



TRUSTEES' ANNUAL REPORT

1st April 2024 – 31st March 2025

Helping to prevent homelessness

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Registered Charitable Incorporated Organisation - No. 1171222

1 Objectives and Activities

The Wycombe Rent Deposit Guarantee Scheme (WRDGS) is a charity set up for the relief of poverty amongst people who are homeless or inadequately housed in the Wycombe area. The Scheme provides guarantees for rent deposits, and other assistance on behalf of said persons who are in need of accommodation and who would otherwise be unable to secure accommodation in the Wycombe area.

The actions taken by the Scheme to meet its objectives include:

1. Providing a guarantee as an alternative to the cash deposit normally required by a landlord to secure a tenancy. The landlords can claim against the guarantee if they would be entitled to make deductions from a pre-paid deposit. This can help those who are able to pay rent, for example if they qualify for Universal Credit Housing Costs, but who cannot afford a deposit.
2. Maintaining and sustaining existing tenancies by liaising with tenants, landlords, benefits agencies and other support bodies to pre-empt and address issues threatening a tenancy.
3. Giving free, confidential advice on housing-related matters.
4. Using restricted grants received from Buckinghamshire Council to help those who have been rough sleepers into accommodation. This help may include paying cash deposits, paying the first month's rent in advance, giving landlords incentives for housing people who are difficult to house and purchasing items of basic furniture needed to live in the accommodation.

2 Background

The early planning stages of the Scheme were started in 1995 by a partnership between the members of The Wycombe District Council Housing Forum and The Source Group - a lay ecumenical Christian covenant community based in High Wycombe.

The Charity was registered in 1996 as a charitable trust but converted to being a Charitable Incorporated Organisation (CIO) for the year 2017-18. The charitable objects, staff and trustees remained the same, but a CIO is the recommended legal structure for a small charity like WRDGS.

At WRDGS' inception it was agreed that Wycombe District Council (WDC) would provide an annual grant to pay for on-costs (the costs of employing staff), the churches of High Wycombe would contribute towards running costs and The Guinness Partnership Limited would set aside £30,000 to cover the guarantees.

WRDGS applies for an annual grant from the Council (which is now Buckinghamshire Council (BC)). The Council grant no longer fully covers on-costs, so the Scheme has to raise money from other grants, donations and fund-raising activities.

3 Achievements and Performance in 2024-25

In 2024/25 we celebrated 29 years of helping to prevent homelessness in Wycombe District and, more recently, Buckinghamshire.

In 24-25 our staff provided highly specialised advice via 338 meetings with clients, some in person and some remotely. Some of our clients have only contacted us once, whilst we speak to others on a weekly basis.

We housed 58 households with 8 different landlords. Using our tenancy support service, most of our clients have renewed their tenancies without a guarantee being required, indicating that our landlords consider them to be reliable tenants.

We helped 13 households rescue their tenancies and 57 households to sustain their tenancies thus preventing them from becoming homeless. Thanks must go to Buckinghamshire Council Housing Benefit Department for providing advice and discretionary housing payments also to the Wycombe Homeless Connection Housing Legal Clinic. Our staff have provided specialist benefit and housing advice for this project for many years.

4 People helped by the Scheme from start until the end of 24-25

By the end of 2024-2025, the Scheme had HOUSED 1850 households, a total of 2023 adults and 757 children housed. Of these, 58 households (58 Adults and 0 children) were new to the Scheme in 2024-25 and 7 households (7 Adults and 0 children) renewed their tenancies with the help of the Scheme.

By the end 2024-2025, the Scheme had RESCUED 719 clients' tenancies. Of these 13 were new in 2024-2025. We have also helped to SUSTAIN 528 tenancies in order to keep clients in their accommodation who would have been at risk of becoming homeless. Of these 57 were new in 2024-2025.

The following case studies are based on real people, although names and details have been changed to preserve anonymity. Much of the work that we do is more complicated than simply housing someone:

SECURING FOUR TENANCIES SIMULTANEOUSLY

A landlord approached us with a four-bedroomed property, seeking potential clients for occupancy. After discussions with a local hostel, they referred three refugees who had been found sleeping rough after being granted indefinite leave to remain. The fourth client was also a refugee experiencing homelessness and residing in emergency accommodation. Using funds from the Rough Sleepers Initiative, we provided a month's rent in advance, a landlord incentive, and financial assistance for purchasing furniture and bedding. Within a few weeks of securing their new tenancies, all four clients successfully found employment.

