

KING'S LYNN WINTER NIGHT SHELTER

**REPORT AND ACCOUNTS
FOR THE YEAR ENDED
30 JUNE 2021**

Charity Registration: 1175645

**KING'S LYNN WINTER NIGHT SHELTER
TRUSTEES REPORT
YEAR END 30 JUNE 2021**

OBJECTIVES

The objectives of the charity are :-

The object of King's Lynn Winter Night Shelter ("the Shelter") is to provide safe overnight accommodation for homeless persons in King's Lynn during the winter. It runs a night shelter in the town for the five winter months from November to March inclusive. Guests are given a hot evening meal, a bed for the night and breakfast the following morning with as much or as little socialising as the guest wants during his or her stay. Where appropriate the Shelter signposts guests to agencies able to help them exit rough sleeping.

ACHIEVEMENTS AND PERFORMANCE

We began this year by settling into our new home, St John's House, Blackfriars Road, King's Lynn, the former vicarage of neighbouring St John's Church.

The House has six bedrooms, five of which would have been suitable for dormitory-style sleeping. During the first, third of the year we converted the bathroom into a room with multiple shower cubicles and expanded the capacity of the hot water system. We also added security lighting inside and out, CCTV, external fencing, and fireproofing of internal doors.

This year has, however, been dominated by the covid pandemic. In the Autumn of 2020 HM Government decreed that night shelters for the homeless may only open in the 2020-21 winter season with the permission of their local authority and that all guests must have single room accommodation. The Borough Council of King's Lynn and West Norfolk, our local authority, gave us permission to open but on a 24 hour basis. This was a new model for us and entailed employing more staff than in previous winters to ensure round-the-clock staffing.

Potential guests all had to undergo clinical triaging for covid, arranged by the Council before being able to take up a bed with us. Consequently, we lost the immediacy of being able to admit a rough sleeper presenting at our front door. On the other hand, we are pleased to say we had no guest contract covid while staying with us. During the year we had a total of 23 different guests.

We and our staff and volunteers quickly adapted to this new way of working. Our daytime staff were able to help guests in their dealings with the Council and other agencies. Our experience is that many of our guests can be intimidated by the prospect of dealing with such agencies, particularly this year when covid restrictions have meant that communication can only be by telephone or over the internet.

We also developed a "doorstep" ministry towards individual rough sleepers who we recognised but, for whatever reason, were not authorised to stay with us. Typically we provided hot drinks and warm bedding for those who presented in this way. Of course, we could not let them inside the shelter because of covid restrictions.

FINANCIAL REVIEW

Financially, we have missed out on fundraising activities because of covid. Our salary costs have risen with the extra staffing requirements. However, we have continued to be supported most generously during a time of national disruption. There is not space enough here to acknowledge the generosity of each benefactor, whether large or small (they are equally significant to us), but we do place on record the funding received from MHCLG (National Government), our local Borough Council and The Mercers Company of the City of London.

We have continued with our reserves policy of at least the equivalent of two full months' expenditure when the shelter is open, noting that the cash equivalent is higher than in previous years because of increased staffing costs.

We look forward to taking our now current model into the next winter season.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Shelter is a Charitable Incorporated Organisation constituted by a governing document dated 21st September 2017. The operation is led by the Project Co-ordinator assisted by the staff.

Direction is given by the Steering Group which comprises of the Project Co-ordinator, the Trustees and representatives of member churches of King's Lynn Churches Together. The Steering Group met regularly, as did the Trustees as a separate body.

Guests are admitted to the Shelter on two criteria: first, that they are homeless and secondly that they pass the Shelter's risk assessment in order to safeguard other guests, volunteers and staff.

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TRUSTEES REPORT
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MEMBERSHIP AND AFFILIATIONS

Kings Lynn Winter Night Shelter is affiliated with Churches Together in King's Lynn.

The charity is also a member of the Housing Justice Network and is accredited by Housing Justice.

TRUSTEES

The Charity Trustees during the year were:

Rev Kevan Douglas Crane
Rev Rebecca Jane Rogers
Ms Kelly-Louise Bowen - Resigned 22 July 2020
Mr Julian Hallett
Rev Canon Adrian Roger Ling
Dr Peter Bolitho Coates - Appointed 22 July 2020
Ms Susan Christine Panks - Appointed 11 May 2021

STATEMENT OF TRUSTEES RESPONSIBILITIES

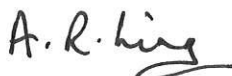
The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of incoming resources and application of resources, including the income and expenditure, 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 UK 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 adequate 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. They 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.

