

Annual Report and Financial Statements
for the Year Ended 30 September 2020

Hope Into Action: Mid Sussex

Charity registration number: 1173235

Independent Examiners Ltd
2 Broadbridge Business Centre
Delling Lane
Bosham
Chichester
West Sussex
PO18 8NF

HOPE INTO ACTION: MID SUSSEX

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 16

HOPE INTO ACTION: MID SUSSEX

Reference and Administrative Details

Trustees	Nigel Goodenough Graham Barnes Janet Pack Valerie Maynard MBE Nigel Maynard
Principal Office	The King's Centre 33-35 Victoria Road Burgess Hill West Sussex RH15 9LR
Charity Registration Number	1173235
Independent Examiner	G W Schulz ACMA Independent Examiners Ltd 2 Broadbridge Business Centre Delling Lane Bosham Chichester West Sussex PO18 8NF

HOPE INTO ACTION: MID SUSSEX

Trustees' Report

The Trustees present the annual report together with the financial statements of the charity for the year ended 30 September 2020.

Objectives and activities

Objects and aims

The principal object of the charity is to provide supported housing in the Mid Sussex region to those who are homeless or insecurely housed.

Public benefit

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

Review of activities

Working in conjunction with local churches, Hope Into Action: Mid Sussex provides supported housing in the Mid Sussex region to those who are homeless or insecurely housed. It enables churches to use their resources in partnership with the charity to provide shared housing of a high standard, and friendship, support, advocacy and advice to vulnerable adults in the community.

The charity's model is to use investment resources to buy a property, typically suitable for three tenants. Each tenant has their own room and use of a communal lounge, kitchen and bathroom. The house is linked to a local church that provides a positive community, friendship, mentoring and support. A professional Empowerment Worker provides expertise to the tenants in applying for benefits and for jobs, liaising with other support agencies and agreeing a 'personal development plan' to help them progress and move on successfully into independent accommodation.

This is a holistic approach. We first meet the immediate practical needs of the tenant, then help them address the underlying causes which led to them being in poverty. The positive framework of relationship through the Empowerment Worker and the church's friendship and support team plays a significant role in helping tenants to move out of poverty.

This is our third full year of operation, and, despite the challenges that the pandemic has presented, we have seen encouraging growth in our operations.

We helped investors to identify and purchase a property in Crawley, refurbished it ready for occupation, and moved our first tenant in, in April 2020. An additional property, owned by one of our partner churches, needed significant refurbishment throughout the year, which was delayed due to the pandemic. This work was completed in September 2020, and the house will be leased to us at the beginning of the next financial year.

HOPE INTO ACTION: MID SUSSEX

Trustees' Report

At 30 September 2020, we were housing and supporting eight tenants, two others had been housed for part of the year, and a further four were about to move in. All of our tenants had been either homeless or at risk of homelessness, and we have seen them make progress in the areas in which support was needed, including improved health and employment. Several of them are making plans to move out of supported housing and to live independently.

We developed and strengthened our partnerships with the three churches providing friendship and support to our tenants – Christ Church Haywards Heath, St John The Baptist, Crawley and The King's Church Mid Sussex. We have created good structures and lines of communication with all churches, and have coordinators in place to recruit and supervise a team of volunteers. We have also received donations to support our tenants with food and other supplies during the pandemic, including £1,000 from one of our church partners.

We have recruited a part time Empowerment Worker who will join the team in November 2020 to provide professional support both to the tenants in three of the properties, and to our partner churches. We received a grant of £7,500 from the National Lottery Community Fund to contribute to the cost of providing this additional support.

Hope Into Action: Mid Sussex is a franchise of Hope Into Action UK, which provides us with training, support, advice and expertise. We have adopted their policies, with minor adaptations as needed. Representatives of Hope Into Action UK carry out regular audits of our houses and meet with our tenants, to ensure that standards are maintained and risks are managed appropriately, with the wellbeing of our tenants being paramount.

Plans for the charity going forward

We have secured pledged investment for an additional property which we expect to be purchased in East Grinstead, refurbished and leased to us by the end of the next financial year. We will work with referral agencies to identify suitable tenants and develop a new church partnership in order to provide great support and friendship to the tenants in this, our fifth, house.

We will further expand our team by recruiting a paid or voluntary part time Financial Administrator to take on the additional administration that our expansion has created. And we will continue to build relationships with all of our partner churches, provide training to the friendship and support groups to enable them to identify and recruit additional volunteers.

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

HOPE INTO ACTION: MID SUSSEX

Trustees' Report

Structure, governance and management

Nature of governing document

Hope Into Action: Mid Sussex is a registered charity, number 1173235, and is constituted under a Trust deed.

Recruitment and appointment of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

HOPE INTO ACTION: MID SUSSEX

Trustees' Report

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:


- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material 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 business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. 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.