FROM HOMELESSNESS TO STABILITY

We also assisted two separate clients who had been found sleeping rough and placed into emergency accommodation. Both were housed in a local hostel, where we contributed a modest amount to cover their initial expenses. Both clients were older than the typical residents at this hostel. Subsequently, we were approached by a landlord, who was developing two new flats so we recommended these clients for consideration. Following interviews, both clients were successfully placed in the new accommodation, thereby freeing up space at the hostel for additional potential clients.

A DIFFICULT TRANSITION: TENANTS AFFECTED BY SALE OF THEIR HOME

A long-standing landlord decided to sell two of his properties. Although the new landlord initially indicated his intention to retain the tenants, eviction notices were served to all the residents. Many of these tenants sought assistance from our scheme to facilitate this transition. We helped some apply to local hostels while we rehoused others into affordable private sector accommodation. Additionally, several were referred to the Buckinghamshire Council housing team for further support.

5 WRDGS referred clients to the following during 2024-25

Buckinghamshire Council (buckinghamshire.gov.uk)

Central Aid Society (central-aid.org.uk)

Wycombe Homeless Connection (www.wyhoc.org.uk)

Connection Support (connectionsupport.org.uk)

Vicars Relief Fund - St Martin-in-the-Fields

Supporting people away from homelessness (smitfc.org)

One Recovery Bucks (onerecoverybucks.org)

One YMCA High Wycombe Hostel (oneymca.org.uk)

Old Tea Warehouse (riverside.org.uk)

Wycombe Women's Aid

Youth Enquiry Service

6 Financial Review

In the 2024-25 financial year the total value of new guarantees written by the scheme was £7,360.00. By the end of 2024-25 the total value of Guarantees written by the Scheme since its inception was £447,954.48 with a total claim pay out of £4,863.26.

This makes the Scheme's average claim rate 1.09%

Many thanks to our Grant providers and donors in 2024-25:

Buckinghamshire Council

Rothschild Foundation

St Augustine's Church, R. Balacanta, E. Ball, J. Briggs, C. and W. Bunting, S. Connolly, G & H Dodgson, N. Hanbury, P. Hogwood, St John Henry Newman Parish, St Peters Church Loudwater, Deacon P. Priestley, W.& C. Plummer, K. Russell, P. Webb.

West Wycombe Chamber Choir (many thanks for putting on a concert in aid of WRDGS and for their generous donation and continued support).

Thanks also to all who provided tombola prizes for our stand at the Hazlemere Fete and to those who helped us on the stall.

Apart from the contribution towards our running costs, Buckinghamshire Council passed on to us money from a restricted grant which they had received from the Government to help to house those who are particularly difficult to house (the Move on Prevention Fund). We already received a restricted fund in 22-23 from the Council from the Rough Sleepers' Initiative fund. Amongst other things, this has enabled us to pay off people's rent arrears, give them money for their first month's rent in advance, pay cash deposits if required and to buy essential furniture (eg. beds).

Policy for holding reserves and amounts at end of 2024-25

As we ended 23-24 with £42,000 undesignated reserves, we were able to set aside a reserve of 3 months' salaries and oncosts for 24-25. This has put our finances in a much healthier position.

WRDGS had the following funds ear-marked for specific uses in 24-25. These are documented on the Balance Sheet of the annual accounts.

- a) Restricted fund from the Deposit Protection Service (DPS) for arrears payments and other expenses needed to help people into housing.
- b) Restricted fund from the Move on Prevention Scheme to be used to house those who are particularly difficult to house.
- c) Restricted fund from the Rough Sleepers Initiative to be used to house people who have been sleeping rough.
- d) Fund to cover our statutory redundancy liabilities if our staff had to be made redundant.
- e) Fund to cover 26 weeks statutory sick pay.
- f) Fund to cover 3 months' salaries and oncosts.
- g) £2,000 given to the Scheme by Guinness Partnership Ltd in the early days to alleviate cash flow problems. It is kept aside to enable a quick payout of a claim on a deposit guarantee while the Scheme waits for Guinness to pay the claim. It is not restricted.

Funding for the Future

It is estimated that WRDGS will need £85,700 to run during the year 2025-26 (including money required to top-up its statutory liabilities for possible redundancy and sick pay).

