| **Cash and Cash Equivalents** | |
| Cash and cash equivalents at beginning of period | 679,265 |
| Net change in cash for period | 68,465 |
| Cash and cash equivalents at end of period | 747,731 |

York Road Project
Defeating Homelessness Together

# Balance Sheet
as at 31st March 2024

| | Note | 2024 | | | 2023 | | |
|---|---|---|---|---|---|---|---|
| | | Unrestricted | Restricted | Total | Unrestricted | Restricted | Total |
| | | £ | £ | £ | £ | £ | £ |
| **Fixed Assets** | | | | | | | |
| Tangible assets | 6 | - | 24,528 | **24,528** | - | 581 | **581** |
| | | - | 24,528 | **24,528** | - | 581 | **581** |
| **Current Assets** | | | | | | | |
| Debtors | 7 | 84,623 | - | **84,623** | 98,028 | - | **98,028** |
| Cash and deposits | | 599,169 | 148,561 | **747,731** | 385,664 | 293,601 | **679,265** |
| | | 683,792 | 148,561 | **832,353** | 483,692 | 293,601 | **777,293** |
| **Liabilities** | | | | | | | |
| Creditors: Amounts falling due within one yea | 8 | 137,595 | - | **137,595** | 134,625 | - | **134,625** |
| **Net current assets** | | 546,198 | 148,561 | **694,759** | 349,067 | 293,601 | **642,668** |
| **Total assets less current liabilities** | | 546,198 | 124,034 | **670,231** | 349,067 | 293,020 | **642,087** |
| **The funds of the charity:** | | | | | | | |
| Unrestricted income fund | 9 | 570,725 | - | **570,725** | 349,648 | - | **349,648** |
| Restricted | 9 | - | 148,561 | **148,561** | - | 293,601 | **293,601** |
| **Total charity funds** | | 570,725 | 148,561 | **719,286** | 349,648 | 293,601 | **643,249** |

The notes on pages 18- 25 form part of these financial statements.

Approved and signed for and on behalf of the Trustees.

Timothy Henty
Chair of the Trustees

Nathan Bennett
Treasurer

Date: 2025-01-28

## Notes to the Financial Statements

### 1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's financial statements.

a) Basis of Preparation

York Road Project is a Charitable Incorporated Organisation in the United Kingdom. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The address of the registered office is given in the Charity information on page 3 of these financial statements. The nature of the Charity's operations and principal activities are set out on page 4.

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, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2015.

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 prepared in sterling which is the functional currency of the Charity and rounded to the nearest £1.

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. The Charity adopted SORP (FRS 102) in the current year.

b) Incoming Resources

Gifts in kind, such as clothing and food, are made for the benefit of clients. As these have no material benefit to the Charity they are not valued under incoming resources.

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses.

c) Resources Expended

Expenditure is included in the financial statements for the period in which it is due.

Governance costs include the costs of public meetings and independent examination of the accounts. All other costs relate to the charitable activity. Where costs cannot be

directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

d) Hire purchase and leasing commitments

The Premises used by the Charity, 1 York Road, is owned by Woking Borough Council and let to the Charity for a peppercorn rent. Flats 33A and 33B Guildford Road are leased from Mahtan Developments Ltd at a rental of £25,200 per annum. Campbell Avenue and Chapel Street are leased from Woking Borough Council at a rental of £11,500 per annum and £23,292 per annum respectively, Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the period of the lease.

e) Tangible Fixed Assets

The acquisition of minor capital items such as fixtures and fittings, furniture, and office equipment below a cost of £1,000 are charged to revenue in the year purchased. Items costing more than £1,000 are depreciated on a straight-line basis over three years.

f) Fund Accounting
The Charity has the following types of funds, which require separate disclosure. These are as follows:

i) Unrestricted Funds

General fund - This fund is expendable at the discretion of the Trustees in the furtherance of the objects of the Charity. Specifically, it represents the surplus of income over expenditure for the Charity, which is carried forward to meet the requirements of future years.

ii) Restricted Fund

This fund can only be used for the purpose for which funds were given. Further information is given in note 8 to the financial statements.

g) Pension costs

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The charge to profit or loss in respect of defined contribution schemes was £6,119 (2023 - £7,486).

h) Tax Status of the Charity

As a registered Charity York Road Project is exempt from corporation tax on its charitable activities.

The Charity is not registered for VAT and therefore is unable to reclaim VAT suffered on purchases. Where VAT is charged this is included under the expense to which it relates in the Statement of Financial Activities.

## 2. Indemnity Insurance

The Charity contributes towards indemnity insurance to protect the Charity from loss arising from neglect or defaults of its trustees, employees in respect of its activities up to a limit of £1,000,000.

## 3. Incoming resources

Income resources are derived from the following activities:

| | 2024 | | | 2023 |
|---|---|---|---|---|
| | Unrestricted funds | Restricted funds | Total | Total |
| **Incoming resources from generated funds** | | | | |
| Voluntary income - Donations | 97,180 | | **97,180** | **116,592** |
| Investment income | 14,589 | | **14,589** | **3,544** |
| **Total from generated funds** | 111,769 | - | **111,769** | **120,136** |
| **Incoming resources from charitable activities** | | | | |
| **Grants** | | | | |
| SCC Supporting People | | 133,077 | **133,077** | **122,765** |
| Waverley BC (Bedspace) | | 50,000 | **50,000** | **92,988** |
| Woking Borough Council | | 43,290 | **43,290** | **48,100** |
| Assertive Outreach worker | | 10,500 | **10,500** | **15,000** |
| Outreach Drug & Alcohol Worker | | | - | **33,917** |
| Tenancy Sustainment Officer | | 117,250 | **117,250** | **13,333** |
| Outreach - PCC | | | - | - |
| Criminal Justice Navigator | | | - | **33,333** |
| Outreach - Waverley BC | | | - | - |
| SCC - Emergency Accommodation Grant | | | - | - |
| | | | - | - |
| | - | 354,117 | **354,117** | **359,436** |
| **Other income** | | | | |
| Housing benefit | 300,651 | | **300,651** | **271,538** |
| Client contributions to rent | 19,570 | | **19,570** | **25,682** |
| Property rental income | 25,000 | | **25,000** | **35,004** |
| Other income | 42,590 | | **42,590** | **2,500** |
| | 387,810 | | **387,810** | **334,724** |
| **Total from charitable activities** | 387,810 | 354,117 | **741,927** | **694,160** |
| **Total incoming resources** | 499,579 | 354,117 | **853,696** | **814,296** |

## 4. Resources expended

Resources expended are analysed as follows:

| | Unrestricted funds | | | | | Restricted | | | | | | Total | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Shelter | Resource Centre | Flats and houses | Admin | Fundraiser | Shelter | Admin | Flats & Houses | Resource Centre | Outreach | Tenancy Sustainment Officer | 2024 | 2023 |
| Salaries & payroll costs | 66,952 | 10,973 | 11,092 | 24,436 | - | 203,677 | | 10,706 | 17,370 | 47,779 | 74,498 | 467,483 | 546,526 |
| Travel, training & recruitment | 1,045 | 822 | 15 | 6,995 | 1,048 | 1,683 | | 11 | 1,301 | 648 | 1,757 | 15,324 | 13,207 |
| Property maintenance & utilities | 22,355 | 7,952 | 35,399 | 1,450 | 63 | 36,017 | | 28,598 | 12,588 | 512 | 585 | 145,518 | 78,854 |
| Rental & lease costs | - | - | 37,193 | - | - | - | | 22,799 | - | - | - | 59,992 | 79,290 |
| Insurance | 185 | 2,945 | 327 | 1,668 | - | 298 | | 305 | 4,662 | 413 | 421 | 11,222 | 11,940 |
| Food & kitchen costs | 1,865 | 61 | 76 | - | - | 3,005 | | 124 | 97 | - | 6 | 5,234 | 6,518 |
| Client activities/ training/ awards /travel/ welf | 273 | 57 | 215 | - | - | 439 | | 107 | 90 | - | 65 | 1,247 | 3,094 |
| Administration | 6,207 | 4,460 | 4,042 | 19,610 | 7,502 | 10,001 | 736 | 3,852 | 7,060 | 2,595 | 3,583 | 69,647 | 55,649 |
| Audit | 305 | 77 | 43 | 797 | - | 492 | | 37 | 122 | 20 | 100 | 1,992 | 1,992 |
| **TOTAL** | **99,186** | **27,347** | **88,401** | **54,955** | **8,613** | **255,611** | **736** | **66,539** | **43,290** | **51,966** | **81,015** | **777,659** | **797,071** |

## 5. Staff costs

Trustees are unpaid and do not receive any out-of-pocket expenses, other than re-imbursement of any costs incurred on behalf of York Road Project.

| | 2024 | 2023 |
|---|---|---|
| Gross pay | 309,357 | 406,162 |
| Employers National Insurance | 22,514 | 32,893 |
| TOTAL | 331,872 | 439,055 |
| | | |
| Staff numbers (full and part time, of which 10 full time) | 12 | 15 |

## 6. Tangible Fixed Assets

| | Furniture and fittings | Office equipment | Total |
|---|---|---|---|
| **Cost** | | | |
| b/f at 1st April 2023 | - | 1,032 | **1,032** |
| Disposals | - | - | - |
| Additions | 24,291 | - | **24,291** |
| c/f at 31st March 2024 | 24,291 | 1,032 | **25,323** |
| **Accumulated depreciation** | | | |
| b/f at 1st April 2023 | - | - | - |
| Disposals | - | - | - |
| Charge for the period | - | 796 | **796** |
| c/f at 31st March 2024 | - | 796 | **796** |
| **Net book values** | | | |
| b/f at 1st April 2023 | - | 1,032 | **1,032** |
| c/f at 31st March 2024 | 24,291 | 237 | **24,528** |

## 7. Debtors

Debtors consist of amounts due within one year in respect of charitable expenditure:

| | 2024 | 2023 |
|---|---|---|
| Trade debtors | 38,625 | 67,525 |
| Prepayments and other debtors | 17,755 | 13,107 |
| Accrued income | 28,243 | 17,396 |
| | **84,623** | **98,028** |

## 8. Creditors

Creditors consist of amounts due within one year in respect of charitable expenditure:

| | 2024 | 2023 |
|---|---|---|
| Trade creditors | 50,893 | 8,147 |
| PAYE | 1,840 | 3,822 |
| Deferred income | 48,614 | 104,126 |
| Accruals | 34,659 | 16,711 |
| Pension payable | 1,589 | 1,820 |
| | **137,595** | **134,625** |

## 9. Movement of funds during the year to 31st March 2024

| | Balance at 1st April 2023 | Income | Expenditure | Net income expenditure | Transfers between funds | Balance at 31st March 2024 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ |
| **GENERAL FUNDS** | | | | | | |
| Accumulated fund | **349,648** | 499,579 | (278,502) | **221,077** | **-** | **570,725** |
| **Total General funds** | **349,648** | **499,579** | **(278,502)** | **221,077** | **-** | **570,725** |
| | | | | | | |
| **RESTRICTED FUNDS** | | | | | | |
| HG Wells | **102,381** | - | (102,381) | **(102,381)** | **-** | **-** |
| Tenancy Sustainment Worker | **53,281** | 117,250 | (117,706) | **(456)** | **-** | **52,825** |
| Indigo Contract | **8,657** | | | **-** | **-** | **8,657** |
| Outreach | **70,902** | | | **-** | **-** | **70,902** |
| Rough Sleeper Navigator | **16,177** | | | **-** | **-** | **16,177** |
| Clothworkers | **736** | | (736) | **(736)** | **-** | **-** |
| Community Foundation Trust | **-** | | | **-** | **-** | **-** |
| Crisis | **-** | | | **-** | **-** | **-** |
| Assertive Outreach | **41,466** | 10,500 | (51,966) | **(41,466)** | **-** | **-** |
| Waverley BC (Bedspace) | **-** | 50,000 | (50,000) | **-** | **-** | **-** |
| Woking BC Community Grant | **-** | 43,290 | (43,290) | **-** | **-** | **-** |
| SCC - HRS | **-** | 133,077 | (133,077) | **-** | **-** | **-** |
| **Total Restricted funds** | **293,600** | **354,117** | **(499,157)** | **(145,040)** | **-** | **148,561** |
| | | | | | | |
| **TOTAL FUNDS** | **643,248** | **853,696** | **(777,659)** | **76,038** | **-** | **719,286** |

### Notes to the Funds

#### Unrestricted general fund

This fund consists of the funds required for the Charity to continue with certainty on an ongoing basis and provides a general reserve for unexpected expenses.

#### Restricted funds

**Waverley BC (Bedspace)**
This fund has been re-classified as restricted this year following a review which found that the scope of the fund was narrower than the services provided by the charity. It covers up to four bedspaces for clients from the Waverley area and is fully allocated towards the cost of running our direct access accommodation. The charity has not accrued a surplus on this fund this year. We have also not accrued any historic surplus from this fund.

**Woking BC Community Grant**
This fund has been re-classified as a restricted fund this year following a review which found that the scope of the fund was narrower than the services provided by the charity. It covers day support services for our clients and is restricted to support the running costs of our resource centre. We have not accrued any historic surplus from this fund.

**Surrey County Council – Housing Related Support**
This fund is for the provision of up to 20 bedspaces for clients following a review which found that the scope of the fund was narrower than the services provided by the charity. The fund is restricted to support the running costs of our direct access accommodation. This fund was also re-classified as a restricted fund this year. We have not accrued any historic surplus from this fund.

**HG Wells**
This fund was established during covid for the provision of immediately accessible housing for rough sleepers. This fund was entirely allocated to the DAA in 2023/24 and thus no longer exists.