This report was approved by the Board on 9/9/21 and signed on its behalf by



Rev Canon Adrian Roger Ling

Chair of Trustees

**KING'S LYNN WINTER NIGHT SHELTER
STATEMENT OF FINANCIAL ACTIVITIES
YEAR END 30 JUNE 2021**

	2021 £	2021 £	2021 £	2020 £
	Restricted	Unrestricted	Total	
INCOMING RESOURCES				
Donations & Legacies				
Donations		67,928	67,928	74,936
Housing Benefit		7,280	7,280	-
Charitable Activities				
Grants		133,355	133,355	105,427
Other Income				
Tax Reclaimed		2,315	2,315	3,400
Bank Interest		5	5	100
COVID Grant		5,000	5,000	-
TOTAL INCOMING RESOURCES	-	215,884	215,884	183,863
RESOURCES EXPENDED				
Charitable Activities				
Wages		95,866	95,866	61,581
Staff Pension Costs		1,305	1,305	958
Employers National Insurance		3,324	3,324	1,333
Staff Training		1,170	1,170	1,558
Rent		9,417	9,417	13,920
Rates		1,914	1,914	-
Light and Heat		6,069	6,069	4,525
Food		386	386	1,039
Laundry		6,324	6,324	12,661
Insurance		1,896	1,896	678
Phone and Broadband		968	968	491
Computer Expenses		42	42	48
Legal and Professional Fees		3,714	3,714	2,175
Accountancy		1,378	1,378	1,257
Cleaning		3,722	3,722	107
Travelling		182	182	432
Repairs & Maintenance		25,181	25,181	6,945
Subscriptions		1,814	1,814	478
Printing, Postage & Stationery		1,693	1,693	2,191
General Expenses		544	544	656
Depreciation		2,846	2,846	213
TOTAL RESOURCES EXPENDED	-	169,755	169,755	113,246
NET INCOMING RESOURCES	-	46,129	46,129	70,617
TOTAL FUNDS BROUGHT FORWARD	-	98,102	98,102	27,485
TOTAL FUNDS CARRIED FORWARD	-	144,231	144,231	98,102

**KING'S LYNN WINTER NIGHT SHELTER
STATEMENT OF ASSETS AND LIABILITIES
YEAR END 30 JUNE 2021**

	2021 £	2020 £
FIXED ASSETS		
Property Improvements	36,274	-
Tangible fixed assets	766	637
	<u>37,040</u>	<u>637</u>
CURRENT ASSETS		
Debtors	3,690	2,872
Cash at bank and in hand	104,246	95,263
Pension Fund	33	-
TOTAL CURRENT ASSETS	<u>107,969</u>	<u>98,135</u>
CURRENT LIABILITIES		
Creditors	604	602
Payroll Taxation	174	68
Pension Fund	-	-
TOTAL CURRENT LIABILITIES	<u>778</u>	<u>670</u>
NET ASSETS	<u><u>144,231</u></u>	<u><u>98,102</u></u>
FUNDS OF THE CHARITY		
Unrestricted Funds	144,231	98,102
Restricted Funds	-	-
	<u><u>144,231</u></u>	<u><u>98,102</u></u>

Approved by the Board of Trustees on 9/9/21 and signed on its behalf by;

A.R. King
Trustee

[Signature]
Trustee

**KING'S LYNN WINTER NIGHT SHELTER
NOTES TO THE FINANCIAL STATEMENTS
YEAR END 30 JUNE 2021**

1. Principal Accounting Policies

1.1 Basis of Preparation

These accounts 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.

The accounts have been prepared in accordance with:

- the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.
- and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 Change in basis of accounting

There has been no change to the accounting policies since last year.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years.

2. Accounting Policies

2.1 Incoming Resources

All income is recognised in full in the Statement of Financial Activities in the year in which it is received.

No income is shown net of expenditure.

2.2 Fund Accounting

General funds are unrestricted which are available for use as the discretion of the trustees in furtherance of general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes of the financial statements.

2.3 Resources Expended

All expenditure is included on an accruals basis and is recognised when the obligation is present.

The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

**KING'S LYNN WINTER NIGHT SHELTER
NOTES TO THE FINANCIAL STATEMENTS
YEAR END 30 JUNE 2021**

2.4 Depreciation

Depreciation is calculated to write off the costs of each asset over its estimated useful life at the following rates:-

Plant & Machinery	- 25% reducing balance basis
Property Improvements	- SL over 15 Years

3. Staff Costs and Numbers

	2021	2020
Salaries	95,866	61,581
Social Security	3,324	1,333
Pension	1,305	958
	100,494	63,873

There were ten employees in the year.

No employee received remuneration of more than £60,000.

Trustees are not remunerated. No expenses are reimbursed to Trustees.

4. Control

The charity is controlled by its board of trustees.

5. Fixed Assets

	<u>Plant & Machinery</u> £	<u>Property Improvements</u>	<u>Total</u> £
Cost:			
At 1 July 2020	850	-	850
Additions	384	38,865	39,249
Disposals	-	-	-
At 30 June 2021	1,234	38,865	40,099
Depreciation:			
At 1 July 2020	213	-	213
Charge for the year	255	2,591	2,846
On disposals	-	-	-
At 30 June 2021	468	2,591	3,059
Net book value at 30 June 2021	766	36,274	37,040
Net book value at 30 June 2020	638	-	638

6. Debtors

	2021	2020
Debtors	580	387
Prepayments	1,921	1,296
Other Debtors	1,189	1,189
	3,690	2,872

**KING'S LYNN WINTER NIGHT SHELTER
NOTES TO THE FINANCIAL STATEMENTS
YEAR END 30 JUNE 2021**

7. Creditors

Creditors
Accruals

2021	2020
2	-
602	602
604	602

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
KING'S LYNN WINTER NIGHT SHELTER
YEAR END 30 JUNE 2021**

I report on the accounts of Kings Lynn Winter Night Shelter for the year ended 30 June 2021, which are set out on pages 1 and 3.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to :-

examine the accounts under section 145 of the Charities Act;

to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Companies Act; and

to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - a) to keep accounting records in accordance with section 130 of the Charities Act; and
 - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Kezia Benefer FCCA
Hayhow and Co
Chartered Certified Accountants
and Business Advisers
19 King Street
King's Lynn
Norfolk**

Date: 14 Sept 2021

Signed.....