

KING'S LYNN NIGHT SHELTER

**REPORT AND ACCOUNTS
FOR THE YEAR ENDED
30 JUNE 2022**

Charity Registration: 1175645

**KING'S LYNN NIGHT SHELTER
TRUSTEES REPORT
YEAR END 30 JUNE 2022**

OBJECTIVES

The objectives of the charity are :-

The object of King's Lynn Night Shelter ("the Shelter") is the relief of poverty by providing a night shelter for the benefit of homeless persons in the borough of King's Lynn and West Norfolk and by supporting and assisting those homeless persons who want to escape homelessness. It runs a night shelter in the town for the nine months from October to June 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

This year is our second year at St John's House, King's Lynn. Each of our guests have enjoyed the benefit of a single room during their stay with us. This was introduced in response to the covid pandemic for the previous year and has continued to apply during this year. We have found this arrangement beneficial to our guests. We would not wish to return to dormitory sleeping if it became an option in the future.

During our "closed" season during the summer we converted two of our bedrooms to increase our capacity from six to nine rooms. The work was kindly financed from the Government's Winter Transformation Fund.

This year we have been open for nine months from October 2021 to the end of June 2022. We have dropped "winter" from our name to better reflect the type of accommodation we are now providing. Our extended season has of course added to our running expenses. However, we have maintained our reserves policy which is to retain a sum equal to or exceeding the expenses of two "open" months.

We are very thankful to our staff of 16 this year, including four bank staff, and our volunteers who have worked so hard to make the Shelter a welcoming and safe place for our guests.

During the year we were sorry to lose Rev Canon Adrian Ling and Rev Rebecca Rogers as trustees due to their work commitments. We were pleased to welcome Paul Le Serve and Rev Canon James Nash as new trustees.

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.

**KING'S LYNN WINTER NIGHT SHELTER
TRUSTEES REPORT
YEAR END 30 JUNE 2022**

- 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 18/08/2022 and signed on its behalf by


Julian Hallett

Chair of Trustees

**KING'S LYNN WINTER NIGHT SHELTER
TRUSTEES REPORT
YEAR END 30 JUNE 2022**

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.

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 - Resigned 30th April 2021
Rev Rebecca Jane Rogers - Resigned 4th January 2022
Mr Julian Hallett
Rev Canon Adrian Roger Ling - Resigned 27th October 2021
Dr Peter Bolitho Coates
Ms Susan Christine Panks
Canon James Nash - Appointed 4th January 2022
Paul Le Serve - Appointed 19th November 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


KING'S LYNN NIGHT SHELTER
STATEMENT OF FINANCIAL ACTIVITIES
YEAR END 30 JUNE 2022

	2022 £	2022 £	2022 £	2021 £
	Restricted	Unrestricted	Total	
INCOMING RESOURCES				
Donations & Legacies				
Donations	-	105,005	105,005	67,928
Housing Benefit	-	6,306	6,306	7,280
Charitable Activities				
Grants	104,357	71,696	176,053	133,355
Other Income				
Tax Reclaimed	-	5,638	5,638	2,315
Bank Interest	-	19	19	5
COVID Grant	-	-	-	5,000
TOTAL INCOMING RESOURCES	104,357	188,664	293,021	215,884
RESOURCES EXPENDED				
Charitable Activities				
Wages	77,234	112,994	190,228	95,866
Staff Pension Costs	849	2,343	3,192	1,305
Employers National Insurance	1,618	5,303	6,921	3,324
Staff Training	880	367	1,247	1,170
Rent	6,563	10,837	17,400	9,417
Rates	1,023	3,191	4,214	1,914
Light and Heat	1,823	5,932	7,755	6,069
Food	371	772	1,143	386
Laundry	3,338	8,927	12,265	6,324
Insurance	1,732	-	1,732	1,896
Phone and Broadband	178	492	670	968
Computer Expenses	60	85	145	42
Legal and Professional Fees	390	1,012	1,402	3,714
Accountancy	239	1,332	1,571	1,378
Cleaning	206	841	1,047	3,722
Travelling	10	228	238	182
Repairs & Maintenance	6,901	3,423	10,324	25,181
Subscriptions	-	1,299	1,299	1,814
Printing, Postage & Stationery	519	858	1,377	1,693
Paid for Guest	-	82	82	
General Expenses	423	435	858	544
Depreciation	-	3,699	3,699	2,846
TOTAL RESOURCES EXPENDED	104,357	164,452	268,809	169,755
NET INCOMING RESOURCES	-	24,212	24,212	46,129
TOTAL FUNDS BROUGHT FORWARD	-	144,231	144,231	98,102
TOTAL FUNDS CARRIED FORWARD	-	168,443	168,443	144,231

