

Annual Report and Financial Statements  
for the Year Ended 30 September 2023

# 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 (resigned 20 March 2023) Graham Barnes Janet Pack Valerie Maynard MBE Nigel Maynard (resigned 2 November 2023) Steve Osborne (appointed 20 March 2023)
<b>Charity Registration Number</b>	1173235
<b>Principal Office</b>	The King's Centre 33-35 Victoria Road Burgess Hill West Sussex RH15 9LR
<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 2023.

#### **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**

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 sixth full year of operation, and we have continued to grow. During this year we opened another house, our fifth, in Crawley, for a mother and her 3 children. This property was purchased by two investors who have previously invested in our other houses, which is encouraging and demonstrates that our investors are assured by our model and have been well cared for. Our occupancy for the year was 97% - our highest so far - which demonstrates both the need for our supported housing, and our improved referral pathways which have accelerated our assessment process and ensured that rooms do not stay empty for long.

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

### **TRUSTEES' REPORT (CONTINUED)**

At 30 September 2023, we were housing and supporting sixteen tenants across five houses, an increase of 4 on the previous year. In addition, four tenants moved out of our supported housing during this financial year, two moving in with family, and two moving into independent accommodation. All of our tenants have made progress in the areas in which support was needed, including improved mental health and finding employment. We are keeping in contact with the majority of tenants that have moved out of our supported accommodation. This provides friendship & support for the longer term, but also gives us good data to prove that our model is working, breaking cycles of homelessness.

We have continued to develop and strengthen 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. Most tenants have a befriender in place and meet with them regularly, providing a listening ear, wise advice and time to explore issues both present and past. We have provided training for the volunteers locally, and they have also been able to access national training with other groups.

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 continue to search for additional investment towards a sixth house in East Grinstead. We will maintain a high occupancy and empower our tenants to find employment, remain substance free and secure their independent accommodation. We will seek to increase the number of people supporting us financially, and secure additional grant funding for our operations.

#### **Financial review**

Income for the year was £154,679 (2022: £109,989) and expenditure £133,923 (2022: £117,473). General funds carried forward amounted to £32,713.

We received grants towards our operations during the year: Nationwide (£36,000), The Ogle Trust (£3,000), B&Q Foundation (£5,000) & Local Giving (£550). We are incredibly grateful to all these organisations for their generous support.

#### **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 (CONTINUED)**

#### **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 (CONTINUED)

#### Statement of 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.

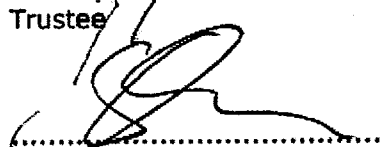
The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, 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 April 2024 and signed on its behalf by:

  
.....  
Graham Barnes  
Trustee

  
.....  
Janet Pack  
Trustee

  
.....  
Valerie Maynard MBE  
Trustee

  
.....  
Steve Osborne  
Trustee

**HOPE INTO ACTION: MID SUSSEX**

**INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF HOPE INTO ACTION: MID SUSSEX**

I report to the Trustees on my examination of the accounts of Hope Into Action: Mid Sussex for the year ended 30 September 2023.

**Responsibilities and basis of report**

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

22 April 2024



## HOPE INTO ACTION: MID SUSSEX

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	15,226	47,217	62,443	35,504
Charitable activities	3	92,220	-	92,220	74,485
Investment income	4	<u>16</u>	<u>-</u>	<u>16</u>	<u>-</u>
Total income		<u>107,462</u>	<u>47,217</u>	<u>154,679</u>	<u>109,989</u>
<b>Expenditure on:</b>					
Charitable activities	5	<u>102,472</u>	<u>31,451</u>	<u>133,923</u>	<u>117,473</u>
Total expenditure		<u>102,472</u>	<u>31,451</u>	<u>133,923</u>	<u>117,473</u>
Net income/(expenditure)		<u>4,990</u>	<u>15,766</u>	<u>20,756</u>	<u>(7,484)</u>
Net movement in funds		4,990	15,766	20,756	(7,484)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>27,723</u>	<u>1,518</u>	<u>29,241</u>	<u>36,725</u>
Total funds carried forward	12	<u>32,713</u>	<u>17,284</u>	<u>49,997</u>	<u>29,241</u>

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

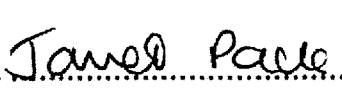
## HOPE INTO ACTION: MID SUSSEX

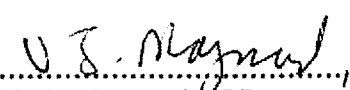
### BALANCE SHEET AS AT 30 SEPTEMBER 2023


	Note	2023 £	2022 £
<b>Current assets</b>			
Debtors	8	3,763	3,144
Cash at bank and in hand		<u>61,433</u>	<u>38,137</u>
		65,196	41,281
<b>Creditors: Amounts falling due within one year</b>	9	<u>(15,199)</u>	<u>(12,040)</u>
<b>Net assets</b>		<u>49,997</u>	<u>29,241</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		17,284	1,518
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>32,713</u>	<u>27,723</u>
<b>Total funds</b>	12	<u>49,997</u>	<u>29,241</u>

The financial statements on pages 7 to 16 were approved by the Trustees, and authorised for issue on 22 April 2024 and signed on their behalf by:

  
.....  
Graham Barnes  
Trustee

  
.....  
Janet Pack  
Trustee

  
.....  
Valerie Maynard MBE  
Trustee

  
.....  
Steve Osborne  
Trustee

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

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023**

#### **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. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

##### **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 2023 (CONTINUED)**

***Interest receivable***

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

***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.

***Taxation***

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

***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.

## HOPE INTO ACTION: MID SUSSEX

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023 (CONTINUED)

#### 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 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.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the Trustees 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.

