

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



**York Road  
Project**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2021**

**CHARITABLE INCORPORATED ORGANISATION  
NUMBER: 1162835**

**YORK ROAD PROJECT**  
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**CHARITY REFERENCE AND ADMINISTRATIVE DETAILS**

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

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## **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.

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- 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

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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.



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## **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 31<sup>st</sup> 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.



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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

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- 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

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**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**

31<sup>st</sup> March 2021

**Charity no  
(if any)**

1162835

**Set out on pages**

13-21

**Responsibilities and  
basis of report**

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

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:

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## Disclosure

Give here brief details of any items that the examiner wishes to disclose.



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

	Notes	2021			2020		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		Funds	Funds	£	Funds	Funds	£
<b>INCOME</b>		£		£	£		£
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
<b>EXPENDITURE</b>							
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.

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**Statement of Cash Flows**

**York Road Project**

**For the Year Ending 31 March 2021**

	<b>Cash at Beginning of Year</b>	<b>403,709</b>
<b>Operations</b>		
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)
<b>Net Cash Flow from Operations</b>		<b>215,421</b>
<b>Investing Activities</b>		
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		
<b>Net Cash Flow from Investing Activities</b>		
<b>Financing Activities</b>		
Cash receipts from		
Issuance of stock		
Borrowing		
Other cash items		
Cash paid for		
Repurchase of stock (treasury stock)		
Repayment of loans		
Dividends		
<b>Net Cash Flow from Financing Activities</b>		
<b>Net Increase in Cash</b>		<b>215,421</b>
	<b>Cash at End of Year</b>	<b>619,131</b>

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

	Note	2021			2020		
		Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
<b>Fixed Assets</b>							
Tangible assets	6	-	-	-	-	-	-
<b>Current Assets</b>							
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
<b>Liabilities</b>							
Creditors: Amounts falling due within one year	8	(113,145)	-	(113,145)	(331,449)	-	(331,449)
<b>Net current assets</b>		387,499	133,563	521,062	274,127	55,913	330,040
<b>Total assets less current liabilities</b>		387,499	133,563	521,062	274,127	55,913	330,040
<b>The funds of the charity:</b>							
Unrestricted income fund	9	387,499	-	387,499	274,127	-	274,127
Restricted	9	-	133,563	133,563	-	55,913	55,913
<b>Total charity funds</b>		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

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## **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.



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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.

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**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
	£	£	£	£
<b>Incoming resources from generated funds</b>				
Voluntary income - Donations	-	-	-	-
Investment income	113	-	113	377
<b>Total from generated funds</b>	<b>113</b>	<b>-</b>	<b>113</b>	<b>377</b>
<b>Incoming resources from charitable activities</b>				
<b>Grants</b>				
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
	<b>277,884</b>	<b>166,227</b>	<b>444,111</b>	<b>354,543</b>
<b>Other income</b>				
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
	<b>367,154</b>	<b>187,773</b>	<b>554,928</b>	<b>420,952</b>
<b>Total from charitable activities</b>	<b>645,038</b>	<b>354,000</b>	<b>999,038</b>	<b>775,495</b>
<b>Total incoming resources</b>	<b>645,152</b>	<b>354,000</b>	<b>999,152</b>	<b>775,872</b>

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**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
<b>TOTAL</b>	<b>45,106</b>	<b>47,110</b>	<b>188,295</b>	<b>49,778</b>	<b>36,150</b>	<b>306,886</b>	<b>21,717</b>	<b>33,043</b>	<b>40,019</b>	<b>28,123</b>	<b>11,903</b>	<b>808,130</b>	<b>742,271</b>

**5. Staff costs**

Trustees are unpaid and do not receive any out of pocket expenses, other than reimbursement 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
<b>TOTAL</b>	<b>£ 483,315</b>	<b>£ 440,673</b>
Staff numbers (full and part time), of which 11 full time	24	18



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## 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	-	-
	<u>15,076</u>	<u>257,665</u>

## 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	-
	<u>113,145</u>	<u>331,449</u>

## 8. Movement of funds during the year to 31<sup>st</sup> March 2021

	Balance at 1st April 2020	Income	Expenditure	Net income expenditure	Transfers between funds	Balance at 31st March 2021
	£	£	£	£	£	£
<b>GENERAL FUNDS</b>						
Accumulated fund	274,125	479,812	(366,439)	113,373	-	387,498
<b>Total General funds</b>	<b>274,125</b>	<b>479,812</b>	<b>(366,439)</b>	<b>113,373</b>	<b>-</b>	<b>387,498</b>
<b>RESTRICTED FUNDS</b>						
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)	-	-	-
<b>Total Restricted funds</b>	<b>55,914</b>	<b>519,340</b>	<b>(441,691)</b>	<b>77,649</b>	<b>-</b>	<b>133,564</b>
<b>TOTAL FUNDS</b>	<b>330,040</b>	<b>999,152</b>	<b>(808,130)</b>	<b>191,022</b>	<b>-</b>	<b>621,062</b>



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**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 reimbursement of costs incurred on behalf of the CIO.