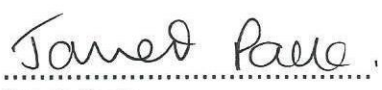
The annual report was approved by the Trustees of the charity on 22 March 2021 and signed on its behalf by:



.....
Nigel Goodenough
Trustee



.....
Graham Barnes
Trustee



.....
Janet Pack
Trustee

HOPE INTO ACTION: MID SUSSEX

Independent Examiner's Report to the trustees of Hope Into Action: Mid Sussex

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 30 September 2020 which are set out on pages 7 to 16.

Respective responsibilities of Trustees and examiner

As the charity's Trustees of Hope Into Action: Mid Sussex 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 Hope Into Action: Mid Sussex'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

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

1. accounting records were not kept in respect of Hope Into Action: Mid Sussex as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting 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.



.....
G W Schulz

Independent Examiners Ltd
2 Broadbridge Business Centre
Delling Lane
Bosham
Chichester
West Sussex
PO18 8NF

22 March 2021

HOPE INTO ACTION: MID SUSSEX

Statement of Financial Activities for the Year Ended 30 September 2020

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income and Endowments from:				
Donations and legacies	2	6,639	17,966	24,605
Charitable activities	3	42,241	-	42,241
Investment income	4	4	-	4
Total income		<u>48,884</u>	<u>17,966</u>	<u>66,850</u>
Expenditure on:				
Charitable activities	5	<u>59,775</u>	<u>9,609</u>	<u>69,384</u>
Total expenditure		<u>59,775</u>	<u>9,609</u>	<u>69,384</u>
Net (expenditure)/income		<u>(10,891)</u>	<u>8,357</u>	<u>(2,534)</u>
Net movement in funds		(10,891)	8,357	(2,534)
Reconciliation of funds				
Total funds brought forward		<u>39,725</u>	<u>-</u>	<u>39,725</u>
Total funds carried forward	13	<u>28,834</u>	<u>8,357</u>	<u>37,191</u>

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and Endowments from:				
Donations and legacies	2	8,265	8,850	17,115
Charitable activities	3	<u>41,338</u>	<u>-</u>	<u>41,338</u>
Total income		<u>49,603</u>	<u>8,850</u>	<u>58,453</u>
Expenditure on:				
Charitable activities	5	<u>51,824</u>	<u>8,888</u>	<u>60,712</u>
Total expenditure		<u>51,824</u>	<u>8,888</u>	<u>60,712</u>
Net expenditure		<u>(2,221)</u>	<u>(38)</u>	<u>(2,259)</u>
Net movement in funds		(2,221)	(38)	(2,259)
Reconciliation of funds				
Total funds brought forward		<u>41,946</u>	<u>38</u>	<u>41,984</u>
Total funds carried forward	13	<u>39,725</u>	<u>-</u>	<u>39,725</u>


The notes on pages 9 to 16 form an integral part of these financial statements.


HOPE INTO ACTION: MID SUSSEX


(Registration number: 1173235)
Balance Sheet as at 30 September 2020

	Note	2020 £	2019 £
Current assets			
Debtors	9	1,887	2,601
Cash at bank and in hand		<u>45,206</u>	<u>41,902</u>
		47,093	44,503
Creditors: Amounts falling due within one year	10	<u>(9,902)</u>	<u>(4,778)</u>
Net assets		<u>37,191</u>	<u>39,725</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		8,357	-
Unrestricted income funds			
Unrestricted funds		<u>28,834</u>	<u>39,725</u>
Total funds	13	<u>37,191</u>	<u>39,725</u>

The financial statements on pages 7 to 16 were approved by the Trustees, and authorised for issue on 22 March 2021 and signed on their behalf by:


.....
Nigel Goodenough
Trustee


.....
Graham Barnes
Trustee


.....
Janet Pack
Trustee

The notes on pages 9 to 16 form an integral part of these financial statements.
Page 8

HOPE INTO ACTION: MID SUSSEX

Notes to the Financial Statements for the Year Ended 30 September 2020

1 Accounting policies

Statement of compliance

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) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

Hope Into Action: Mid Sussex meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gift aid

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

HOPE INTO ACTION: MID SUSSEX

Notes to the Financial Statements for the Year Ended 30 September 2020

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

All resources expended are inclusive of irrecoverable VAT.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

Fund structure

Unrestricted income funds are general funds that are available for use at the Trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

HOPE INTO ACTION: MID SUSSEX

Notes to the Financial Statements for the Year Ended 30 September 2020

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2020 £	Total 2019 £
Donations and legacies;				
Donations	6,132	10,316	16,448	15,123
Gift aid reclaimed	340	150	490	1,500
Grants, including capital grants;				
Grants from other charities	-	7,500	7,500	-
Other income from donations and legacies	167	-	167	492
	<u>6,639</u>	<u>17,966</u>	<u>24,605</u>	<u>17,115</u>