**KING'S LYNN NIGHT SHELTER
STATEMENT OF ASSETS AND LIABILITIES
YEAR END 30 JUNE 2022**

	Notes	2022 £	2021 £
FIXED ASSETS			
Property Improvements		46,513	36,274
Tangible fixed assets		574	766
	5	<u>47,087</u>	<u>37,040</u>
CURRENT ASSETS			
Debtors	6	3,408	3,690
Cash at bank and in hand		127,896	104,246
Pension Fund		49	33
TOTAL CURRENT ASSETS		<u>131,353</u>	<u>107,969</u>
CURRENT LIABILITIES			
Creditors	7	799	604
Social Security		9,198	174
TOTAL CURRENT LIABILITIES		<u>9,997</u>	<u>778</u>
NET ASSETS		<u><u>168,443</u></u>	<u><u>144,231</u></u>
FUNDS OF THE CHARITY			
Unrestricted Funds	9	168,443	144,231
Restricted Funds	10	-	-
		<u><u>168,443</u></u>	<u><u>144,231</u></u>

Approved by the Board of Trustees on 18/08/2022 and signed on its behalf by;


..... Julian Hallett
Trustee

**KING'S LYNN NIGHT SHELTER
NOTES TO THE FINANCIAL STATEMENTS
YEAR END 30 JUNE 2022**

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 NIGHT SHELTER
NOTES TO THE FINANCIAL STATEMENTS
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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

	2022	2021
Salaries	190,228	95,866
Social Security	6,921	3,324
Pension	3,192	1,305
	200,341	100,494

There were fifteen 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 2021	1,234	38,865	40,099
Additions	-	13,746	13,746
Disposals	-	-	-
At 30 June 2022	1,234	52,611	53,845
Depreciation:			
At 1 July 2021	468	2,591	3,059
Charge for the year	191	3,507	3,698
On disposals	-	-	-
At 30 June 2022	659	6,098	6,757
Net book value at 30 June 2022	575	46,513	47,088
Net book value at 30 June 2021	766	36,274	37,040

6. Debtors

	2022	2021
Debtors	-	580
Prepayments	2,219	1,921
Other Debtors	1,189	1,189
	3,408	3,690

KING'S LYNN NIGHT SHELTER
NOTES TO THE FINANCIAL STATEMENTS
YEAR END 30 JUNE 2022

7. Creditors	2022	2021
Creditors	-	2
Accruals	799	602
	<u>799</u>	<u>604</u>

8. Analysis of Net Assets between Funds

	Restricted Funds	Designated Funds	General Funds	Total
Tangible fixed assets	-	-	47,087	47,087
Current assets	-	-	131,353	131,353
Current liabilities	-	-	(9,997)	(9,997)
	<u>-</u>	<u>-</u>	<u>168,443</u>	<u>168,443</u>

9. Unrestricted Fund

	Balance At 01.07.21 £	Income Resources £	Outgoing Resources £	Transfers £	Balance at 30.06.22 £
General Fund	144,231	188,664	(164,452)		168,443
	<u>144,231</u>	<u>188,664</u>	<u>(164,452)</u>	<u>-</u>	<u>168,443</u>

	Balance At 01.07.21 £	Income Resources £	Outgoing Resources £	Transfer	Balance at 30.06.22 £
10. Restricted Funds					
Homeless Link	-	25,699	(25,699)	-	-
Winter Transformation Fund	-	55,500	(55,500)	-	-
East Orsted Fund Grantscape	-	12,958	(12,958)	-	-
Hopstead Charity	-	10,000	(10,000)	-	-
NCF	-	200	(200)	-	-
	<u>-</u>	<u>104,357</u>	<u>(104,357)</u>	<u>-</u>	<u>-</u>
Total	<u>144,231</u>	<u>293,021</u>	<u>(268,809)</u>	<u>-</u>	<u>168,443</u>

11b. Purpose of Restricted Funds

Homeless Link	-	to aid with the running costs between 13 August 21 to 31 October 21
Winter Transformation Fund	-	to aid with the running costs between 21 October 21 to 31 March 22
East Orsted Fund Grantscape	-	to aid with salary costs for the 21-22 season
Hopstead Charity	-	to aid with the staffing costs for the night shelter
NCF	-	to develop a memorial area for the night shelter garden

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
KING'S LYNN NIGHT SHELTER
YEAR END 30 JUNE 2022**

I report on the accounts of Kings Lynn Night Shelter for the year ended 30 June 2022, 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: 01 Sept 22

Signed.....