

Annual Report and Financial Statements  
for the Year Ended 30 September 2021

## 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**

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## **HOPE INTO ACTION: MID SUSSEX**

### **Reference and Administrative Details**

<b>Trustees</b>	Nigel Goodenough Graham Barnes Janet Pack Valerie Maynard MBE Nigel Maynard
<b>Principal Office</b>	The King's Centre 33-35 Victoria Road Burgess Hill West Sussex RH15 9LR
<b>Charity Registration Number</b>	1173235
<b>Independent Examiner</b>	G W Schulz ACMA Independent Examiners Ltd 2 Broadbridge Business Centre Delling Lane Bosham Chichester West Sussex PO18 8NF
<b>Bankers</b>	National Westminster Bank plc 24 Church Road Burgess Hill West Sussex RH15 9ZS

## **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 2021.

#### **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 fourth full year of operation, and, despite the challenges that the pandemic has presented, we have seen encouraging growth in our operations, with both an increase in the number of tenants housed and supported, and strengthening of volunteer and paid staff positions.

At the beginning of the financial year our fourth property was opened, in Burgess Hill, and a refugee family moved in, in October 2020.



## **HOPE INTO ACTION: MID SUSSEX**

### **Trustees' Report**

As at 30 September 2021, we were housing and supporting thirteen tenants (an increase of 63% in 12 months). In addition, two tenants moved out of our supported housing during this financial year, both into independent accommodation, breaking the cycle of homelessness. All of our tenants have made 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 & support to our tenants - Christ Church Haywards Heath, St John The Baptist, Crawley & 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 secured pledged investment for an additional property which we expect to be purchased in Crawley and leased to us by the end of the next financial year. We are exploring partnerships with the West Sussex Refugee Resettlement Service to potentially provide a home for a destitute family.

We have recruited a part time Empowerment Worker who joined the team in November 2020 to provide professional support both to the tenants in three of the properties, and to our partner churches. We have also recruited a part time Finance Administrator who joined the team in September 2021 to manage our financial administration which has grown exponentially with our increased number of tenants and houses.

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***

Over the next year, we will further expand our team by recruiting an additional part time Empowerment Worker for the tenants in our existing property in Crawley, and for our second house in the town once purchased. We will work with investors to prepare the new property in Crawley for occupation, work with referral agencies to identify suitable tenants and develop our existing partnership with the Church in order to provide great support and friendship to the tenants in this, our fifth, house. 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. We will also identify and partner with an additional church in East Grinstead, and secure further investment towards purchasing a house in this town.

#### **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:

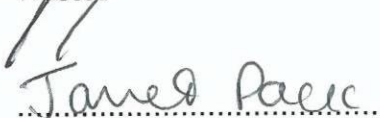
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed 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 27 February 2022 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 2021 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  
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PO18 8NF

27 February 2022



## HOPE INTO ACTION: MID SUSSEX

### Statement of Financial Activities for the Year Ended 30 September 2021

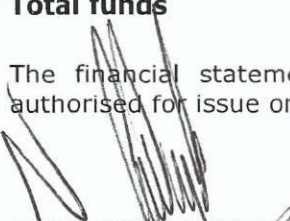
	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	9,584	15,348	24,932	24,605
Charitable activities	3	67,718	-	67,718	42,241
Investment income	4	-	-	-	4
Total income		<u>77,302</u>	<u>15,348</u>	<u>92,650</u>	<u>66,850</u>
<b>Expenditure on:</b>					
Charitable activities	5	<u>81,483</u>	<u>11,633</u>	<u>93,116</u>	<u>69,384</u>
Total expenditure		<u>81,483</u>	<u>11,633</u>	<u>93,116</u>	<u>69,384</u>
Net (expenditure)/income		<u>(4,181)</u>	<u>3,715</u>	<u>(466)</u>	<u>(2,534)</u>
Net movement in funds		(4,181)	3,715	(466)	(2,534)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>28,834</u>	<u>8,357</u>	<u>37,191</u>	<u>39,725</u>
Total funds carried forward	12	<u><u>24,653</u></u>	<u><u>12,072</u></u>	<u><u>36,725</u></u>	<u><u>37,191</u></u>


## HOPE INTO ACTION: MID SUSSEX

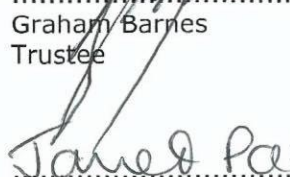
### Balance Sheet as at 30 September 2021

	Note	2021 £	2020 £
<b>Current assets</b>			
Debtors	8	5,305	1,887
Cash at bank and in hand		<u>43,810</u>	<u>45,206</u>
		49,115	47,093
<b>Creditors: Amounts falling due within one year</b>	9	<u>(12,390)</u>	<u>(9,902)</u>
<b>Net assets</b>		<u>36,725</u>	<u>37,191</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		12,072	8,357
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>24,653</u>	<u>28,834</u>
<b>Total funds</b>	12	<u>36,725</u>	<u>37,191</u>

The financial statements on pages 7 to 16 were approved by the Trustees, and authorised for issue on 27 February 2022 and signed on their behalf by:

  
.....  
Nigel Goodenough  
Trustee

  
.....  
Graham Barnes  
Trustee

  
.....  
Janet Pack  
Trustee

## **HOPE INTO ACTION: MID SUSSEX**

### **Notes to the Financial Statements for the Year Ended 30 September 2021**

#### **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 2021**

#### **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**

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 company 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.