**Tenancy Support Scheme**
York Road Project manages the Tenancy Support Scheme funds.

**Indigo Contract**
Indigo became assertive in-reach – working with a small cohort of clients who had a primary support need of mental health.

**Rough Sleeper Navigator**
This role provided a Rapid Rehousing Pathway by appointing a Rough Sleeper Navigator who worked with people from all over Surrey. The project is linked into Surrey Police Checkpoint Out of Court Disposal (OOCD) scheme, the aims of this role are to support rough sleepers involved in the criminal justice system. York Road Project works with the Surrey OPCC to meet the requirements for the role.

**Assertive In-reach Worker**
The Assertive Outreach worker works with a small cohort of clients who have a primary support need of mental health, they work in a holistic way to support clients to manage their own wellbeing.

**Outreach Project**
The Outreach Project supports rough sleepers on the streets of Woking and Waverley Boroughs. Our Outreach Project in Woking and Waverley Boroughs engages broadly with all rough sleepers, providing immediate support and referrals without specialized mental health training. In contrast, assertive outreach targets a smaller group with severe mental health needs, using persistent, proactive engagement led by staff with mental health expertise to provide tailored and intensive support.

**Criminal Justice Navigator**
This post is to work with low-risk offenders, referred to us through Checkpoint Plus. This post works with clients all over Surrey – this role was formed from the Navigator role.

**Clothworkers**
For the purchase of new IT equipment.

## 10. Contingent liabilities

No contingent liabilities have been identified.

## 11. Operating lease commitments

| | 2024 | 2023 | |
|---|---|---|---|
| Expiring: | £ | £ | |
| Between one and five years | 25200 | 25200 | (33A/33B rent) |
| | 11500 | 11500 | (Campbell Avenue rent) |
| | 23292 | 23292 | (Chapel St rent) |
| | 1 | 1 | (1 York Road rent) |

## 12. Related parties

The Charity is not part of a wider network, although it depends on the support of Woking Borough Council and Surrey County Council to fulfil its objectives.

The trustees do not receive any payments or other benefits for their services, other than re-imbursement of costs incurred on behalf of the CIO.

**YORK ROAD PROJECT**

England & Wales - Charity number 1162835

# Accounts

York Road Project

Defeating Homelessness Together

# REPORT OF THE TRUSTEES

# AND FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31st MARCH 2023

*Empowerment ● Inclusion ● Belief*

York Road Project is a registered charity, Reg. No. 1162835
Supported by Woking Borough Council
and Surrey County Council

York Road Project
Defeating Homelessness Together

# REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2023

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## CHARITY REFERENCE AND ADMINISTRATIVE DETAILS

| | |
|---|---|
| Charity Name: | York Road Project |
| Charity Registration Number: | 1162835 |
| Type of Charity: | Charitable Incorporated Organisation (CIO) |
| Registered office: | 1 York Road, Woking, Surrey GU22 7XH |

Trustees:

The members of the Charitable Incorporated Organisation (CIO) are its trustees for the purposes of Charity law. The trustees who have served during the year and since the year end were as follows:

Beryl Keeley (Chair of Trustees)
Andrew Humphreys (Vice-Chair)
Ian Raisbeck (Treasurer)
John Mayne (Secretary)
Michael Rivers
David Oliver
Nathan Bennett
Simon Wright (from September 2022, Treasurer from June 2023)
Filippo Zanasi (from September 2022)
John Wythe (from September 2022)
Andrea Norman-Walker (from November 2022)

| | |
|---|---|
| Chief Executive: | Cherisse Dealtry |
| Independent Examiner: | Heather & Co Ltd<br>Unit 2, Bramley Business Centre,<br>Station Road, Bramley, Guildford,<br>GU5 0AZ |
| Bank: | CAF Bank Ltd<br>25 Kings Hill Avenue, Kings Hill,<br>West Malling, Kent ME19 4JQ |

## OVERVIEW BY THE CHIEF EXECUTIVE

As we review our impact for the year 2022-23, we are reminded of the significance our Charity holds within our local community. Our commitment to leading the charge in ending homelessness in Woking remains a central tenet of our mission. We have actively engaged in supporting and advising a total of 415 individuals. Among them, 151 individuals were offered accommodation through our 29-bed housing services. Notably, 45% of these individuals successfully transitioned to alternative accommodation, including private rentals, social housing and longer-term supported accommodation.

Our success is not just measured in terms of housing stability. We have seen individuals who have regained their self-confidence, re-established positive relationships with their families and become actively engaged members of their community. Some have even gone on to become advocates themselves, sharing their stories and inspiring others to overcome adversity.

These success stories are a testament to the effectiveness of our person-centred approach and the dedication of our staff and volunteers. We believe that everyone deserves a chance to thrive and we are proud to have played a role in transforming the lives of so many individuals. However, despite these remarkable achievements, the demand for our services continues to grow. The ongoing challenges of housing affordability, increases to utility bills and job insecurity are exacerbating the mental health of so many people, contributing to the persistence of homelessness in our community.

This past year has prompted us to reflect on our strategy and forge our path forward. In these uncertain times, we acknowledge the change to the plans for our 'New Build' project. This shift has prompted a re-evaluation of our services to ensure they align with our mission and values. Despite the challenges, we remain steadfast in exploring viable alternatives and are unwavering in our commitment to securing our own building in the future. Our mission continues to guide our decisions as we explore these new directions.

We extend our heartfelt gratitude to our staff teams, our community, our donators, and our funders for your continued support of our cause.

Together, we approach the future with determination and a clear vision, confident in our ability to create a positive impact.

Cherisse Dealtry

Chief Executive

York Road Project
Defeating Homelessness Together

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2023

The Trustees of York Road Project present their report and the audited financial statements of the Charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) 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 16 July 2014.

### Objectives and Activities of the Charity

As a practical expression of the Christian faith and of God's love and compassion, the objects of York Road Project are, for the public benefit, to provide relief to those in necessitous circumstances in the Borough of Woking and environs regardless of age, disability, gender, race, religion and belief, sexual orientation, and gender reassignment, in particular by:

1. the provision of temporary hostel accommodation;
2. the provision of supported and/or rented "move on" accommodation;
3. the provision of help and support to find suitable accommodation; and
4. the provision of information, advice, training, and other support to those in need of it

### Explanation of the Charity's aims including the changes or differences it seeks to make through its activities

The Charity strives to achieve these objectives for the public benefit by:

- Providing direct access accommodation and other services in a safe environment, accessible to all single homeless people regardless of ethnic background, gender, religion or sexual orientation.
- Providing supported "Move On" accommodation to allow clients a longer licence (up to 2 years), whilst addressing any issues relating to their homelessness status with support thereby increasing the possibility of resettlement into permanent Local Authority, Housing Association, or private rented sector accommodation.
- Providing low support properties where clients can live independently, accessing support only if they need it. These properties have an affordable rent.
- By maximising the number of clients moving on to more appropriate accommodation, whether this be independent or supported, and provide initial follow up.
- Where appropriate, referring clients to external agencies that can assist with any secondary support needs they may have.
- Assisting clients to reconcile estranged relationships with their families.
- Reducing, through resettlement and increased efficiency, the length of stay for clients in the shelter, thereby allowing a larger throughput of homeless clients.
- Providing an effective Day Centre which supports clients with the issues associated with their homelessness and allows the opportunity to build self-esteem and confidence.

- By utilising an assertive outreach model, directly engaging with rough sleepers on the streets of Woking and Waverley
- Providing specialist staff which includes a Wellbeing worker, Drug and Alcohol Navigator and Criminal Justice Navigator.

**Public benefit statement**

The Charity serves the public benefit by reducing in anti-social behaviour, crime and nuisance and thereby delivering a cost savings benefit to local authorities, the police, health services and Adult Social Care.

The Charity also provides a service to the general public through its website, social media, open days and other events by raising awareness and providing information/education about local and national housing climate and of people rough sleeping in Woking and the surrounding areas.

**Values**

The Staff and Clients, in conjunction with the Trustees, have developed the following set of values which underpin all that the Charity strives to achieve:

- Empowerment – We support people to take control of their lives to make positive changes.
- Inclusion – We listen and respond to our staff, clients, and communities, valuing their diversity and treating everyone with respect.
- Belief – We believe that everyone has the ability to make positive changes to their lives.

## Structure, Governance and Management

### Governing document

The governing document of the Charity is the York Road Project Constitution signed by the Chair on 14 July 2015.

### Trustee selection methods

Trustees of York Road Project serve for a period of three years after which they are eligible for re-appointment. New Trustees are appointed by resolution of the Board from suitable members of the community who have skills the Board requires. The Board advertises for new Trustees in local churches, Woking Association of Voluntary Service and in other appropriate media.

### The policies and procedures for the induction and training of Trustees

All new and re-appointed Trustees are given a Trustees welcome pack which includes a copy of the York Road Project Constitution, Governing Documents and the Trustees Terms of Reference. They are required to sign a Trustees Declaration to acknowledge that they have assimilated and understood the functions and duties of trustees. There is no formal training of trustees, although new trustees are helped to acquire the knowledge required to operate successfully by existing trustees and the Chief Executive.

### Organisational structure and decision-making process

The Board is constituted of a minimum of three Trustees including a Chair, a Secretary and a Treasurer. There is no maximum number of Trustees. The Trustees usually meet four to six times a year to determine the business of the Charity. The Board has appointed the Chief Executive to be an associate non-voting member.

The Board has created the following Sub-Committees which remain accountable to the Board:

- Finance Sub-Committee
- Operations Sub-Committee
- Fundraising and Community Engagement Sub-Committee
- Risk and Governance Sub-Committee
- Health and Safety Sub-Committee

The Board determines the policies of the Charity and appoints members of staff, in conjunction with the Chief Executive. The Board entrusts the Chief Executive to take strategic responsibility for the Charity and to oversee the day-to-day management functions of the Charity's Services. The Chief Executive is supported in operational matters by the Operations Sub-Committee.

Team leaders report to the Chief Executive. They ensure smooth running of the services and have line management responsibility for the Project Workers, Outreach staff and Day Centre Team.

During the period, operational policies and procedures within YRP were further updated as necessary and the Trustees reviewed a selection of these.

**Details of related parties and wider networks**

The Charity is not part of a wider network, although it depends on the support of Woking Borough Council (WBC), Surrey County Council and the Office of the Police and Crime Commissioner to fulfil its objectives.

York Road Project leases a 10-bedroom house in York Road, Woking, from WBC which acts as the direct access accommodation, open 24 hours a day.

The Charity's Day services are based at The Prop, a building leased from Eco World in Goldsworth Road, Woking. The Prop is also used out-of-hours by Safe Haven, a Mental Health initiative delivered by Catalyst and Surrey and Borders Partnership who offer mental health crisis support to our clients and also to members of the wider community.

The Charity also leases a number of houses for move-on accommodation.

- Two flats in Guildford Road, Woking, providing 5 beds for clients needing a higher level of support, are leased from a private landlord.

- The lease of a 4-bedroom house in Chapel Street, Woking for clients with medium support needs.

- A five-bedroom house in Campbell Avenue, Woking, is leased from WBC, providing accommodation for clients with low support needs. This property is offered at an affordable rent which allows clients to work whilst living there.

- A 4-bedroom house in Portugal Road, leased from a local landlord, offering longer term accommodation for working clients. This accommodation was relinquished on 31 March 2023

- A 1-bedroom property at Chapel Court in Milford, leased from Waverley Borough Council to support clients from the Waverley Borough. This property was relinquished on 31 December 2022.

**Operating Model**

The direct access accommodation is staffed 24 hours a day, with a move towards a more flexible client support model.

A strategy for the future is under consideration by the Board, including the need to acquire of a new property to replace the Shelter and the Prop which are not considered to meet the best standards of accommodation required in the present day.

**Risk Management Statement**

The Trustees are committed to supporting the charity to achieve its key objectives and safeguard the funds and assets, as well as employees, clients and others who engage with the charity. The charity Trustees have given consideration to the major risks to which the charity is exposed and are satisfied that the risks systems and procedures are appropriate to manage those risks.

This is achieved through a risk framework that allows the identification, mitigation and monitoring of the risks faced to enable the Trustees to make informed decisions in a timely manner. It is in place and maintained by the Risk and Governance Sub-Committee which is responsible for maintaining the Risk Management Policy, Risk Register and insurance policies that mitigate specific risk elements.

**Health and Safety**

The Charity has a Health and Safety (H&S) Management System in place to ensure that the operations remain in compliance with the relevant H&S legislation. The H&S Management System is regularly reviewed by the H&S Sub-Committee and supported by third parties, as appropriate. The H&S Sub-Committee is responsible for making informed decisions and recommendations to remediate H&S issues.

## REVIEW OF FINANCIAL POSITION

The Charity is a non-profit making organisation. The state of affairs of the Charity and its results for the year are as shown by the accounts. The Charity's registered office is at the night shelter located at 1 York Road, Woking, Surrey GU22 7XH.

### Income

Total income for the 12 months ended 31st March 2023 amounted to £814,296. The principal funding sources of the Charity are derived from a number of grants and donations:

- **Contracts with Central Government or Local Authorities**

| Source | Purpose | Grant total |
|---|---|---|
| Supporting People Grant (Surrey County Council) | Steady State Contract for Provision of Housing Related Support under the Block Grant Model towards the cost of supporting clients, excluding building costs. | £122,765 |

- **Grants from Central Government or Local Authorities**

| Source | Purpose | Grant total |
|---|---|---|
| Woking Borough Council | Grant towards the costs of the Direct Access Shelter, client activity costs in the day centre, and a day centre project worker subject to the annual submission of an application form. | £48,100 |
| DLUHC* Rough Sleeper Initiative | Funding for a part time Assertive Outreach Worker, a part time Drug and Alcohol worker and a full time Tenancy Sustainment Officer | £62,250 |
| The Police Crime Commission fund | Funding for a Criminal Justice Navigator | £33,333 |
| Waverley Borough Council | Funding for an outreach worker and bedspaces in our Direct Access Service | £92,988 |

* Department of Levelling Up, Housing and Communities.