3 Income from charitable activities

	Unrestricted funds General £	Total 2020 £	Total 2019 £
Income from charitable activities	<u>42,241</u>	<u>42,241</u>	<u>41,338</u>

4 Investment income

	Unrestricted funds General £	Total 2020 £
Interest receivable and similar income;		
Interest receivable on bank deposits	<u>4</u>	<u>4</u>

HOPE INTO ACTION: MID SUSSEX

Notes to the Financial Statements for the Year Ended 30 September 2020

5 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total 2020 £	Total 2019 £
Premises costs		22,201	-	22,201	17,223
Repairs and renewals		1,149	353	1,502	1,410
Tenant support		34	1,031	1,065	121
Staff expenses		528	-	528	274
General administration		1,991	275	2,266	914
Insurance		1,180	-	1,180	1,036
Franchise fee		1,340	-	1,340	1,200
Training		88	-	88	325
Governance costs	6	780	-	780	900
Staff costs	8	30,484	7,950	38,434	37,309
		<u>59,775</u>	<u>9,609</u>	<u>69,384</u>	<u>60,712</u>

6 Governance costs

	Unrestricted funds General £	Total 2020 £	Total 2019 £
Independent examiner fees			
Examination of the financial statements	<u>780</u>	<u>780</u>	<u>900</u>
	<u>780</u>	<u>780</u>	<u>900</u>

7 Trustees remuneration and expenses

1 Trustee received remuneration amounting to £35,103 (2019 - £34,134) as operational manager in the current period.

1 Trustee received benefits in kind in the form of pension contributions amounting to £2,724 (2019 - £2,671) in the current period.

1 Trustee received reimbursement of expenses amounting to £528 (2019 - £274) in the current period.

HOPE INTO ACTION: MID SUSSEX

Notes to the Financial Statements for the Year Ended 30 September 2020

8 Staff costs

The aggregate payroll costs were as follows:

	2020 £	2019 £
Staff costs during the year were:		
Wages and salaries	35,103	34,134
Social security costs	607	504
Pension costs	2,724	2,671
	<u>38,434</u>	<u>37,309</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2020 No	2019 No
Staff	<u>1</u>	<u>1</u>

No employee received emoluments of more than £60,000 during the year

9 Debtors

	2020 £	2019 £
Accrued income	23	1,000
Other debtors	1,864	1,601
	<u>1,887</u>	<u>2,601</u>

10 Creditors: amounts falling due within one year

	2020 £	2019 £
Other creditors	6,248	1,577
Accruals	3,654	3,201
	<u>9,902</u>	<u>4,778</u>

HOPE INTO ACTION: MID SUSSEX

Notes to the Financial Statements for the Year Ended 30 September 2020

11 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2020 £	2019 £
Land and buildings		
Within one year	17,145	10,945
Between one and five years	<u>35,011</u>	<u>24,773</u>
	<u>52,156</u>	<u>35,718</u>

12 Pension and other schemes

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £2,724 (2019 - £2,671).

HOPE INTO ACTION: MID SUSSEX

Notes to the Financial Statements for the Year Ended 30 September 2020

13 Funds

	Balance at 1 October 2019 £	Incoming resources £	Resources expended £	Balance at 30 September 2020 £
Unrestricted funds				
<i>General</i>				
General Funds	39,725	48,884	(59,775)	28,834
Restricted funds				
Staff fund	-	15,450	(8,225)	7,225
Tenant support fund	-	2,516	(1,384)	1,132
	<u>-</u>	<u>17,966</u>	<u>(9,609)</u>	<u>8,357</u>
Total funds	<u>39,725</u>	<u>66,850</u>	<u>(69,384)</u>	<u>37,191</u>
	Balance at 1 October 2018 £	Incoming resources £	Resources expended £	Balance at 30 September 2019 £
Unrestricted funds				
<i>General</i>				
General Funds	41,946	49,603	(51,824)	39,725
Restricted funds				
Specific gifts	38	-	(38)	-
Staff fund	-	8,850	(8,850)	-
	<u>38</u>	<u>8,850</u>	<u>(8,888)</u>	<u>-</u>
Total funds	<u>41,984</u>	<u>58,453</u>	<u>(60,712)</u>	<u>39,725</u>

HOPE INTO ACTION: MID SUSSEX

Notes to the Financial Statements for the Year Ended 30 September 2020

14 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 30 September 2020 £
Current assets	38,736	8,357	47,093
Current liabilities	<u>(9,902)</u>	<u>-</u>	<u>(9,902)</u>
Total net assets	<u>28,834</u>	<u>8,357</u>	<u>37,191</u>

	Unrestricted funds General £	Total funds at 30 September 2019 £
Current assets	44,503	44,503
Current liabilities	<u>(4,778)</u>	<u>(4,778)</u>
Total net assets	<u>39,725</u>	<u>39,725</u>