#### **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 2021

#### 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 2021 £	Total 2020 £
Donations and legacies;				
Donations	6,702	2,390	9,092	16,448
Gift aid reclaimed	1,049	208	1,257	490
Grants, including capital grants;				
Grants from other charities	-	12,750	12,750	7,500
Other income from donations and legacies	<u>1,833</u>	<u>-</u>	<u>1,833</u>	<u>167</u>
	<u>9,584</u>	<u>15,348</u>	<u>24,932</u>	<u>24,605</u>

#### 3 Income from charitable activities

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Income from charitable activities	<u>67,718</u>	<u>67,718</u>	<u>42,241</u>

#### 4 Investment income

	Total 2021 £	Total 2020 £
Interest receivable and similar income;		
Interest receivable on bank deposits	<u>-</u>	<u>4</u>

## HOPE INTO ACTION: MID SUSSEX

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 5 Expenditure on charitable activities

		Unrestricted funds General	Restricted funds	Total 2021	Total 2020
	Note	£	£	£	£
Premises costs		34,698	-	34,698	22,201
Repairs and renewals		1,160	-	1,160	1,502
Tenant support		274	1,791	2,065	1,065
Staff expenses		926	-	926	528
General administration		2,206	-	2,206	2,266
Insurance		1,447	-	1,447	1,180
Franchise fee		1,895	-	1,895	1,340
Training		55	-	55	88
Independent examination		960	-	960	780
Staff costs	7	37,862	9,842	47,704	38,434
		<u>81,483</u>	<u>11,633</u>	<u>93,116</u>	<u>69,384</u>

#### 6 Trustees remuneration and expenses

1 Trustee received remuneration amounting to £35,834 (2020 - £35,103) as operational manager in the current period.

1 Trustee received benefits in kind in the form of pension contributions amounting to £2,779 (2020 - £2,724) in the current period.

The only other payments made to the Trustees, or any person connected with them, consisted of reimbursements of expenditure incurred on behalf of the charity in furthering the charity's objects.

## HOPE INTO ACTION: MID SUSSEX

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 7 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
<b>Staff costs during the year were:</b>		
Wages and salaries	44,265	35,103
Social security costs	-	607
Pension costs	3,439	2,724
	<u>47,704</u>	<u>38,434</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:

	2021 No	2020 No
Staff	<u>3</u>	<u>1</u>

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

#### 8 Debtors

	2021 £	2020 £
Accrued income	926	23
Other debtors	4,379	1,864
	<u>5,305</u>	<u>1,887</u>

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

	2021 £	2020 £
Other creditors	5,654	6,248
Accruals	6,736	3,654
	<u>12,390</u>	<u>9,902</u>

## HOPE INTO ACTION: MID SUSSEX

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 10 Obligations under leases and hire purchase contracts

##### Operating lease commitments

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

	2021 £	2020 £
<b>Land and buildings</b>		
Within one year	23,745	17,145
Between one and five years	<u>44,757</u>	<u>35,011</u>
	<u>68,502</u>	<u>52,156</u>

#### 11 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 £3,439 (2020 - £2,724).

Contributions totalling £321 (2020 - £315) were payable to the scheme at the end of the year and are included in creditors.



# HOPE INTO ACTION: MID SUSSEX

## Notes to the Financial Statements for the Year Ended 30 September 2021

### 12 Funds

	Balance at 1 October 2020 £	Incoming resources £	Resources expended £	Balance at 30 September 2021 £
<b>Unrestricted funds</b>				
<i>General</i>				
General Funds	28,834	77,302	(81,483)	24,653
<b>Restricted funds</b>				
Staff fund	7,225	13,500	(9,842)	10,883
Tenant support fund	1,132	1,848	(1,791)	1,189
	<u>8,357</u>	<u>15,348</u>	<u>(11,633)</u>	<u>12,072</u>
<b>Total funds</b>	<u>37,191</u>	<u>92,650</u>	<u>(93,116)</u>	<u>36,725</u>
	Balance at 1 October 2019 £	Incoming resources £	Resources expended £	Balance at 30 September 2020 £
<b>Unrestricted funds</b>				
<i>General</i>				
General Funds	39,725	48,884	(59,775)	28,834
<b>Restricted funds</b>				
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>
<b>Total funds</b>	<u>39,725</u>	<u>66,850</u>	<u>(69,384)</u>	<u>37,191</u>

## HOPE INTO ACTION: MID SUSSEX

### Notes to the Financial Statements for the Year Ended 30 September 2021

#### 13 Analysis of net assets between funds

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds at 30 September 2021 £</b>
Current assets	37,043	12,072	49,115
Current liabilities	<u>(12,390)</u>	<u>-</u>	<u>(12,390)</u>
Total net assets	<u>24,653</u>	<u>12,072</u>	<u>36,725</u>

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds at 30 September 2020 £</b>
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>