- **Housing Benefit and Personal Rents**

Housing Benefit was received via Woking Borough Council in respect of residents to cover the premises costs of the Shelter and eligible move-on properties. This benefit is only received when clients register with the Council and covers their period of stay from the date of registration. Personal rents are also payable by clients staying at the Shelter and move-on accommodation towards the cost of food, heating, lighting, and water usage.

- **Other Donations and Grants**

York Road Project is grateful for donations and grants received from many Trusts and Foundations, Churches, individuals, businesses, and other community organisations.

## Expenditure

The expenditure during year of £797,071 related to the costs of staff, running expenses, food and administrative costs of operating the Outreach Team, Day Centre, Shelter, Guildford Road Flats and the houses in Campbell Avenue, Portugal Road, Chapel St and Chapel Court. The largest items of expenditure other than salary costs were rental payments for the flats in Guildford Road and the houses in Campbell Avenue, Portugal Road, Chapel St and Chapel Court.

## Reserves Policy

The Charity has a reserves and investment policy which provides for unrestricted reserves to be held to cover the cost of its daily operations for a period of between three and six months.

The trustees consider that the unrestricted reserves held by the Charity amounting to £349,647 are adequate to provide sufficient working capital for the Charity to continue its daily operations for a short period, should there be a delay in receiving grant funds. These reserves earned interest at the bank of £3,544.

## Investment Policy

The Charity has no underlying supporting funds or investments. The Charity's reserves are invested in accessible interest-bearing funds so that they are readily available in case of disruption to the income flow.

**The Financial Statements**

These consist of the following:

- Statement of financial activities showing all resources available, and all expenditure incurred and reconciling all changes in the funds of the Charity.
- Balance sheet setting out the assets, liabilities, and funds of the Charity.
- Notes to the financial statements explaining the accounting policies adopted and explanations of information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) and the Charity is required to produce a cash flow statement. The Trustees confirm that the Charity's assets are available and adequate to fulfil the obligations of the Charity. The Trustees have complied with the duty in section 4 of the Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit.

**Responsibilities of the Trustees**

Law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity, and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) and the Trust Deed. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that the Charity's assets are available and adequate to fulfil the obligations of the Charity.

**ADOPTION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS**

Adopted and signed for and on behalf of the Trustees

Beryl Keeley
Chair of the Trustees

Date: 21-12-23

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

| | | | |
|---|---|---|---|
| **Report to the trustees/ members of** | York Road Project | | |
| **On accounts for the year ended** | 31st March 2023 | **Charity no (if any)** | 1162835 |
| **Set out on pages** | 14-22 | | |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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:** | [signature] | **Date:** | 23/11/2023 |
| **Name:** | FIONA BIRD | | |
| **Relevant professional qualification(s) or body (if any):** | ICAEW | | |

York Road Project
Defeating Homelessness Together

| Address: | Unit 2, The Bramley Business Centre |
|---|---|
| | Station Road, Bramley, Guildford |
| | GU5 0AZ |

| Section B | Disclosure |
|---|---|
| | Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners). |
| **Give here brief details of any items that the examiner wishes to disclose.** | |

Statement of Financial Activities
for the year ended 31st March 2023

| | Notes | 2023 Unrestricted Funds | 2023 Restricted Funds | 2023 Total | 2022 Unrestricted Funds | 2022 Restricted Funds | 2022 Total |
|---|---|---|---|---|---|---|---|
| **INCOME** | | £ | | £ | £ | | £ |
| **Income from generated funds** | | | | | | | |
| Donations and Legacies | | 116,592 | - | **116,592** | 80,498 | 830 | **81,328** |
| Income from Investments | | 3,544 | - | **3,544** | 42 | - | **42** |
| **Income from charitable activities** | | 555,593 | 138,567 | **694,160** | 450,468 | 348,736 | **799,204** |
| **Total Income and Endowments** | 3 | 675,729 | 138,567 | **814,296** | 531,008 | 349,566 | **880,574** |
| **EXPENDITURE** | | | | | | | |
| **Expenditure on Raising Funds** | | - | - | - | - | - | - |
| **Expenditure on Charitable activities** | | 670,508 | 126,563 | **797,071** | 574,080 | 201,533 | **775,613** |
| **Other expenditure** | | - | - | - | - | - | - |
| **Total resources expended** | 4 | 670,508 | 126,563 | **797,071** | 574,080 | 201,533 | **775,613** |
| **Net income** | | 5,221 | 12,004 | **17,226** | (43,072) | 148,033 | **104,961** |
| **Transfers between funds** | | - | - | - | - | - | - |
| **Net movement in funds** | | 5,221 | 12,004 | **17,226** | (43,072) | 148,033 | **104,961** |
| **Reconciliation of funds** | | | | | | | |
| Total funds brought forward | 9 | 344,426 | 281,597 | **626,023** | 387,498 | 133,564 | **521,062** |
| **Total funds carried forward** | 9 | 349,647 | 293,601 | **643,249** | 344,426 | 281,597 | **626,023** |

All operations are continuing.

The notes on pages 17 – 23 form part of these financial statements.

# Statement of Cash Flows

YORK ROAD PROJECT

For the year ended 31 March 2023

| | 2023 |
|---|---|
| **Operating Activities** | |
| Receipts from customers | 813,965 |
| Payments to suppliers and employees | (798,641) |
| Cash payments from other operating activities | (258) |
| **Net Cash Flows from Operating Activities** | **15,066** |
| **Investing Activities** | |
| Proceeds from sale of property, plant and equipment | 258 |
| Other cash items from investing activities | (24,087) |
| **Net Cash Flows from Investing Activities** | **(23,829)** |
| **Financing Activities** | |
| Other cash items from financing activities | 19,092 |
| **Net Cash Flows from Financing Activities** | **19,092** |
| **Net Cash Flows** | **10,329** |
| **Cash and Cash Equivalents** | |
| Cash and cash equivalents at beginning of period | 668,936 |
| Net change in cash for period | 10,329 |
| Cash and cash equivalents at end of period | 679,265 |

York Road Project
Defeating Homelessness Together

# Balance Sheet
as at 31st March 2023

| | Note | 2023 | | | 2022 | | |
|---|---|---|---|---|---|---|---|
| | | Unrestricted | Restricted | Total | Unrestricted | Restricted | Total |
| | | £ | £ | £ | £ | £ | £ |
| **Fixed Assets** | | | | | | | |
| Tangible assets | 6 | - | 581 | **581** | - | 839 | **839** |
| | | - | - | - | - | 839 | **839** |
| **Current Assets** | | | | | | | |
| Debtors | 7 | 98,028 | - | **98,028** | 26,070 | - | **26,070** |
| Cash and deposits | | 385,664 | 293,601 | **679,265** | 387,339 | 281,597 | **668,936** |
| | | 483,692 | 293,601 | **777,293** | 413,409 | 281,597 | **695,006** |
| **Liabilities** | | | | | | | |
| Creditors: Amounts falling due within one year | 8 | 134,625 | - | **134,625** | (69,821) | - | **(69,821)** |
| **Net current assets** | | 349,067 | 293,601 | **642,668** | 343,588 | 281,597 | **625,185** |
| **Total assets less current liabilities** | | 349,067 | 293,601 | **642,668** | 343,588 | 282,436 | **626,023** |
| **The funds of the charity:** | | | | | | | |
| Unrestricted income fund | 9 | 349,648 | - | **349,648** | 344,426 | - | **344,426** |
| Restricted | 9 | - | 293,601 | **293,601** | - | 281,597 | **281,597** |
| **Total charity funds** | | 349,648 | 293,601 | **643,249** | 344,426 | 281,597 | **626,023** |

The notes on pages 16 – 22 form part of these financial statements.

Approved and signed for and on behalf of the Trustees.

Beryl Keeley
Chair of the Trustees

Date: 21-12-23

Simon Wright
Treasurer

20.12.23

## Notes to the Financial Statements

### 1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's financial statements.

a) Basis of Preparation

The York Road Project is a Charitable Incorporated Organisation in the United Kingdom. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The address of the registered office is given in the Charity information on page 3 of these financial statements. The nature of the Charity's operations and principal activities are set out on page 4.

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, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2015.

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 prepared in sterling which is the functional currency of the Charity and rounded to the nearest £1.

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. The Charity adopted SORP (FRS 102) in the current year.

b) Incoming Resources

Gifts in kind, such as clothing and food, are made for the benefit of clients. As these have no material benefit to the Charity they are not valued under incoming resources.

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses.

c) Resources Expended

Expenditure is included in the financial statements for the period in which it is due.

No costs are incurred in generating funds or in fund-raising. Governance costs include the costs of public meetings and independent examination of the accounts. All other costs relate to the charitable activity. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

d) Hire purchase and leasing commitments

The Premises used by the Charity, 1 York Road, is owned by Woking Borough Council and let to the Charity for a peppercorn rent. Flats 33A and 33B Guildford Road are leased from Mahtan Developments Ltd at a rental of £25,200 per annum. Campbell Avenue and Chapel Street are leased from Woking Borough Council at a rental of £11,500 per annum and £23,296 per annum respectively, Chapel Court is leased from Waverley Borough Council at a rental of £7,141 per annum, Portugal Road is leased from a local landlord at a rental of £19,200 per annum. Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the period of the lease.

e) Tangible Fixed Assets

The acquisition of minor capital items such as fixtures and fittings, furniture, and office equipment below a cost of £1,000 are charged to revenue in the year purchased. Items costing more than £1,000 are depreciated on a straight-line basis over three years.

f) Fund Accounting
The Charity has the following types of funds, which require separate disclosure. These are as follows:

i) Unrestricted Funds

General fund - This fund is expendable at the discretion of the Trustees in the furtherance of the objects of the Charity. Specifically, it represents the surplus of income over expenditure for the Charity, which is carried forward to meet the requirements of future years.

ii) Restricted Fund

This fund can only be used for the purpose for which funds were given. Further information is given in note 8 to the financial statements.

g) Pension costs

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The charge to profit or loss in respect of defined contribution schemes was £7,486 (2022 - £6,861).

h) Tax Status of the Charity

As a registered Charity York Road Project is exempt from corporation tax on its charitable activities.

The Charity is not registered for VAT and therefore is unable to reclaim VAT suffered on purchases. Where VAT is charged this is included under the expense to which it relates in the Statement of Financial Activities.

## 2. Indemnity Insurance

The Charity contributes towards indemnity insurance to protect the Charity from loss arising from neglect or defaults of its trustees, employees in respect of its activities up to a limit of £250,000.

## 3. Incoming resources

Income resources are derived from the following activities:

| | 2023 | | | 2022 |
|---|---|---|---|---|
| | Unrestricted funds | Restricted funds | Total | Total |
| **Incoming resources from generated funds** | | | | |
| Voluntary income - Donations | 116,592 | - | **116,592** | **81,328** |
| Investment income | 3,544 | - | **3,544** | **42** |
| **Total from generated funds** | 120,136 | - | **120,136** | **81,370** |
| **Incoming resources from charitable activities** | | | | |
| **Grants** | | | | |
| SCC Supporting People | 122,765 | - | **122,765** | **115,020** |
| Waverley BC (Bedspace) | 50,004 | 42,984 | **92,988** | **43,382** |
| Woking Borough Council | 48,100 | - | **48,100** | **73,900** |
| Assertive Outreach worker | - | 15,000 | **15,000** | **26,650** |
| Outreach Drug & Alcohol Worker | - | 33,917 | **33,917** | **54,141** |
| Tenancy Sustainment Officer | - | 13,333 | **13,333** | **71,708** |
| Outreach - PCC | | - | - | - |
| Criminal Justice Navigator | - | 33,333 | **33,333** | **40,000** |
| Outreach - Waverley BC | - | - | - | **41,000** |
| SCC - Emergency Accommodation Grant | - | - | - | **6,000** |
| | | | - | - |
| | 220,869 | 138,567 | **359,436** | **471,801** |
| **Other income** | | | | |
| Housing benefit | 271,538 | - | **271,538** | **275,855** |
| Client contributions to rent | 25,682 | - | **25,682** | **19,635** |
| Property rental income | 35,004 | - | **35,004** | **27,500** |
| Other income | 2,500 | - | **2,500** | **4,413** |
| | 334,724 | - | **334,724** | **327,403** |
| **Total from charitable activities** | 555,593 | 138,567 | **694,160** | **799,204** |
| **Total incoming resources** | 675,729 | 138,567 | **814,296** | **880,574** |

## 4. Resources expended

Resources expended are analysed as follows:

| | Unrestricted funds | | | | | Restricted | | | | Total | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Shelter | The Prop | Flats and houses | Admin | Fundraise | Outreach | Rough | Assertive | Tenancy | 2023 | 2022 |
| Salaries & payroll costs | 305,423 | 34,200 | 36,343 | 20,455 | 40,773 | 30,968 | 27,574 | 38,045 | 12,745 | 546,526 | 515,548 |
| Travel, training & recruitment | 3,792 | 1,377 | 270 | 2,852 | 106 | 2,664 | 976 | 272 | 898 | 13,207 | 14,008 |
| Property maintenance & utilities | 24,047 | 15,038 | 37,315 | 980 | 129 | 392 | 250 | 179 | 525 | 78,854 | 80,601 |
| Rental & lease costs | 0 | - | 79,290 | - | - | - | - | - | - | 79,290 | 77,021 |
| Insurance | 440 | 7,418 | 919 | 1,749 | - | 179 | 411 | 411 | 413 | 11,940 | 13,067 |
| Food & kitchen costs | 5,588 | 187 | 743 | - | - | - | - | - | - | 6,518 | 3,926 |
| Client activities/ training/ awards /travel/ welfare | 2,344 | 438 | 109 | - | - | 148 | 39 | 6 | 10 | 3,094 | 2,852 |
| Administration | 13,627 | 6,590 | 7,227 | 15,307 | 3,847 | 2,586 | 2,156 | 2,114 | 2,195 | 55,649 | 66,598 |
| Audit | 610 | 407 | 349 | 220 | - | 102 | 102 | 102 | 102 | 1,992 | 1,992 |
| **TOTAL** | 355,870 | 65,654 | 162,567 | 41,563 | 44,855 | 37,038 | 31,508 | 41,130 | 16,888 | 797,071 | 775,613 |

