



**York Road Project**  
*Defeating Homelessness Together*

**REPORT OF THE TRUSTEES  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2022**

*Empowerment • Inclusion • Belief*

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



**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2022**

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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

Chief Executive: Cherisse Dealtry

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

## **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 reopened 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.



## 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 31<sup>st</sup> 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<br>per person | Personal Rent<br>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<br>lock-down - 8 beds  | £282.53 per week              | £14.00 per week             |
| Temporary accommodation during the<br>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.



## 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

31<sup>st</sup> 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:

Flora Bird

Relevant professional  
qualification(s) or body  
(if any):

fca / icrew





Address:

The Old Stables, Froxbury Farm  
Gravett's Lane, Guildford  
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.

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

|                                      | Notes | 2022               |                  |         | 2021               |                  |         |
|--------------------------------------|-------|--------------------|------------------|---------|--------------------|------------------|---------|
|                                      |       | Unrestricted Funds | Restricted Funds | Total   | Unrestricted Funds | Restricted Funds | Total   |
|                                      |       | £                  |                  | £       | £                  |                  | £       |
| <b>INCOME</b>                        |       |                    |                  |         |                    |                  |         |
| 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 |
| <b>EXPENDITURE</b>                   |       |                    |                  |         |                    |                  |         |
| 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 |
| <b>Reconciliation of funds</b>       |       |                    |                  |         |                    |                  |         |
| 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.

# 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)         |
| <b>Net Cash Flows from Operating Activities</b> | <b>99,927</b> |

### 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        |
| <b>Net Cash Flows from Investing Activities</b>     | <b>5,322</b> |

### Financing Activities

|   |                 |
|---|-----------------|
| Other cash items from financing activities      | (55,444)        |
| <b>Net Cash Flows from Financing Activities</b> | <b>(55,444)</b> |

### 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 |

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

|  | Note | 2022         |            |          | 2021         |            |           |
|--|------|--------------|------------|----------|--------------|------------|-----------|
|  |      | Unrestricted | Restricted | Total    | Unrestricted | Restricted | Total     |
|  |      | £            | £          | £        | £            | £          | £         |
| <b>Fixed Assets</b>                            |      |              |            |          |              |            |           |
| Tangible assets                                | 6    | -            | 839        | 839      | -            | -          | -         |
|  |      | -            | 839        | 839      | -            | -          | -         |
| <b>Current Assets</b>                          |      |              |            |          |              |            |           |
| 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   |
| <b>Liabilities</b>                             |      |              |            |          |              |            |           |
| Creditors: Amounts falling due within one year | 8    | (69,821)     | -          | (69,821) | (113,145)    | -          | (113,145) |
| <b>Net current assets</b>                      |      | 343,588      | 281,597    | 625,185  | 492,431      | 55,913     | 521,062   |
| <b>Total assets less current liabilities</b>   |      | 343,588      | 282,436    | 626,024  | 492,431      | 55,913     | 521,062   |
| <b>The funds of the charity:</b>               |      |              |            |          |              |            |           |
| Unrestricted income fund                       | 9    | 344,426      | -          | 344,426  | 387,499      | -          | 387,499   |
| Restricted                                     | 9    | -            | 281,597    | 281,597  | -            | 133,563    | 133,563   |
| <b>Total charity funds</b>                     |      | 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        | <b>81,328</b> | -          |
| Investment income                 | 42            | -          | <b>42</b>     | 113        |
| <b>Total from generated funds</b> | <b>80,540</b> | <b>830</b> | <b>81,370</b> | <b>113</b> |

### Incoming resources from charitable activities

#### Grants

|                                     |                |                |                |                |
|-------------------------------------|----------------|----------------|----------------|----------------|
| SCC Supporting People               | 65,667         | 49,353         | <b>115,020</b> | 114,300        |
| Waverley BC (Bedspace)              | 43,382         | -              | <b>43,382</b>  | 37,070         |
| Woking Borough Council              | 26,700         | 47,200         | <b>73,900</b>  | 111,276        |
| Assertive Outreach worker           | -              | 26,650         | <b>26,650</b>  | 10,667         |
| Outreach Drug & Alcohol Worker      | -              | 54,141         | <b>54,141</b>  | 4,167          |
| Tenancy Sustainment Officer         | -              | 71,708         | <b>71,708</b>  | 23,917         |
| Outreach - PCC                      | -              | -              | -              | 25,500         |
| Criminal Justice Navigator          | -              | 40,000         | <b>40,000</b>  | -              |
| Outreach - Waverley BC              | -              | 41,000         | <b>41,000</b>  | 20,500         |
| SCC - Emergency Accommodation Grant | 6,000          | -              | <b>6,000</b>   | 38,197         |
|                                     |                |                | -              | 58,518         |
|                                     | <b>141,749</b> | <b>330,052</b> | <b>471,801</b> | <b>444,111</b> |