Before the end of 2024-25, WRDGS had secured promises of several grants for 2025-26 as well as expecting £1,100 from our regular donors. The expected grants were as follows:

- £65,000 from Buckinghamshire Council,
- £40,000 from the People's Postcode Lottery as a local person won the lottery,
- £10,000 third instalment from Rothschild Foundation.

WRDGS was noted as a key partner in Wycombe District Council's Homelessness Strategy and has continued to collaborate with Buckinghamshire Council as it did with Wycombe District Council.

7 Structure, Governance and Management

WRDGS is a Charitable Incorporated Organisation (CIO) whose governing document is a constitution. As well as individual people applying to be trustees, the following organisations can nominate trustees for the charity:

- Buckinghamshire Council,
- Guinness Partnership Ltd.,
- Churches Together High Wycombe,
- The Youth Enquiry Service,
- The Citizen's Advice Bureau.

The Scheme is managed by a steering committee comprising the trustees and its two members of staff.

The Scheme's Steering Committee during 2024- 25

Catriona Plummer	Trustee nominated by Churches Together High Wycombe (Chair of trustees)
Cllr. Paul Turner	Trustee nominated by Buckinghamshire Council
Nancy Bradshaw	Trustee (Fundraising)
Clive Bradshaw	Trustee (Secretary)
Eddie Maguire	Trustee (Treasurer)
Phil Thomas	Operations Manager (paid member of staff)
Tracey Thomas	Client Servicing Officer (paid member of staff).

The trustees would like to thank the following people who donated their services free of charge:

Anthony Pearmain – Web site design and IT Consultant @ StratMetrix

Sharon Marshall - Keeping Books 4 U (Payroll)

Steven Potts – Independent Examiner of End of Year Accounts

We are very grateful to our many donors during 2024-25 who continued to support us in spite of cost-of-living increases.

9 Future Aims of the Scheme

- To recruit more accommodation providers.
- To secure permanent long-term funding to ensure a more secure financial position; to increase our general unrestricted reserves.
- To improve the conditions in private rented accommodation, especially Houses of Multiple Occupation, by ensuring that reasonable standards are met.
- To recognise that, when seeking accommodation, certain groups and individuals are discriminated against and to oppose such discrimination.
- Through good management to maintain our low claim rate.
- To strive to improve our service

Declarations

The trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's trustees:

Signatures	C. A. Plummer	
Full Name	Catriona Plummer	Eddie Maguire
Position	Chair of Trustees	Treasurer

Date	27th Nov 2025
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Receipts and payments accounts

CC16a

For the period
from

01-Apr-24

To

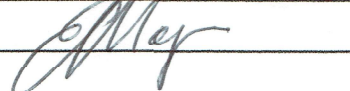
31-Mar-25

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Buckinghamshire Council Grant	62,500	-	-	62,500	62,500
Donations (from the Public)	5,229	-	-	5,229	9,321
Other Grants, non-restricted	10,000	-	-	10,000	42,000
Other Grants - Restricted	-	76,341	-	76,341	31,623
Interest	1,154	119	-	1,273	1,009
Lotto	72	-	-	72	-
Giftaid Tax Refund	43	-	-	43	80
	-	-	-	-	-
Sub total (Gross income for AR)	78,998	76,460	-	155,458	146,533
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	78,998	76,460	-	155,458	146,533
A3 Payments					
Salaries, oncosts, pension	79,059	-	-	79,059	75,683
Print, Post, Stationery	130	-	-	130	96
Phone/IT	506	-	-	506	1,057
Mileage, parking, trav	189	-	-	189	129
Subscriptions	295	-	-	295	295
Insurance	713	-	-	713	120
Rent	3,995	-	-	3,995	3,960
Bank Charges	120	-	-	120	684
Sundry-Data protection	-	-	-	-	-
Miscellaneous	26	-	-	26	46
DBS/CRB Update	26	-	-	26	-
	-	-	-	-	-
Move On / Prevention	-	37,404	-	37,404	-
Rough Sleepers Initiative	-	4,152	-	4,152	19,316
	-	-	-	-	-
Sub total	85,059	41,556	-	126,615	101,385
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	85,059	41,556	-	126,615	101,385
Net of receipts/(payments)	- 6,061	34,904	-	28,843	45,148
A5 Transfers between funds					
A6 Cash funds last year end	82,629	46,876	-	129,505	
Cash funds this year end	76,568	81,780	-	158,348	