## 5. Staff costs

Trustees are unpaid and do not receive any out-of-pocket expenses, other than re-imbursement of any costs incurred on behalf of York Road Project.

| | 2023 | 2022 |
|---|---|---|
| Gross pay | £406,162 | £389,566 |
| Employers National Insurance | £32,893 | £28,577 |
| TOTAL | £439,055 | £418,143 |
| Staff numbers (full and part time, of which 14 full time) | 15 | 22 |

## 6. Tangible Fixed Assets

| | Furniture and fittings | Property equipment | Office equipment | Total |
|---|---|---|---|---|
| **Cost** | | | | |
| b/f at 1st April 2022 | - | - | - | - |
| Disposals | - | - | - | - |
| Additions | - | - | 1,032 | **1,032** |
| c/f at 31st March 2023 | - | - | 1,032 | **1,032** |
| **Accumulated depreciation** | | | | |
| b/f at 1st April 2022 | - | - | - | - |
| Disposals | - | - | - | - |
| Charge for the period | - | - | 452 | **452** |
| c/f at 31st March 2023 | - | - | 452 | **452** |
| **Net book values** | | | | |
| b/f at 1st April 2022 | - | - | - | - |
| c/f at 31st March 2023 | - | - | 581 | **581** |

## 7. Debtors

Debtors consist of amounts due within one year in respect of charitable expenditure:

| | 2023 | 2022 |
|---|---|---|
| Trade debtors | 67,525 | 13,456 |
| Prepayments and other debtors | 13,107 | 9,055 |
| Accrued income | 17,396 | 3,559 |
| | **98,028** | **26,069** |

## 8. Creditors

Creditors consist of amounts due within one year in respect of charitable expenditure:

| | 2023 | 2022 |
|---|---|---|
| Trade creditors | 8,147 | 18,097 |
| PAYE | 3,822 | 9,940 |
| Deferred income | 104,126 | 13,337 |
| Accruals | 16,711 | 26,982 |
| Pensions payable | 1,820 | 1,465 |
| | **134,625** | **69,821** |

## 9. Movement of funds during the year to 31st March 2023

| | Balance at 1st April 2022 | Income | Expenditure | Net income expenditure | Transfers between funds | Balance at 31st March 2023 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ |
| **GENERAL FUNDS** | | | | | | |
| Accumulated fund | **344,426** | 675,729 | (670,508) | **5,221** | - | **349,648** |
| **Total General funds** | **344,426** | **675,729** | **(670,508)** | **5,221** | - | **349,648** |
| **RESTRICTED FUNDS** | | | | | | |
| HG Wells | **102,381** | - | - | - | - | **102,381** |
| Tenancy Sustainment Worker | **56,835** | 13,333 | (16,888) | **(3,555)** | - | **53,281** |
| Indigo Contract | **8,657** | - | - | - | - | **8,657** |
| Outreach | **64,955** | 42,984 | (37,038) | **5,946** | - | **70,902** |
| Rough Sleeper Navigator | **14,352** | 33,333 | (31,508) | **1,825** | - | **16,177** |
| Clothworkers | **736** | - | - | - | - | **736** |
| Community Foundation Trust | - | - | - | - | - | - |
| Crisis | - | - | - | - | - | - |
| Assertive Outreach | **33,679** | 48,917 | (41,130) | **7,787** | - | **41,466** |
| SCC - PPE | - | - | - | - | - | - |
| **Total Restricted funds** | **281,596** | **138,567** | **(126,563)** | **12,004** | - | **293,600** |
| | | | | | | |
| **TOTAL FUNDS** | **626,022** | **814,296** | **(797,071)** | **17,226** | - | **643,248** |

### Notes to the Funds

**Unrestricted general fund**

This fund consists of the funds required for the Charity to continue with certainty on an ongoing basis and provides a general reserve for unexpected expenses.

**Restricted funds**

**Tenancy Support Scheme**
The York Road Project manages the Tenancy Support Scheme funds.

**Assertive Outreach**
The Assertive Outreach worker works with a small cohort of clients who have a primary support need of mental health, they work in a holistic way to support clients to manage their own wellbeing.

**Outreach Project**
The Outreach Project supports rough sleepers on the streets of Woking and Waverley Boroughs.

**Criminal Justice Navigator**
This post is to work with low-risk offenders, referred to us through Checkpoint Plus. This post works with clients all over Surrey.

## 10. Contingent liabilities

No contingent liabilities have been identified.

## 11. Operating lease commitments

| Operating lease commitments | 2023<br>£ | 2022<br>£ | |
|---|---|---|---|
| Expiring: | | | |
| Between one and five years | 25,200 | 25,200 | (33A/B rent) |
| | 11,500 | 11,500 | (Campbell Avenue rent) |
| | 19,200 | 19,200 | (Portugal Road rent) |
| | 4,165 | 7,141 | (Chapel Court (rent) |
| | 23,296 | 27,955 | (Chapel St rent) |
| In more than five years | 1 | 1 | (1 York Road rent) |

## 12. Related parties

The Charity is not part of a wider network, although it depends on the support of Woking Borough Council and Surrey County Council to fulfil its objectives.

The trustees do not receive any payments or other benefits for their services, other than re-imbursement of costs incurred on behalf of the CIO.

**YORK ROAD PROJECT**

England & Wales - Charity number 1162835

# Accounts

# York Road Project

*Defeating Homelessness Together*

## REPORT OF THE TRUSTEES

## AND FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31st MARCH 2022

*Empowerment • Inclusion • Belief*

York Road Project is a registered Charity, Reg. No. 1162835
Supported by Woking Borough Council
and Surrey County Council

York Road Project
Defeating Homelessness Together

# REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2022

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York Road Project
Defeating Homelessness Together

## CHARITY REFERENCE AND ADMINISTRATIVE DETAILS

| | |
|---|---|
| Charity Name: | York Road Project |
| Charity Registration Number: | 1162835 |
| Type of Charity: | Charitable Incorporated Organisation (CIO) |
| Registered office: | 1 York Road, Woking, Surrey GU22 7XH |

Trustees:

The members of the Charitable Incorporated Organisation (CIO) are its trustees for the purposes of Charity law. The trustees who have served during the year and since the year end were as follows:

Beryl Keeley (Chair of Trustees)
Andrew Humphreys (Vice-Chair)
Ian Raisbeck (Treasurer)
John Mayne (Secretary)
Michael Rivers
David Oliver
Nathan Bennett

| | |
|---|---|
| Chief Executive: | Cherisse Dealtry |
| Independent Examiner: | Heather & Co Ltd<br>Frosbury Farm, The Old Stables,<br>Gravetts Lane,<br>Guildford GU3 3JW |
| Bank: | CAF Bank Ltd<br>25 Kings Hill Avenue, Kings Hill,<br>West Malling, Kent ME19 4JQ |

York Road Project
Defeating Homelessness Together

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

The Trustees of York Road Project present their report and the audited financial statements of the Charity for the year ended 31 March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) 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 16 July 2014.

### Objectives and Activities of the Charity

As a practical expression of the Christian faith and of God's love and compassion, the objects of York Road Project are, for the public benefit, to provide relief to those in necessitous circumstances in the Borough of Woking and environs regardless of age, disability, gender, race, religion and belief, sexual orientation and gender reassignment, in particular by:

1. the provision of temporary hostel accommodation;
2. the provision of supported and/or rented "move on" accommodation;
3. the provision of help and support to find suitable accommodation; and
4. the provision of information, advice, training and other support to those in need of it

### Explanation of the Charity's aims including the changes or differences it seeks to make through its activities

The Charity strives to achieve these objectives for the public benefit by:

- Providing direct access accommodation and other services in a safe environment, accessible to all single homeless people regardless of ethnic background, gender, religion or sexual orientation.
- Providing supported "Move On" accommodation to allow clients a longer licence (up to 2 years), whilst addressing any issues relating to their homelessness status with support thereby increasing the possibility of resettlement into permanent Local Authority, Housing Association, or private rented sector accommodation.
- Providing low support properties where clients can live independently, accessing support only if they need it. These properties have an affordable rent.
- By maximising the number of clients moving on to more appropriate accommodation, whether this be independent or supported, and provide initial follow up.
- Where appropriate, referring clients to external agencies that can assist with any secondary support needs they may have.
- Assisting clients to reconcile estranged relationships with their families.
- Reducing, through resettlement and increased efficiency, the length of stay for clients in the shelter, thereby allowing a larger throughput of homeless clients.
- Providing an effective Day Centre which supports clients with the issues associated with their homelessness and allows the opportunity to build self-esteem and confidence.

- By utilising an assertive outreach model, directly engaging with rough sleepers on the streets of Woking and Waverley
- Providing specialist staff which includes a Wellbeing worker, Drug and Alcohol Navigator and Criminal Justice Navigator.

**Public benefit statement**

The Charity serves the public benefit by reduction in anti-social behaviour, crime and nuisance and thereby delivering a cost savings benefit to local authorities, the police, health services and Adult Social Care by providing specific support, housing, advice and training.

The Charity also provides a service to the general public through its website, social media, open days and other events by raising awareness and providing information/education about local and national housing climate and of people rough sleeping in Woking and the surrounding areas.

**Values**

The Staff and Clients, in conjunction with the Trustees, have developed the following set of values which underpin all that the Charity strives to achieve:

- Empowerment – We support people to take control of their lives to make positive changes.
- Inclusion – We listen and respond to our staff, clients and communities, valuing their diversity and treating everyone with respect.
- Belief – We believe that everyone has the ability to make positive changes to their lives.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The governing document of the Charity is the York Road Project Constitution signed by the Chair on 14 July 2015.

### Trustee selection methods

Trustees of York Road Project serve for a period of three years after which they are eligible for re-appointment. New Trustees are appointed by resolution of the Board from suitable members of the community who have skills the Board requires. The Board advertises for new Trustees in local churches, Woking Association of Voluntary Service and in other appropriate media.

### The policies and procedures for the induction and training of Trustees

All new and re-appointed Trustees are given a Trustees welcome pack which includes a copy of the York Road Project Constitution, Governing Documents and the Trustees Terms of Reference. They are required to sign a Trustees Declaration to acknowledge that they have assimilated and understood the functions and duties of trustees. There is no formal training of trustees, although new trustees are helped to acquire the knowledge required to operate successfully by existing trustees and the Chief Executive.

### Organisational structure and decision-making process

The Board is constituted of a minimum of three Trustees including a Chair, a Secretary and a Treasurer. There is no maximum number of Trustees. The Trustees usually meet four to six times a year to determine the business of the Charity. The Board has appointed the Chief Executive to be an associate non-voting member.

The Board has created the following Sub-Committees which remain accountable to the Board:

- The Standing Committee (attends to business arising between Board meetings)
- Finance Sub-Committee
- Operations Sub-Committee
- Risk Management Sub-Committee
- Health and Safety Sub-Committee
- Buildings Sub-Committee

The Board determines the policies of the Charity and appoints members of staff, in conjunction with the Chief Executive. The Board entrusts the Chief Executive to take strategic responsibility for the Charity and to oversee the day-to-day management functions of the Charity's Services. The Chief Executive is supported in operational matters by the Operations Sub-Committee.

Team leaders report to the Chief Executive. They ensure smooth running of the services and have line management responsibility for the Project Workers, Outreach staff and Day Centre Team.

During the period, operational policies and procedures within the Project were further updated as necessary and the Trustees reviewed a selection of these.

**Details of related parties and wider networks**

The Charity is not part of a wider network, although it depends on the support of Woking Borough Council (WBC), Surrey County Council and the Office of the Police and Crime Commissioner to fulfil its objectives.

The Project leases a 10-bedroom house in York Road, Woking, from WBC which acts as the direct access accommodation, open 24 hours a day.

The Charity's Day services are based at The Prop, a building leased from Eco World in Goldsworth Road, Woking. The Prop is also used out-of-hours by Safe Haven, a Mental Health initiative delivered by Catalyst and Surrey and Borders Partnership who offer mental health crisis support to our clients and also to members of the wider community.

Since March 2020, during the lock-down periods of the pandemic, the Charity operated in temporary accommodation provided by WBC at the HG Wells Conference Centre and the Woking Hotel, allowing WBC to meet its obligation to ensure that no one slept rough during lock-down. During this period all Day Staff were based there, with the Administration team working from home. The Charity relinquished this temporary accommodation at the end of September 2021.

The Charity also leases a number of houses for move-on accommodation.

- Two flats in Guildford Road, Woking, providing 5 beds for clients needing a higher level of support, are leased from a private landlord.
- The lease of a 4-bedroom house in Chapel Street, Woking, was taken on from WBC during the year for clients with medium support needs.
- A five-bedroom house in Campbell Avenue, Woking, is leased from WBC, providing accommodation for clients with low support needs. This property is offered at an affordable rent which allows clients to work whilst living there.
- A 4-bedroom house in Portugal Road is leased from a local landlord, offering longer term accommodation for working clients.
- A 1-bedroom property at Chapel Court in Milford is leased from Waverley Borough Council to support clients from the Waverley Borough.