#### 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 2023 £	Total 2022 £
Donations and legacies;				
Donations	7,422	2,567	9,989	21,774
Gift aid reclaimed	540	150	690	735
Grants, including capital grants;				
Grants from other charities	-	44,500	44,500	12,000
Other income from donations and legacies	<u>7,264</u>	<u>-</u>	<u>7,264</u>	<u>995</u>
	<u>15,226</u>	<u>47,217</u>	<u>62,443</u>	<u>35,504</u>

## HOPE INTO ACTION: MID SUSSEX

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023 (CONTINUED)

#### 3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Charitable activities	92,220	-	92,220	74,485

#### 4 Investment income

	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Interest receivable and similar income;				
Interest receivable on bank deposits	16	-	16	-

#### 5 Expenditure on charitable activities

Note	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Premises costs	42,796	713	43,509	37,373
Repairs and renewals	1,945	5,000	6,945	4,079
Tenant support	110	432	542	2,759
Staff expenses	2,047	-	2,047	1,596
General administration	1,408	500	1,908	1,889
Insurance	1,524	-	1,524	1,443
Franchise fee	1,500	-	1,500	1,710
Training	1,288	-	1,288	215
Independent examination	1,080	-	1,080	960
Staff costs	48,774	24,806	73,580	65,449
	<u>102,472</u>	<u>31,451</u>	<u>133,923</u>	<u>117,473</u>

## HOPE INTO ACTION: MID SUSSEX

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023 (CONTINUED)

#### 6 Trustees remuneration and expenses

One Trustee received remuneration amounting to £17,627 (2022 - £36,427) as operational manager in the current period.

One Trustee received benefits in kind in the form of pension contributions amounting to £1,382 (2022 - £2,883) 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.

#### 7 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
<b>Staff costs during the year were:</b>		
Wages and salaries	68,039	60,747
Social security costs	221	-
Pension costs	<u>5,320</u>	<u>4,702</u>
	<u>73,580</u>	<u>65,449</u>

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

	2023 No	2022 No
Staff	<u>4</u>	<u>4</u>

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

#### 8 Debtors

	2023 £	2022 £
Accrued income	33	690
Other debtors	<u>3,730</u>	<u>2,454</u>
	<u>3,763</u>	<u>3,144</u>

## HOPE INTO ACTION: MID SUSSEX

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023 (CONTINUED)

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

	2023 £	2022 £
Other creditors	6,257	5,058
Accruals	<u>8,942</u>	<u>6,982</u>
	<u>15,199</u>	<u>12,040</u>

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

##### Operating lease commitments

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

	2023 £	2022 £
<b>Land and buildings</b>		
Within one year	27,246	21,499
Between one and five years	<u>58,518</u>	<u>47,798</u>
	<u>85,764</u>	<u>69,297</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 £5,320 (2022 - £4,702).

Contributions totalling £356 (2022 - £337) 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 2023 (CONTINUED)

### 12 Funds

	Balance at 1 October 2022 £	Incoming resources £	Resources expended £	Balance at 30 September 2023 £
<b>Unrestricted funds</b>				
<i><b>General</b></i>				
General Funds	27,723	107,462	(102,472)	32,713
<b>Restricted funds</b>				
Specific gifts	-	5,000	(5,000)	-
Staff fund	-	40,250	(24,806)	15,444
Tenant support fund	1,018	1,967	(1,145)	1,840
IT fund	500	-	(500)	-
	<u>1,518</u>	<u>47,217</u>	<u>(31,451)</u>	<u>17,284</u>
<b>Total funds</b>	<u>29,241</u>	<u>154,679</u>	<u>(133,923)</u>	<u>49,997</u>
	Balance at 1 October 2021 £	Incoming resources £	Resources expended £	Balance at 30 September 2022 £
<b>Unrestricted funds</b>				
<i><b>General</b></i>				
General Funds	24,653	93,780	(90,710)	27,723
<b>Restricted funds</b>				
Specific gifts	-	290	(290)	-
Staff fund	10,883	12,750	(23,633)	-
Tenant support fund	1,189	2,669	(2,840)	1,018
IT fund	-	500	-	500
	<u>12,072</u>	<u>16,209</u>	<u>(26,763)</u>	<u>1,518</u>
<b>Total funds</b>	<u>36,725</u>	<u>109,989</u>	<u>(117,473)</u>	<u>29,241</u>

## HOPE INTO ACTION: MID SUSSEX

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023 (CONTINUED)

#### 13 Analysis of net assets between funds

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds at 30 September 2023 £</b>
Current assets	47,912	17,284	65,196
Current liabilities	<u>(15,199)</u>	<u>-</u>	<u>(15,199)</u>
Total net assets	<u>32,713</u>	<u>17,284</u>	<u>49,997</u>

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds at 30 September 2022 £</b>
Current assets	39,763	1,518	41,281
Current liabilities	<u>(12,040)</u>	<u>-</u>	<u>(12,040)</u>
Total net assets	<u>27,723</u>	<u>1,518</u>	<u>29,241</u>