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Nat West Current Account	41,238	-	-
	CAF Bank Current Account	25,330	91	
	CAF Bank Current Account (RIA)		81,689	
	COIF	10,000		
				-
				-
	Total cash funds	76,568	81,780	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Office Furniture	Unrestricted	-	-
	2 staff laptops	Unrestricted	-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
	Potential liability for Statutory Redundancy	Unrestricted	38,480	
	Potential liability for Statutory Sick Pay	Unrestricted	3,035	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		CATRIONA PLUMMER	2-11-2025
		EDWARD MAGUIRE	2-11-2025

THE WYCOMBE RENT DEPOSIT GUARANTEE SCHEME
STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31/03/2025

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31/03/2025

1) **ACCOUNTING POLICIES**

The financial statements have been prepared on a cash basis in accordance with the Charities SORP (FRS 102) as applicable to charities preparing their accounts on a receipts and payments basis. Under this method, income is recognised when received and expenditure is recognised when paid. This approach is permitted for charities with gross annual income under £250,000 and provides a straightforward reflection of the charity's financial activity during the year

2) **RECEIPTS**

Other Grants - not restricted

Rothschild Foundation	£10,000
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Other Grants - Restricted

Bucks Council from Move on Prevention (MOP) fund	£31,547
Bucks Council from Rough Sleepers' Initiative (RSI) fund	£44,794

3) **FUNDS**

	31 March 2025	31 March 2024
Guinness Fund	£2,000	£2,000
Statutory Redundancy Reserve	£38,480	£35,728
Statutory Sick Pay Reserve	£3,035	£2,844
3 month Salary / Oncosts buffer reserve	£20,500	£0
Restricted Fund (Move on Prevention)	£25,690	£31,547
Restricted Fund (Rough Sleepers Initiative)	£55,112	£14,351
Restricted Fund from Deposit Protection Scheme (DPS)	£978	£978
Undesignated Reserves	£12,553	£42,057
	£158,348	£129,505

WYCOMBE RENT DEPOSIT GUARANTEE SCHEME
STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31/03/2025

4) MOVEMENTS IN FUNDS AND RESERVES

4a	Designated Reserves	SSP	Redundancy	Guinness	3m oncosts	Total
	O/Bal 1 April 2024	2,844	35,728	2,000	0	40,572
	Movement in reserves / designated funds in the year	191	2,752	0	20,500	23,443
	C/Bal 31 Mar 25	3,035	38,480	2,000	20,500	64,015

4b Restricted Funds

	DPS	MOP	RSI	Total
O/Bal 1 April 2024	978.14	31,547.00	14,350.62	46,876
Receipts 24/25		31,547	44,913	76,460
Payments 24/25		(37,404)	(4,152)	(41,556)
C/Bal 31 Mar 25	978	25,690	55,111.97	81,780

4c Undesignated Funds

O/Bal 1 April 2024	42,057
Net surplus for year	(6,061)
Movement to Statutory Redundancy and SSP reserves	(2,943)
3 months Salary / oncosts to Designated Reserves	(20,500)
C/Bal 31 Mar 25	12,553

5) RESTRICTED FUNDS - GRANTS, PURPOSES & HISTORY

Grants to relieve homelessness, for specific actions or with specific constraints (i.e. not for running the charity)

- 5a DPS - Restricted fund donated by the Deposit Protection Service to assist with housing homeless people.
- 5b BC MOP - Move on Prevention fund with restrictions defined by the Government and has to be used to house people who are particularly difficult to house.
- 5c RSI - Rough Sleepers Initiatives funding allocated to WRDGS by Buckinghamshire Council from a restricted grant which they received from the Government to be used to house people who are homeless (incl bank interest)

Years					
2018-22/23		2023/24		2024/25	
Receipts	Spend	Receipts	Spend	Receipts	Remaining
10,000	(9,022)				978
		31,547	(37,404)	31,547	25690
33,590		76	(19,315)	44,913	55112
128 Payments		42 Payments		67 Payments	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Wycombe Rent Deposit Guarantee Scheme

On accounts for the year
ended

31 March 2025

Charity no
(if any)

1171222

Set out on pages

1 - 4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2025**.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

02/11/2025

Name:

Steven Robert Potts

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

FCCA

Address:

15 Hylton Road

High Wycombe

HP12 4BZ