On 31 March 2021 the lease was terminated for a 4-bedroom property in Fairfax Road, Woking, which had been provided by Green Pastures, a charity based in Southport.

**Operating Model**

The temporary arrangements during the lock-down period required direct access sleeping accommodation to be available on a 24 hour basis rather than on a nights-only basis. This prompted a review of the ongoing operating model. When the direct access accommodation re-opened in late September 2021 it was decided that it should be staffed 24 hours a day, with a move towards a more flexible client support model.

A strategy for the future is under consideration by the Board, including the possible acquisition of a new purpose-built building in association with WBC to replace the Shelter and the Prop from which all of the Project's services can be delivered from a single location. This proposal is being overseen by the Buildings Sub-Committee.

**Risk Management Statement**

The Trustees are committed to supporting the charity to achieve its key objectives and safeguard the funds and assets, as well as employees, clients and others who engage with the charity. The charity Trustees have given consideration to the major risks to which the charity is exposed and are satisfied that the risks systems and procedures are appropriate to manage those risks.

This is achieved through a risk framework that allows the identification, mitigation and monitoring of the risks faced to enable the Trustees to make informed decisions in a timely manner. It is in place and maintained by the Risk Management Sub-Committee which is responsible for maintaining the Risk Management Policy, Risk Register and insurance policies that mitigate specific risk elements.

**Health and Safety**

The Charity has a Health and Safety (H&S) Management System in place to ensure that the operations remain in compliance with the relevant H&S legislation. The H&S Management System is regularly reviewed by the H&S Sub-Committee and supported by third parties, as appropriate. The H&S Sub-Committee is responsible for making informed decisions and recommendations to remediate H&S issues.

York Road Project
Defeating Homelessness Together

## REVIEW OF FINANCIAL POSITION

The Charity is a non-profit making organisation. The state of affairs of the Charity and its results for the year are as shown by the accounts. The Charity's registered office is at the night shelter located at 1 York Road, Woking, Surrey GU22 7XH.

### Income

Total income for the 12 months ended 31st March 2022 amounted to £880,574. The principal funding sources of the Charity are derived from a number of grants and donations:

- **Contracts with Central Government or Local Authorities**

| Source | Purpose | Grant total |
|---|---|---|
| Surrey County Council | Steady State Contract for Provision of Housing Related Support under the Block Grant Model towards the cost of supporting clients, excluding building costs. | £115,020 |

- **Grants from Central Government or Local Authorities**

| Arial | Purpose | Grant total |
|---|---|---|
| Woking Borough Council | Grant towards the costs of the Direct Access Shelter, client activity costs in the day centre, and a day centre project worker subject to the annual submission of an application form. | £53,400 |
| MHCLG* Rough Sleeper Initiative | Funding for a part time Assertive Outreach Worker and a part time Drug & Alcohol worker | £80,792 |
| MHCLG* Rough Sleeper Initiative | Funding for a Tenancy Sustainment Officer | £71,708 |
| The Police Crime Commission fund | Funding for a Criminal Justice Navigator | £40,000 |
| Woking Borough Council | Funding for an outreach worker | £20,500 |
| Waverley Borough Council | Funding for an outreach worker/bedspace | £84,382 |

* Ministry of Housing, Communities and Local Government.

- **Housing Benefit and Personal Rents**

Housing Benefit was received via Woking Borough Council in respect of residents to cover the premises costs of the Shelter and eligible move-on properties. This benefit is only received when clients register with the Council and covers their period of stay from the date of registration. Personal rents are also payable by clients staying at the Shelter and move-on accommodation towards the cost of food, heating, lighting and water usage. The rates of housing benefit and personal rents are as indicated in the table below.

| Location | Housing benefit per person | Personal Rent per person |
|---|---|---|
| Direct Access Shelter at 1 York Road | £282.53 per week | £2.00 per day |
| Flats at 33 Guildford Road | £234.46 per week | £14.00 per week |
| House at 4c Chapel Street | £234.46 per week | £14.00 per week |
| *House at 19 Campbell Avenue | £84.04 per week | £18.00 per week |
| *House at 5 Portugal Road | £84.04 per week | £27.50 per week |
| Flats at Chapel Court, Waverley | £81.00 per week | £23.04 per week |
| Temporary accommodation during the lock-down - 8 beds | £282.53 per week | £14.00 per week |
| Temporary accommodation during the lock-down - 12 beds | £87.57 per week | £14.00 per week |

* The properties in Campbell Avenue and Portugal Road are intentionally charged rent at Local Housing Authority levels so that clients have an affordable rent when they access employment.

- **Other Donations and Grants**

The Project is grateful for donations and grants received from many Trusts and Foundations, Churches, individuals, businesses, and other community organisations.

**Expenditure**

The expenditure during year of £775,613 related to the costs of staff, running expenses, food and administrative costs of operating the Outreach Team, Day Centre, Shelter, Guildford Road Flats and the houses in Campbell Avenue, Portugal Road, Chapel St and Chapel Court. The largest items of expenditure other than salary costs were rental payments for the flats in Guildford Road and the houses in Campbell Avenue, Portugal Road, Chapel St and Chapel Court.

**Reserves Policy**

The Charity has a reserves and investment policy which provides for unrestricted reserves to be held to cover the cost of its daily operations for a period of between three and six months.

The trustees consider that the unrestricted reserves held by the Charity amounting to £344,426 are adequate to provide sufficient working capital for the Charity to continue its daily operations for a short period, should there be a delay in receiving grant funds. These reserves earned interest at the bank of £42.

**Investment Policy**

The Charity has no underlying supporting funds or investments. The Charity's reserves are invested in accessible interest-bearing funds so that they are readily available in case of disruption to the income flow.

York Road Project
Defeating Homelessness Together

**The Financial Statements**

These consist of the following:

- Statement of financial activities showing all resources available and all expenditure incurred and reconciling all changes in the funds of the Charity.
- Balance sheet setting out the assets, liabilities and funds of the Charity.
- Notes to the financial statements explaining the accounting policies adopted and explanations of information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) and the Charity is required to produce a cash flow statement. The Trustees confirm that the Charity's assets are available and adequate to fulfil the obligations of the Charity. The Trustees have complied with the duty in section 4 of the Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit.

**Responsibilities of the Trustees**

Law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) and the Trust Deed. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that the Charity's assets are available and adequate to fulfil the obligations of the Charity.

**ADOPTION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS**

Adopted and signed for and on behalf of the Trustees

Beryl Keeley
Chair of the Trustees

Date: 7.10.22

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

| | | | |
|---|---|---|---|
| **Report to the trustees/ members of** | York Road Project | | |
| **On accounts for the year ended** | 31st March 2022 | **Charity no (if any)** | 1162835 |
| **Set out on pages** | 13-22 | | |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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:** | [signature] | **Date:** | 01/08/22 |
| **Name:** | FIONA BIRD | | |
| **Relevant professional qualification(s) or body (if any):** | FCA / ICAEW | | |

York Road Project
Defeating Homelessness Together

| Address: | The Old Stables, Frosbury Farm<br>Gravetts Lane, Guildford<br>GU3 3JW |
|---|---|

| Section B | Disclosure |
|---|---|
| | Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners) |
| Give here brief details of **any items that the examiner wishes to disclose.** | |

York Road Project
Defeating Homelessness Together

**Statement of Financial Activities**
**for the year ended 31st March 2022**

| | Notes | 2022 Unrestricted Funds | Restricted Funds | Total | 2021 Unrestricted Funds | Restricted Funds | Total |
|---|---|---|---|---|---|---|---|
| **INCOME** | | £ | | £ | £ | | £ |
| **Income from generated funds** | | | | | | | |
| Donations and Legacies | | 80,498 | 830 | 81,328 | - | - | - |
| Income from Investments | | 42 | - | 42 | 113 | - | **113** |
| **Income from charitable activities** | | 450,468 | 348,736 | 799,204 | 479,698 | 519,341 | **999,039** |
| **Total Income and Endowments** | 3 | 531,008 | 349,566 | 880,574 | 479,811 | 519,341 | **999,152** |
| **EXPENDITURE** | | | | | | | |
| **Expenditure on Raising Funds** | | - | - | - | - | - | - |
| **Expenditure on Charitable activities** | | 574,080 | 201,533 | 775,613 | 366,439 | 441,691 | **808,130** |
| **Other expenditure** | | - | - | - | - | - | - |
| **Total resources expended** | 4 | 574,080 | 201,533 | **775,613** | 366,439 | 441,691 | **808,130** |
| **Net income** | | (43,072) | 148,033 | **104,961** | 113,372 | 77,650 | **191,022** |
| **Transfers between funds** | | - | - | - | - | - | - |
| **Net movement in funds** | | (43,072) | 148,033 | **104,961** | 113,372 | 77,650 | **191,022** |
| **Reconciliation of funds** | | | | | | | |
| Total funds brought forward | 9 | 387,498 | 133,564 | **521,062** | 274,126 | 55,913 | 330,039 |
| **Total funds carried forward** | 9 | **344,426** | **281,597** | 626,023 | **387,498** | 133,563 | 521,061 |

All operations are continuing.

The notes on pages 16 – 22 form part of these financial statements.

York Road Project
Defeating Homelessness Together

# Statement of Cash Flows

## YORK ROAD PROJECT
## For the year ended 31 March 2022

| | 2022 |
|---|---|
| **Operating Activities** | |
| Receipts from customers | 884,213 |
| Payments to suppliers and employees | (784,092) |
| Cash payments from other operating activities | (194) |
| **Net Cash Flows from Operating Activities** | **99,927** |
| **Investing Activities** | |
| Proceeds from sale of property, plant and equipment | 194 |
| Payment for property, plant and equipment | (1,032) |
| Other cash items from investing activities | 6,160 |
| **Net Cash Flows from Investing Activities** | **5,322** |
| **Financing Activities** | |
| Other cash items from financing activities | (55,444) |
| **Net Cash Flows from Financing Activities** | **(55,444)** |
| **Net Cash Flows** | **49,805** |
| **Cash and Cash Equivalents** | |
| Cash and cash equivalents at beginning of period | 619,131 |
| Net change in cash for period | 49,805 |
| Cash and cash equivalents at end of period | 668,936 |

York Road Project
Defeating Homelessness Together

## Balance Sheet
## as at 31st March 2022

| | Note | 2022 | | | 2021 | | |
|---|---|---|---|---|---|---|---|
| | | Unrestricted | Restricted | Total | Unrestricted | Restricted | Total |
| | | £ | £ | £ | £ | £ | £ |
| **Fixed Assets** | | | | | | | |
| Tangible assets | 6 | - | 839 | 839 | - | - | - |
| | | - | 839 | 839 | - | - | - |
| **Current Assets** | | | | | | | |
| Debtors | 7 | 26,070 | - | 26,070 | 15,076 | - | 15,076 |
| Cash and deposits | | 387,339 | 281,597 | 668,936 | 485,568 | 133,563 | 619,131 |
| | | 413,409 | 281,597 | 695,006 | 605,576 | 55,913 | 634,207 |
| **Liabilities** | | | | | | | |
| Creditors: Amounts falling due within one year | 8 | (69,821) | - | (69,821) | (113,145) | - | (113,145) |
| **Net current assets** | | 343,588 | 281,597 | 625,185 | 492,431 | 55,913 | 521,062 |
| **Total assets less current liabilities** | | 343,588 | 282,436 | 626,024 | 492,431 | 55,913 | 521,062 |
| **The funds of the charity:** | | | | | | | |
| Unrestricted income fund | 9 | 344,426 | - | 344,426 | 387,499 | - | 387,499 |
| Restricted | 9 | - | 281,597 | 281,597 | - | 133,563 | 133,563 |
| **Total charity funds** | | 344,426 | 281,597 | 626,023 | 387,499 | 133,563 | 521,062 |

The notes on pages 16 – 22 form part of these financial statements.

Approved and signed for and on behalf of the Trustees.

Beryl Keeley
Chair of the Trustees

Date: 7.10.22

Ian Raisbeck
Treasurer

7/10/22.

## Notes to the Financial Statements

### 1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's financial statements.

a) Basis of Preparation

The York Road Project is a Charitable Incorporated Organisation in the United Kingdom. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The address of the registered office is given in the Charity information on page 3 of these financial statements. The nature of the Charity's operations and principal activities are set out on page 4.

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, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2015.

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 prepared in sterling which is the functional currency of the Charity and rounded to the nearest £1.

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. The Charity adopted SORP (FRS 102) in the current year.

b) Incoming Resources

Gifts in kind, such as clothing and food, are made for the benefit of clients. As these have no material benefit to the Charity they are not valued under incoming resources.

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses.

c) Resources Expended

Expenditure is included in the financial statements for the period in which it is due.

No costs are incurred in generating funds or in fund-raising. Governance costs include the costs of public meetings and independent examination of the accounts. All other costs relate to the charitable activity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

d) Hire purchase and leasing commitments

The Premises used by the Charity, 1 York Road, is owned by Woking Borough Council and let to the Charity for a peppercorn rent. Flats 33A and 33B Guildford Road are leased from Mahtan Developments Ltd at a rental of £25,200 per annum. Campbell Avenue and Chapel Street are leased from Woking Borough Council at a rental of £11,500 per annum and £27,955 per annum respectively, Chapel Court is leased from Waverley Borough Council at a rental of £7,141 per annum, Portugal Road is leased from a local landlord at a rental of £19,200 per annum. Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the period of the lease.

e) Tangible Fixed Assets

The acquisition of minor capital items such as fixtures and fittings, furniture and office equipment below a cost of £1,000 are charged to revenue in the year purchased. Items costing more than £1,000 are depreciated on a straight-line basis over three years.

f) Fund Accounting
The Charity has the following types of funds, which require separate disclosure. These are as follows:

i) Unrestricted Funds

General fund - This fund is expendable at the discretion of the Trustees in the furtherance of the objects of the Charity. Specifically it represents the surplus of income over expenditure for the Charity, which is carried forward to meet the requirements of future years.

ii) Restricted Fund

This fund can only be used for the purpose for which funds were given. Further information is given in note 9 to the financial statements.

g) Pension costs

The Charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The charge to profit or loss in respect of defined contribution schemes was £6,861 (2021 - £8,828).

h) Tax Status of the Charity

As a registered Charity York Road Project is exempt from corporation tax on its charitable activities.