#### Other income

|                              |                |               |                |                |
|------------------------------|----------------|---------------|----------------|----------------|
| Housing benefit              | 265,934        | 9,921         | <b>275,855</b> | 367,850        |
| Client contributions to rent | 15,086         | 4,549         | <b>19,635</b>  | 16,138         |
| Property rental income       | 27,500         | -             | <b>27,500</b>  | 28,500         |
| Other income                 | 200            | 4,213         | <b>4,413</b>   | 142,440        |
|                              | <b>308,720</b> | <b>18,683</b> | <b>327,403</b> | <b>554,928</b> |

### Total from charitable activities

|  |                |                |                |                |
|--|----------------|----------------|----------------|----------------|
|  | <b>450,469</b> | <b>348,735</b> | <b>799,204</b> | <b>999,038</b> |
|--|----------------|----------------|----------------|----------------|

### Total incoming resources

|  |                |                |                |                |
|--|----------------|----------------|----------------|----------------|
|  | <b>531,009</b> | <b>349,565</b> | <b>880,574</b> | <b>999,152</b> |
|--|----------------|----------------|----------------|----------------|



#### 4. Resources expended

Resources expended are analysed as follows:

|  | Unrestricted funds |               |                     |               |               | Restricted funds |                        |               |                   |                       |              | Total<br>2022  | Total<br>2021  |
|--|--------------------|---------------|---------------------|---------------|---------------|------------------|------------------------|---------------|-------------------|-----------------------|--------------|----------------|----------------|
|  | Shelter            | The Prop      | Flats and<br>houses | Admin         | Fundraiser    | HG Wells         | Tenancy<br>sustainment | Outreach      | Rough<br>Sleepers | Assertive<br>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<br>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          |
| <b>TOTAL</b>   | <b>248,323</b>     | <b>64,612</b> | <b>173,900</b>      | <b>44,486</b> | <b>42,760</b> | <b>62,578</b>    | <b>34,567</b>          | <b>31,518</b> | <b>30,580</b>     | <b>39,478</b>         | <b>2,813</b> | <b>775,613</b> | <b>808,130</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, 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         |
| <b>TOTAL</b>  | <b>£ 418,142</b> | <b>£ 483,315</b> |
| Staff numbers (full and part time), of which 19 full time | 22               | 24               |



## 6. Tangible Fixed Assets

|                                 | Furniture and fittings | Property equipment | Office equipment | Total |
|---------------------------------|------------------------|--------------------|------------------|-------|
| <b>Cost</b>                     |                        |                    |                  |       |
| b/f at 1st April 2021           | -                      | -                  | -                | -     |
| Disposals                       | -                      | -                  | -                | -     |
| Additions                       | -                      | -                  | 1,032            | 1,032 |
| c/f at 31st March 2020          | -                      | -                  | 1,032            | 1,032 |
| <b>Accumulated depreciation</b> |                        |                    |                  |       |
| b/f at 1st April 2021           | -                      | -                  | -                | -     |
| Disposals                       | -                      | -                  | -                | -     |
| Charge for the period           | -                      | -                  | 194              | 194   |
| c/f at 31st March 2021          | -                      | -                  | 194              | 194   |
| <b>Net book values</b>          |                        |                    |                  |       |
| 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         | -             |
|                               | <u>26,069</u> | <u>15,076</u> |

## 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          |
|                  | <u>69,821</u> | <u>113,145</u> |

## 9. Movement of funds during the year to 31<sup>st</sup> March 2022

|                               | Balance at 1st April<br>2021 | Income         | Expenditure      | Net income<br>expenditure | Transfers between funds | Balance at 31st March<br>2022 |
|-------------------------------|------------------------------|----------------|------------------|---------------------------|-------------------------|-------------------------------|
|                               | £                            | £              | £                | £                         | £                       | £                             |
| <b>GENERAL FUNDS</b>          |                              |                |                  |                           |                         |                               |
| Accumulated fund              | 387,498                      | 531,009        | (574,081)        | (43,072)                  | -                       | 344,426                       |
| <b>Total General funds</b>    | <b>387,498</b>               | <b>531,009</b> | <b>(574,081)</b> | <b>(43,072)</b>           | <b>-</b>                | <b>344,426</b>                |
| <b>RESTRICTED FUNDS</b>       |                              |                |                  |                           |                         |                               |
| 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)          | -                         | -                       | -                             |
| <b>Total Restricted funds</b> | <b>133,564</b>               | <b>349,566</b> | <b>(201,533)</b> | <b>148,032</b>            | <b>-</b>                | <b>281,596</b>                |
| <b>TOTAL FUNDS</b>            | <b>521,062</b>               | <b>880,575</b> | <b>(775,614)</b> | <b>104,960</b>            | <b>-</b>                | <b>626,022</b>                |

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