The Charity is not registered for VAT and therefore is unable to reclaim VAT suffered on purchases. Where VAT is charged this is included under the expense to which it relates in the Statement of Financial Activities.

## 2. Indemnity Insurance

The Charity contributes towards indemnity insurance to protect the Charity from loss arising from neglect or defaults of its trustees, employees in respect of its activities up to a limit of £250,000.

## 3. Incoming resources

Income resources are derived from the following activities:

| | | | | |
|---|---|---|---|---|
| **Incoming resources from generated funds** | | | | |
| Voluntary income - Donations | 80,498 | 830 | **81,328** | - |
| Investment income | 42 | - | **42** | 113 |
| **Total from generated funds** | 80,540 | 830 | **81,370** | **113** |
| | | | | |
| **Incoming resources from charitable activities** | | | | |
| | | | | |
| **Grants** | | | | |
| SCC Supporting People | 65,667 | 49,353 | **115,020** | 114,300 |
| Waverley BC (Bedspace) | 43,382 | - | **43,382** | 37,070 |
| Woking Borough Council | 26,700 | 47,200 | **73,900** | 111,276 |
| Assertive Outreach worker | - | 26,650 | **26,650** | 10,667 |
| Outreach Drug & Alcohol Worker | - | 54,141 | **54,141** | 4,167 |
| Tenancy Sustainment Officer | - | 71,708 | **71,708** | 23,917 |
| Outreach - PCC | | | **-** | 25,500 |
| Criminal Justice Navigator | - | 40,000 | **40,000** | |
| Outreach - Waverley BC | - | 41,000 | **41,000** | 20,500 |
| SCC - Emergency Accommodation Grant | 6,000 | - | **6,000** | 38,197 |
| | | | **-** | 58,518 |
| | 141,749 | 330,052 | **471,801** | 444,111 |
| **Other income** | | | | |
| Housing benefit | 265,934 | 9,921 | **275,855** | 367,850 |
| Client contributions to rent | 15,086 | 4,549 | **19,635** | 16,138 |
| Property rental income | 27,500 | - | **27,500** | 28,500 |
| Other income | 200 | 4,213 | **4,413** | 142,440 |
| | 308,720 | 18,683 | **327,403** | **554,928** |
| | | | | |
| **Total from charitable activities** | 450,469 | 348,735 | **799,204** | **999,038** |
| | | | | |
| **Total incoming resources** | 531,009 | 349,565 | **880,574** | **999,152** |

## 4. Resources expended

Resources expended are analysed as follows:

| | Unrestricted funds | | | | | Restricted funds | | | | | | Total 2022 | Total 2021 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Shelter | The Prop | Flats and houses | Admin | Fundraiser | HG Wells | Tenancy sustainment | Outreach | Rough Sleeper | Assertive Outreach | Other | | |
| Salaries & payroll costs | 201,924 | 40,063 | 45,400 | 24,362 | 32,595 | 54,781 | 29,268 | 25,654 | 26,441 | 35,061 | - | 515,548 | 536,951 |
| Travel, training & recruitment | 2,203 | 1,193 | 856 | 2,341 | 546 | 766 | 1,446 | 2,380 | 855 | 1,423 | - | 14,008 | 20,500 |
| Property maintenance & utilities | 28,016 | 9,457 | 39,362 | 1,781 | 140 | 182 | 418 | 401 | 450 | 393 | - | 80,601 | 73,100 |
| Rental & lease costs | - | - | 77,021 | - | - | - | - | - | - | - | - | 77,021 | 80,442 |
| Insurance | 466 | 7,704 | 1,218 | 2,016 | - | - | 486 | 211 | 484 | 484 | - | 13,067 | 6,489 |
| Food & kitchen costs | 1,639 | 98 | 90 | - | - | 2,099 | - | - | - | - | - | 3,926 | 1,424 |
| Client activities/ training/ awards /travel/ welfare | 873 | - | 882 | - | - | 771 | 108 | 141 | 42 | 3 | 32 | 2,852 | 21,098 |
| Administration | 12,748 | 5,694 | 8,697 | 13,777 | 9,479 | 3,823 | 2,743 | 2,632 | 2,209 | 2,016 | 2,781 | 66,598 | 65,533 |
| Audit | 454 | 404 | 374 | 209 | - | 156 | 99 | 99 | 99 | 99 | - | 1,992 | 2,594 |
| TOTAL | 248,323 | 64,612 | 173,900 | 44,486 | 42,760 | 62,578 | 34,567 | 31,518 | 30,580 | 39,478 | 2,813 | 775,613 | 808,130 |

## 5. Staff costs

Trustees are unpaid and do not receive any out of pocket expenses, other than re-imbursement of any costs incurred on behalf of the Project.

The Project employs staff to work with clients and to provide administration, and cleaning services. The staff team comprises of the Chief Executive, one Operations Manager – full time; two Team Leaders - both full time; two Tenancy Sustainment officers – both full time, one Day Centre Co-ordinator - part time; one full time Outreach Worker; one full time Drug & Alcohol Navigator, one Assertive Outreach worker - full time; one Criminal Justice Navigator full time; one Bookkeeper - 24 hours per week, one administrator – 24 hours per week and one full time Fundraiser. There are four full time Direct Access Night Project Workers and four full time Direct Access Day Support Workers

| | 2022 | 2021 |
|---|---|---|
| Gross pay | £ 389,566 | £ 446,479 |
| Employers National Insurance | £ 28,577 | £ 36,836 |
| TOTAL | £ 418,142 | £ 483,315 |
| Staff numbers (full and part fime), of which 19 full time | 22 | 24 |

## 6. Tangible Fixed Assets

| | Furniture and fittings | Property equipment | Office equipment | Total |
|---|---|---|---|---|
| **Cost** | | | | |
| b/f at 1st April 2021 | - | - | - | - |
| Disposals | - | - | - | - |
| Additions | - | - | 1,032 | **1,032** |
| c/f at 31st March 2020 | - | - | 1,032 | **1,032** |
| **Accumulated depreciation** | | | | |
| b/f at 1st April 2021 | - | - | - | - |
| Disposals | - | - | - | - |
| Charge for the period | - | - | 194 | **194** |
| c/f at 31st March 2021 | - | - | 194 | **194** |
| **Net book values** | | | | |
| b/f at 1st April 2021 | - | - | - | - |
| c/f at 31st March 2022 | - | - | 839 | **839** |

## 7. Debtors

Debtors consist of amounts due within one year in respect of charitable expenditure:

| | 2022 | 2021 |
|---|---|---|
| Trade debtors | 13,456 | 2,500 |
| Prepayments and other debtors | 9,055 | 12,576 |
| Accrued income | 3,559 | - |
| | **26,069** | **15,076** |

## 8. Creditors

Creditors consist of amounts due within one year in respect of charitable expenditure:

| | 2022 | 2021 |
|---|---|---|
| Trade creditors | 18,097 | 27,363 |
| PAYE | 9,940 | 7,459 |
| Deferred income | 13,337 | 70,800 |
| Accruals | 26,982 | 5,541 |
| Pensions payable | 1,465 | 1,982 |
| | **69,821** | **113,145** |

## 9. Movement of funds during the year to 31st March 2022

| | Balance at 1st April 2021 | Income | Expenditure | Net income expenditure | Transfers between funds | Balance at 31st March 2022 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ |
| GENERAL FUNDS | | | | | | |
| Accumulated fund | 387,498 | 531,009 | (574,081) | (43,072) | - | 344,426 |
| **Total General funds** | 387,498 | 531,009 | (574,081) | (43,072) | - | 344,426 |
| RESTRICTED FUNDS | | | | | | |
| HG Wells | 72,206 | 92,753 | (62,578) | 30,175 | - | 102,381 |
| Tenancy Sustainment Worker | 19,693 | 71,708 | (34,567) | 37,142 | - | 56,835 |
| Indigo Contract | 8,657 | - | - | - | - | 8,657 |
| Outreach | 34,973 | 61,500 | (31,518) | 29,982 | - | 64,955 |
| Rough Sleeper Navigator | 4,932 | 40,000 | (30,580) | 9,420 | - | 14,352 |
| Clothworkers | 736 | - | - | - | - | 736 |
| Community Foundation Trust | - | 1,507 | (1,507) | - | - | - |
| Crisis | - | 257 | (257) | - | - | - |
| Assertive Outreach | (7,635) | 80,792 | (39,478) | 41,314 | - | 33,679 |
| SCC - PPE | - | 1,050 | (1,050) | - | - | - |
| **Total Restricted funds** | 133,564 | 349,566 | (201,533) | 148,032 | - | 281,596 |
| | | | | | | |
| TOTAL FUNDS | 521,062 | 880,575 | (775,614) | 104,960 | - | 626,022 |

### Notes to the Funds

**Unrestricted general fund**

This fund consists of the funds required for the Charity to continue with certainty on an ongoing basis and provides a general reserve for unexpected expenses.

**Restricted funds**

**Tenancy Support Scheme**
The York Road Project manages the Tenancy Support Scheme funds.

**Assertive Outreach**
The Assertive Outreach worker works with a small cohort of clients who have a primary support need of mental health, they work in a holistic way to support clients to manage their own wellbeing.

**Outreach Project**
The Outreach Project supports rough sleepers on the streets of Woking and Waverley Boroughs.

**Criminal Justice Navigator**
This post is to work with low-risk offenders, referred to us through Checkpoint Plus. This post works with clients all over Surrey.

## 10. Contingent liabilities

No contingent liabilities have been identified

## 11. Operating lease commitments

| Operating lease commitments | 2022 | 2021 | |
|---|---|---|---|
| | £ | £ | |
| Expiring: | | | |
| Between one and five years | 25,200 | 25,200 | (33A/B rent) |
| | 11,500 | 11,500 | (Campbell Avenue rent) |
| | 19,200 | 19,200 | (Portugal Road rent) |
| | 7,141 | 7,141 | (Chapel Court rent) |
| | 27,955 | 0 | (Chapel St rent) |
| In more than five years | 1 | 1 | (1 York Road rent) |

## 12. Related parties

The Charity is not part of a wider network, although it depends on the support of Woking Borough Council and Surrey County Council to fulfil its objectives.

The trustees do not receive any payments or other benefits for their services, other than re-imbursement of costs incurred on behalf of the CIO.

**YORK ROAD PROJECT**

England & Wales - Charity number 1162835

# Accounts

York Road Project

# REPORT AND FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31st MARCH 2021

## CHARITABLE INCORPORATED ORGANISATION NUMBER: 1162835

**YORK ROAD PROJECT**
**(Charitable Incorporated Organisation Reg No 1162835)**
**Trustee's Annual Report and Financial Statements for the year ended 31st March 2021**

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## CHARITY REFERENCE AND ADMINISTRATIVE DETAILS

| | |
|---|---|
| Charity Name: | York Road Project |
| Charity Registration Number: | 1162835 |
| Trustees: | Beryl Keeley (Chair of Trustees)<br>Andrew Humphreys (Vice-Chair)<br>Ian Raisbeck (Treasurer)<br>John Mayne (Secretary)<br>Michael Rivers<br>William Hammond<br>David Oliver<br>Nathan Bennett |
| Chief Executive: | Cath Stamper (to 5 Nov 2020)<br>Cherisse Dealtry (from 5 Nov 2020) |
| Chief Operating Officer | Vacant |
| Registered office: | 1 York Road, Woking, Surrey GU22 7XH |
| Independent Examiner: | Heather & Co Ltd<br>Frosbury Farm, The Old Stables,<br>Gravetts Lane,<br>Guildford GU3 3JW |
| Bank: | CAF Bank Ltd<br>25 Kings Hill Avenue, Kings Hill,<br>West Malling, Kent ME19 4JQ |

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and the audited financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) 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 16 July 2014.

## TRUSTEES OF THE CHARITY

The members of the Charitable Incorporated Organisation (CIO) are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end were as follows:

Beryl Keeley (Chair of Trustees)
Andrew Humphreys (Vice-Chair)
Ian Raisbeck (Treasurer)
John Mayne (Secretary)
Michael Rivers
William Hammond
Nathan Bennett
David Oliver

## OBJECTIVES AND ACTIVITIES OF THE CHARITY

As a practical expression of the Christian faith and of God's love and compassion, the objects of York Road Project are, for the public benefit, to provide relief to those in necessitous circumstances in the Borough of Woking and environs regardless of age, disability, gender, race, religion and belief, sexual orientation and gender reassignment, in particular by:

1. the provision of temporary hostel accommodation;
2. the provision of supported and/or rented "move on" accommodation;
3. the provision of help and support to find suitable accommodation; and
4. the provision of information, advice, training and other support to those in need of it

### Explanation of the Charity's aims including the changes or differences it seeks to make through its activities

The Charity strives to achieve these objectives for the public benefit by:

- Providing a direct access Night Shelter and other services in a safe environment, accessible to all single homeless people regardless of ethnic background, gender, religion or sexual orientation.

- Providing supported "Move On" accommodation to allow clients a longer licence (up to 2 years), whilst addressing any issues relating to their homelessness status with support thereby increasing the possibility of resettlement into permanent Local Authority, Housing Association, or private rented sector accommodation.
- Providing low support properties where clients can live independently, accessing support only if they need it. These properties have an affordable rent.
- By maximising the number of clients moving on to more appropriate accommodation, whether this be independent or supported, and provide initial follow up.
- Where appropriate referring clients to external agencies that can assist with any secondary support needs they may have.
- Assisting clients to reconcile estranged relationships with their families.
- Reducing, through resettlement and increased efficiency, the length of stay for clients in the shelter, thereby allowing a larger throughput of homeless clients.
- Providing an effective Day Centre which supports clients with the issues associated with their homelessness and allows the opportunity to build self-esteem and confidence.
- By utilising an assertive outreach model, directly engaging with rough sleepers on the streets of Woking and Waverley
- Providing specialist staff including Wellbeing and Criminal Justice Workers.

**Public benefit statement**
The Charity serves the public benefit by reduction in anti-social behaviour, crime and nuisance and thereby delivering a cost savings benefit to local authorities, the police, health services and Adult Social Care by providing specific support, housing, advice and training.

The Charity also provides a service to the general public through its website, social media, open days and other events by raising awareness and providing information/education about local and national housing climate and of people rough sleeping in Woking and the surrounding areas.

**Values**
The Staff and Clients, in conjunction with the Trustees, have developed the following set of values which underpin all that the Charity strives to achieve:

- Empowerment – We support people to take control of their lives to make positive changes.
- Inclusion – We listen and respond to our staff, clients and communities, valuing their diversity and treating everyone with respect.
- Belief – We believe that everyone has the ability to make positive changes to their lives.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document
The governing document of the Charity is the York Road Project Constitution signed by the Chair on 14 July 2015.

### Trustee selection methods
Trustees of York Road Project serve for a period of three years after which they are eligible for re-appointment. New Trustees are appointed by resolution of the Board from suitable members of the community who have skills the Board requires. The Board advertises for new Trustees in local churches and at Woking Association of Voluntary Service and in other appropriate media.

### The policies and procedures for the induction and training of Trustees
All new and re-appointed Trustees are given a Trustees welcome pack which includes a copy of the York Road Project Constitution, Governing Documents and the Trustees Terms of Reference. They are required to sign a Trustees Declaration to acknowledge that they have assimilated and understood the functions and duties of trustees. There is no formal training of trustees, although new trustees are helped to acquire the knowledge required to operate successfully by existing trustees and the Chief Executive.

### Organisational structure and decision-making process
York Road Project is a CIO.

The Board is constituted of a minimum of three Trustees including a Chair, a Secretary and a Treasurer. There is no maximum number of Trustees. The Trustees usually meet bi-monthly to determine the business of the Charity. The Board has appointed the Chief Executive and the Chief Operating Officer to be associate non-voting members.

The Board determines the policies of the Charity and will appoint new members of staff, in conjunction with the Chief Executive and Chief Operating Officer. The Board entrusts the Chief Executive to take Management responsibility and the Chief Operating Officer to carry out the day-to-day management functions of the Charity under their direction.

The Project is managed by the Chief Executive who has strategic responsibility for all York Road Project Services. Team leaders ensure smooth running of the services and have line management responsibility for the Project Workers, Outreach staff and Day Centre Team and report to the Chief Executive.

During the period, operational policies and procedures within the Project for reference by staff and trustees were further updated as necessary and the Trustees audited a selection of these.

### Details of related parties and wider networks
The Charity is not part of a wider network, although it depends on the support of Woking Borough Council, Surrey County Council and the Office of the Police and Crime Commissioner to fulfil its objectives. The Project's partnership with Green Pastures – a Christian charity based in Southport who provide properties for people experiencing homelessness – has been maintained and four clients continue to be housed in a property in Fairfax Road, Woking which was purchased for us by Green Pastures. Woking Borough Council leases the Project a five-bedroom house at Campbell Avenue which provides accommodation for clients who have low support needs. This property is offered at an affordable rent which allows clients to work whilst living there. The house in Portugal Road is a four-bedroom property leased from a local landlord

and offers longer term accommodation for working clients. The Project has a similar two-bedroom property leased from Waverley Borough Council. The Project also has 5 beds in two flats at Guildford Road, Woking for clients who need a higher level of support. These are leased from a private landlord.

The Charity's Day services have been at The Prop in Goldsworth Road, a building leased from Eco World. Since March 2020 the Charity has been operating in temporary accommodation at HG Wells Conference Centre/Woking Hotel. This was to support Woking Borough Council (WBC) with making sure no one rough slept during lockdown. All Day Staff are based here, and our Administration team have worked from home.

Safe Haven is a Mental Health initiative delivered by Catalyst and Surrey and Borders Partnership. They use The Prop premises out of hours offering mental health crisis support to both our clients and members of the wider community.

**Risk Management Statement**

The Trustees are committed to supporting the Charity to achieve its key objectives and safeguard the funds and assets, as well as employees, clients and others who engage with the Charity. This is achieved through a risk framework that allows the identification, mitigation and monitoring of the risks faced to enable the Trustees to make informed decisions in a timely manner.

The risk framework is reinforced by a Risk Management Sub-Committee who are responsible for the maintaining the Risk Management Policy and regularly reviewing the Risk Register to identify and record the risks that the Charity faces. The Charity also undertakes the purchase of insurance policies that the Risk Management sub-committee are responsible for. This is conducted in accordance with the Charity Commission guidance.

**Health and Safety**

The Charity has a Health and Safety Management System which is intended to ensure that the Project's operations remain in full compliance with the relevant Health and Safety legislation. The H&S Management System is regularly reviewed by the Health and Safety Steering Group which keeps the Trustees informed and makes recommendations on Health and Safety issues affecting the Project.

Periodic Health and Safety Inspections are undertaken by the Project's independent Health and Safety Advisors. All recommended actions are followed up.

## REVIEW OF FINANCIAL POSITION

The Charity is a non-profit making organisation. The state of affairs of the Charity and its results for the year are as shown by the accounts. The Charity's registered office is at the night shelter located at 1 York Road, Woking, Surrey GU22 7XH.

Total income for the 12 months ended 31st March 2021 amounted to £999,152. The principal funding sources of the Charity are derived from a number of grants and donations:

- Woking Borough Council awarded a grant of £53,400 for the year ended 31st March 2021 towards the costs of the kitchen supervisor, Sunday day time opening of the night shelter, client activity costs in the day centre, and a day centre project worker subject to the annual submission of an application form.

- Surrey County Council awarded a grant totalling £114,300 for the year ended 31st March 2021, for the Steady State Contract for Provision of Housing Related Support under the Block Grant Model towards the cost of supporting clients, excluding building costs.

- Funding for a part time Assertive Outreach Worker and a part time Drug & Alcohol worker comes from the Rough Sleeper Initiative, which was applied for through MHCLG, we received £38,197 for these two posts. We also applied through the same funding for a Tenancy Sustainment Officer at £41,000. The Police Crime Commission fund a Criminal Justice Navigator, this post was also £41,000. The costs of an Outreach Worker are covered by grants from Woking and Waverley Borough Councils.

- Housing Benefit is received via Woking Borough Council in respect of residents to cover the premises costs of the Night Shelter. This benefit is only received when clients register with the Council and covers their period of stay from the date of registration. The rate was £282.53 per person per week for the year at the Night Shelter. During the pandemic we moved premises which was to be temporary and we had 8 beds at £282.53 and 12 beds at £87.57 per week. £234.46 per person per week at the Guildford Road Flats and £218.73 at Fairfax Road. £84.04 per person per week was received for clients at Campbell Avenue and Portugal Road, and £81 per week at Chapel Court if they were claiming benefits. The properties in Portugal Road and Campbell Avenue intentionally charge rent at Local Housing Allowance levels so clients have an affordable rent when they access employment.

- Personal rents are payable by clients staying at the Night Shelter at a rate of £2 per night. This charge is towards the cost of food, heating, lighting and water usage. Clients in the Guildford Road Flats and the house in Fairfax Road are charged a rate of £14 per week. In Campbell Avenue clients pay a personal contribution of £18 per week; Portugal Road clients pay £27.50 per week and Chapel Court clients pay £23.04 per week.

- A grant of £58,518 was received from Woking Borough Council to fund project management of the planned building development.

- The Project is grateful for donations and grants received from many Trusts and Foundations, Churches, individuals, businesses, and other community organisations.

The expenditure during year of £808,130 related to the costs of staff, running expenses, food and administrative costs of operating the Outreach Team, Day Centre, Night Shelter, Guildford Road Flats and the houses in Fairfax Road, Campbell Avenue, Portugal Road and Chapel Court. The largest items of expenditure other than salary costs were rental payments for the flats in Guildford Road and the houses in Fairfax Road, Campbell Avenue, Portugal Road and Chapel Court.

## RESERVES POLICY

The Charity has a reserves and investment policy which provides for unrestricted reserves to be held to cover the cost of its daily operations for a period of between three and six months.

The trustees consider that the unrestricted reserves held by the Charity amounting to £387,499 are adequate to provide sufficient working capital for the Charity to continue its daily operations for a short period, should there be a delay in receiving grant funds. These reserves earned interest at the bank of £113.

## INVESTMENT POLICY

The Charity has no underlying supporting funds or investments. The Charity's reserves are invested in accessible interest-bearing funds so that they are readily available in case of disruption to the income flow.

## THE FINANCIAL STATEMENTS

These consist of the following:

- Statement of financial activities showing all resources available and all expenditure incurred and reconciling all changes in the funds of the Charity.
- Balance sheet setting out the assets, liabilities and funds of the Charity.
- Notes to the financial statements explaining the accounting policies adopted and explanations of information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) and the Charity is required to produce a cash flow statement. The Trustees confirm that the Charity's assets are available and adequate to fulfil the obligations of the Charity. The Trustees have complied with the duty in section 4 of the Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit.

## RESPONSIBILITIES OF THE TRUSTEES

Law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and

- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) and the Trust Deed. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that the Charity's assets are available and adequate to fulfil the obligations of the Charity.

## ADOPTION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS

Adopted and signed for and on behalf of the Trustees

Beryl Keeley
Chair of the Trustees

Date: 28.8.21

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

| | | | |
|---|---|---|---|
| Report to the trustees/ members of | York Road Project | | |
| On accounts for the year ended | 31st March 2021 | Charity no (if any) | 1162835 |
| Set out on pages | 13-21 | | |

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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: | [signature] | Date: | 10/08/21 |
| Name: | FIONA BIRD | | |
| Relevant professional qualification(s) or body (if any): | ICAEW | | |

| Address: | |
|---|---|

| Section B | Disclosure |
|---|---|
| | Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners). |
| Give here brief details of any items that the examiner wishes to disclose. | |

## Statement of Financial Activities for the year ended 31st March 2021

| | Notes | 2021 Unrestricted Funds £ | 2021 Restricted Funds | 2021 Total £ | 2020 Unrestricted Funds £ | 2020 Restricted Funds | 2020 Total £ |
|---|---|---|---|---|---|---|---|
| INCOME | | | | | | | |
| **Income from generated funds** | | | | | | | |
| Donations and Legacies | | - | - | - | - | - | - |
| Income from Investments | | 113 | - | 113 | 377 | - | 377 |
| **Income from charitable activities** | | 479,698 | 519,341 | 999,039 | 654,787 | 120,708 | 775,495 |
| **Total Income and Endowments** | 3 | 479,811 | 519,341 | 999,152 | 655,164 | 120,708 | 775,872 |
| EXPENDITURE | | | | | | | |
| **Expenditure on Raising Funds** | | - | - | - | - | - | - |
| **Expenditure on Charitable activities** | | 366,439 | 441,691 | 808,130 | 636,511 | 105,761 | 742,272 |
| **Other expenditure** | | - | - | - | - | - | - |
| **Total resources expended** | 4 | 366,439 | 441,691 | **808,130** | 636,511 | 105,761 | 742,272 |
| **Net income** | | 113,372 | 77,650 | 191,022 | 18,653 | 14,947 | 33,600 |
| **Transfers between funds** | | - | - | - | - | - | - |
| **Net movement in funds** | | 113,372 | 77,650 | **191,022** | 18,653 | 14,947 | 33,600 |
| **Reconciliation of funds** | | | | | | | |
| Total funds brought forward | 9 | 274,126 | 55,913 | **330,039** | 255,473 | 40,967 | **296,440** |
| **Total funds carried forward** | 9 | 387,498 | 133,563 | 521,061 | 274,126 | 55,914 | **330,040** |

All operations are continuing.

The notes on pages 16 – 21 form part of these financial statements.

## Statement of Cash Flows
### York Road Project
### For the Year Ending 31 March 2021

| | |
|---|---|
| **Cash at Beginning of Year** | **403,709** |
| **Operations** | |
| Cash receipts from | |
| Customers | 998,142 |
| Other Operations | |
| Cash paid for | |
| Inventory purchases | |
| General operating and administrative expenses | (250,291) |
| Wage expenses | (495,594) |
| Interest | |
| Income taxes | (36,836) |
| **Net Cash Flow from Operations** | **215,421** |
| **Investing Activities** | |
| Cash receipts from | |
| Sale of property and equipment | |
| Collection of principal on loans | |
| Sale of investment securities | |
| Cash paid for | |
| Purchase of property and equipment | |
| Making loans to other entities | |
| Purchase of investment securities | |
| **Net Cash Flow from Investing Activities** | |
| **Financing Activities** | |
| Cash receipts from | |
| Issuance of stock | |
| Borrowing | |
| Other cash items | |
| Cash paid for | |
| Repurchase of stock (treasury stock) | |
| Repayment of loans | |
| Dividends | |
| **Net Cash Flow from Financing Activities** | |
| **Net Increase in Cash** | **215,421** |
| **Cash at End of Year** | **619,131** |

## Balance Sheet
## as at 31st March 2021

| | Note | 2021 | | | 2020 | | |
|---|---|---|---|---|---|---|---|
| | | Unrestricted | Restricted | Total | Unrestricted | Restricted | Total |
| | | £ | £ | £ | £ | £ | £ |
| **Fixed Assets** | | | | | | | |
| Tangible assets | 6 | - | - | - | - | - | - |
| | | - | - | - | - | - | - |
| **Current Assets** | | | | | | | |
| Debtors | 7 | 15,076 | - | **15,076** | 257,665 | - | **257,665** |
| Cash and deposits | | 485,568 | 133,563 | **619,131** | 347,911 | 55,913 | **403,824** |
| | | 500,644 | 133,563 | **634,207** | 605,576 | 55,913 | **661,489** |
| **Liabilities** | | | | | | | |
| Creditors: Amounts falling due within one year | 8 | (113,145) | - | **(113,145)** | (331,449) | - | **(331,449)** |
| **Net current assets** | | 387,499 | 133,563 | **521,062** | 274,127 | 55,913 | **330,040** |
| **Total assets less current liabilities** | | 387,499 | 133,563 | **521,062** | 274,127 | 55,913 | **330,040** |
| **The funds of the charity:** | | | | | | | |
| Unrestricted income fund | 9 | 387,499 | - | **387,499** | 274,127 | - | **274,127** |
| Restricted | 9 | - | 133,563 | **133,563** | - | 55,913 | **55,913** |
| **Total charity funds** | | 387,499 | 133,563 | **521,062** | 274,127 | 55,913 | **330,040** |

The notes on pages 16 – 22 form part of these financial statements.

Approved and signed for and on behalf of the Trustees.

Beryl Keeley
Chair of the Trustees

Date: 28.8.21

Ian Raisbeck
Treasurer

28/8/21

## Notes to the Financial Statements

### 1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's financial statements.

a) Basis of Preparation

The York Road Project is a Charitable Incorporated Organisation in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 3 of these financial statements. The nature of the charity's operations and principal activities are set out on page 4.

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, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2015.

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 prepared in sterling which is the functional currency of the charity and rounded to the nearest £1.

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. The charity adopted SORP (FRS 102) in the current year.

b) Incoming Resources

Gifts in kind, such as clothing and food, are made for the benefit of clients. As these have no material benefit to the Charity they are not valued under incoming resources.

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses.

c) Resources Expended

Expenditure is included in the financial statements for the period in which it is due.

No costs are incurred in generating funds or in fund-raising. Governance costs include the costs of public meetings and independent examination of the accounts. All other costs relate to the charitable activity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

d) Hire purchase and leasing commitments

The Premises used by the Charity, 1 York Road, is owned by Woking Borough Council and let to the Charity for a peppercorn rent. Flats 33A and 33B Guildford Road are leased from Mahtan Developments Ltd at a rental of £25,200 per annum. 44 Fairfax Road is leased from Green Pastures at a rental of £17,401 per annum, Campbell Avenue is leased from Woking Borough Council at a rental of £11,500 per annum, Chapel Court is leased from Waverley Borough Council at a rental of £7,141 per annum and Portugal Road is leased from a local landlord at a rental of £19,200 per annum. Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the period of the lease.

e) Tangible Fixed Assets

The acquisition of minor capital items such as fixtures and fittings, furniture and office equipment below a cost of £1,000 are charged to revenue in the year purchased. Items costing more than £1,000 are depreciated on a straight-line basis over three years.

f) Fund Accounting
The Charity has the following types of funds, which require separate disclosure. These are as follows:

i) Unrestricted Funds

General fund - This fund is expendable at the discretion of the Trustees in the furtherance of the objects of the Charity. Specifically it represents the surplus of income over expenditure for the Charity, which is carried forward to meet the requirements of future years.

ii) Restricted Fund

This fund can only be used for the purpose for which funds were given. Further information is given in note 9 to the financial statements.

g) Pension costs

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. The charge to profit or loss in respect of defined contribution schemes was £8,828 (2020 - £8,519).

h) Tax Status of the Charity

As a registered charity York Road Project is exempt from corporation tax on its charitable activities.

The Charity is not registered for VAT and therefore is unable to reclaim VAT suffered on purchases. Where VAT is charged this is included under the expense to which it relates in the Statement of Financial Activities.

## 2. Indemnity Insurance

The Charity contributes towards indemnity insurance to protect the Charity from loss arising from neglect or defaults of its trustees, employees in respect of its activities up to a limit of £250,000.

## 3. Incoming resources

Income resources are derived from the following activities:

| | 2021 | | | 2020 |
|---|---|---|---|---|
| | Unrestricted funds | Restricted funds | Total | Total |
| | £ | £ | £ | £ |
| **Incoming resources from generated funds** | | | | |
| Voluntary income - Donations | - | - | - | |
| Investment income | 113 | - | **113** | 377 |
| **Total from generated funds** | 113 | - | **113** | 377 |
| **Incoming resources from charitable activities** | | | | |
| **Grants** | | | | |
| SCC Supporting People | 114,300 | - | **114,300** | 114,300 |
| Waverley BC (Bedspace) | 37,070 | - | **37,070** | 41,225 |
| Woking Borough Council | 73,900 | 37,376 | **111,276** | 68,400 |
| Assertive Outreach worker | - | 10,667 | **10,667** | - |
| Outreach Drug & Alcohol Worker | - | 4,167 | **4,167** | - |
| Tenancy Sustainment Officer | - | 23,917 | **23,917** | - |
| Outreach - PCC | - | 25,500 | **25,500** | - |
| Outreach - Waverley BC | - | 20,500 | **20,500** | 15,000 |
| Rough Sleeper Navigator | - | 38,197 | **38,197** | 34,602 |
| Woking New Build | 52,614 | 5,904 | **58,518** | 58,516 |
| | 277,884 | 166,227 | **444,111** | 354,543 |
| **Other income** | | | | |
| Housing benefit | 210,388 | 157,462 | **367,850** | 266,578 |
| Client contributions to rent | 11,224 | 4,914 | **16,138** | 26,900 |
| Property rental income | 28,500 | - | **28,500** | 25,000 |
| Other income | 117,042 | 25,398 | **142,440** | 102,474 |
| | 367,154 | 187,773 | **554,928** | **420,952** |
| **Total from charitable activities** | 645,038 | 354,000 | **999,038** | **775,495** |
| **Total incoming resources** | 645,152 | 354,000 | **999,152** | **775,872** |

## 4. Resources expended

Resources expended are analysed as follows:

| | Unrestricted funds | | | | | Restricted funds | | | | | | Total 2021 | Total 2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Shelter | The Prop | Flats and houses | Admin | Fundraiser | HG Wells | Tenancy sustainment | Outreach | Rough Sleeper | Assertive Outreach | Other | | |
| Salaries & payroll costs | 25,455 | 21,272 | 47,716 | 26,700 | 33,961 | 275,665 | 18,002 | 28,462 | 35,287 | 24,432 | - | 536,951 | 471,809 |
| Travel, training & recruitment | 4,387 | 4,560 | 2,609 | 4,488 | 513 | 211 | 945 | 1,350 | 791 | 646 | - | 20,500 | 39,365 |
| Property maintenance & utilities | 11,485 | 9,650 | 42,978 | 1,863 | 53 | 4,809 | 463 | 519 | 482 | 519 | 280 | 73,100 | 81,415 |
| Rental & lease costs | - | - | 80,442 | - | - | - | - | - | - | - | - | 80,442 | 80,442 |
| Insurance | 111 | 3,492 | 570 | 1,164 | - | - | 288 | 288 | 288 | 288 | - | 6,489 | 7,709 |
| Food & kitchen costs | - | - | 40 | - | - | 393 | - | - | - | - | 991 | 1,424 | 8,145 |
| Client activities/ training/ awards /travel/ welfare | 280 | 135 | 2,492 | - | - | 15,217 | 14 | 159 | - | 114 | 2,687 | 21,098 | 4,403 |
| Administration | 3,205 | 7,816 | 10,293 | 15,378 | 1,624 | 10,406 | 1,820 | 2,122 | 2,986 | 1,939 | 7,944 | 65,533 | 47,183 |
| Audit | 185 | 185 | 1,154 | 185 | - | 185 | 185 | 143 | 185 | 185 | - | 2,594 | 1,800 |
| TOTAL | 45,106 | 47,110 | 188,295 | 49,778 | 36,150 | 306,886 | 21,717 | 33,043 | 40,019 | 28,123 | 11,903 | 808,130 | 742,271 |

## 5. Staff costs

Trustees are unpaid and do not receive any out of pocket expenses, other than re-imbursement of any costs incurred on behalf of the Project.

The Project employs staff to work with clients and to provide administration, cooking and cleaning services. The staff team comprises of the Chief Executive, two Team Leaders - one full time and one part time; two Tenancy Sustainment officers, one Day Centre Co-ordinator, all full time; one Day Centre Co-ordinator, part time. One full time Outreach Worker; one Assertive Outreach worker, full time; one Criminal Justice Navigator full time; one Kitchen Supervisor - 25 hours per week; one Bookkeeper - 24 hours per week, one administrator – 24 hours per week and one full time Fundraiser. There are two Night Project Workers at the Night Shelter every night and during the daytime on Saturdays and Sundays, Christmas day, Boxing Day, New Year's Day and Easter day. Night Project workers are drawn from a pool of some six available staff. The cleaner works 10 hours per week.

| | 2021 | 2020 |
|---|---|---|
| Gross pay | £ 446,479 | £ 407,380 |
| Employers National Insurance | £ 36,836 | £ 33,293 |
| TOTAL | £ 483,315 | £ 440,673 |
| Staff numbers (full and part fime), of which 11 full time | 24 | 18 |

## 6. Debtors

Debtors consist of amounts due within one year in respect of charitable expenditure:

| | 2021 | 2020 |
|---|---|---|
| Trade debtors | 2,500 | 247,873 |
| Prepayments and other debtors | 12,576 | 9,792 |
| Accrued income | - | - |
| | 15,076 | 257,665 |

## 7. Creditors

Creditors consist of amounts due within one year in respect of charitable expenditure:

| | 2021 | 2020 |
|---|---|---|
| Trade creditors | 27,363 | 9,475 |
| PAYE | 7,459 | 7,473 |
| Deferred income | 70,800 | 293,713 |
| Accruals | 5,541 | 20,788 |
| Pensions payable | 1,982 | |
| | 113,145 | 331,449 |

## 8. Movement of funds during the year to 31st March 2021

| | Balance at 1st April 2020 | Income | Expenditure | Net income expenditure | Transfers between funds | Balance at 31st March 2021 |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ |
| **GENERAL FUNDS** | | | | | | |
| Accumulated fund | 274,125 | 479,812 | (366,439) | 113,373 | - | 387,498 |
| **Total General funds** | 274,125 | 479,812 | (366,439) | 113,373 | - | 387,498 |
| **RESTRICTED FUNDS** | | | | | | |
| HG Wells | - | 379,092 | (306,886) | 72,206 | - | 72,206 |
| Tenancy Support Scheme | 17,494 | 23,917 | (21,717) | 2,199 | - | 19,693 |
| Indigo Contract | 8,657 | - | - | - | - | 8,657 |
| Outreach | 22,359 | 45,657 | (33,043) | 12,614 | - | 34,973 |
| Rough Sleeper Navigator | 6,667 | 38,283 | (40,019) | (1,736) | - | 4,932 |
| Clothworkers | 736 | - | - | - | - | 736 |
| Community Foundation Trust | - | 3,009 | (3,009) | - | - | - |
| Crisis | - | 4,073 | (4,073) | - | - | - |
| Assertive Outreach | - | 20,488 | (28,123) | (7,635) | - | (7,635) |
| SCC - PPE | - | 4,821 | (4,821) | - | - | - |
| **Total Restricted funds** | 55,914 | 519,340 | (441,691) | 77,649 | - | 133,564 |
| **TOTAL FUNDS** | 330,040 | 999,152 | (808,130) | 191,022 | - | 521,062 |

## Notes to the Funds

### Unrestricted general fund

This fund consists of the funds required for the Charity to continue with certainty on an ongoing basis and provides a general reserve for unexpected expenses.

### Restricted funds

**Tenancy Support Scheme**
The York Road Project manages the Tenancy Support Scheme funds.

**Assertive Outreach**
The Assertive Outreach worker works with a small cohort of clients who have a primary support need of mental health, they work in a holistic way to support clients to manage their own wellbeing.

**Outreach Project**
The Outreach Project supports rough sleepers on the streets of Woking and Waverley Boroughs.

**Criminal Justice Navigator**
This post is to work with low-risk offenders, referred to us through Checkpoint Plus. This post works with clients all over Surrey.

9. **Contingent liabilities**
No contingent liabilities have been identified

10. **Operating lease commitments**

| Operating lease commitments | 2021 £ | 2020 £ | |
|---|---|---|---|
| Expiring: | | | |
| Between one and five years | 25,200 | 25,200 | (33A/B rent) |
| | 17,400 | 17,400 | (Fairfax Road rent) |
| | 11,500 | 11,500 | (Campbell Avenue rent) |
| | 19,200 | 19,200 | (Portugal Road rent) |
| | 7,141 | 7,141 | (Chapel Court rent) |
| In more than five years | 2,400 | 0 | (27 Alexandra Gardens rent) |
| | 1 | 1 | (1 York Road rent) |

11. **Related parties**
The Charity is not part of a wider network, although it depends on the support of Woking Borough Council and Surrey County Council to fulfil its objectives.

The trustees do not receive any payments or other benefits for their services, other than re-imbursement of costs incurred on behalf of the CIO.