

**KING'S LYNN NIGHT SHELTER**

**REPORT AND ACCOUNTS  
FOR THE YEAR ENDED  
30 JUNE 2024**

**Charity Registration: 1175645**

**KING'S LYNN NIGHT SHELTER  
TRUSTEES REPORT  
YEAR END 30 JUNE 2024**

**OBJECTIVES**

The objective 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. In this financial year the Charity provided 24-hour emergency and temporary accommodation at St John's House in King's Lynn for the eight months from November to June inclusive. Service users ("guests") are accepted by referral from other professionals working with them, or by self-referral, and are risk assessed before accommodation is offered. All guests are allocated a single room with full board, 24-hour staff support, and daily intensive support from specialist workers on a one-to-one basis in liaison with local partner agencies and statutory services. Guests typically have a range of complex needs including physical and mental health, substance misuse, and recovery from trauma, and include people who do and do not have recourse to public funds. The Night Shelter also operates a 24-hour "at the door" service responding to individuals who are homeless or vulnerably housed and in need of help and support, including food and hot drinks, sleeping bags and other essentials, advice and signposting, and the use of a phone to access out of hours statutory homelessness services.

**ACHIEVEMENTS AND PERFORMANCE**

In 2023-24 the Night Shelter accommodated 32 guests and supported over 200 people "at the door". Of the 32 who stayed with us, just over half (56%) were able to move on to private rented accommodation, social housing, supported accommodation or temporary accommodation for which they had not been eligible when they first came to stay with us, or returned to a local area elsewhere, or to long term accommodation with a partner or family. Just under half (44%) returned to sofa surfing or rough sleeping, or were taken into custody, or admitted to hospital. The lack of available places locally in supported and social housing, and the gap between the Local Housing Allowance and private market rents in the area, has continued to have a significant impact on guests' move-on options.

The Night Shelter works closely with partner organisations and statutory services to support our guests. During the 2023-24 year this included the Borough Council of King's Lynn and West Norfolk, Norfolk County Council Adult Social Care, Norfolk Police, National Probation Service, Shelter, Change Grow Live, Norfolk Integrated Housing and Community Support Service, and the Purfleet Trust. The Night Shelter hosts a weekly multiagency meeting for case discussion.

The work of the Night Shelter includes efforts to increase public awareness of homelessness in the community. During the 2023-24 year this included two visits to a school for young people excluded from mainstream education, two visits to local primary schools, an engagement day with staff at one of the area's largest food production employers, and talks at seven fundraising events in a variety of locations through the year. The Charity has also hosted students on placement from the College of West Anglia, and as part of a programme of formation for ministry in the Catholic Church.

**FINANCIAL REVIEW**

The year 2023-24 has seen the Night Shelter's finances move from effectively a crisis point to a position from which the Charity is able to make future plans. The rejection of funding bids to both the Government and the Local Authority in summer 2023 meant that the reopening of the Night Shelter was delayed by a month from October to November. A community fundraising effort during the month of October raised £30k, and a grant from the Community Cost of Living Fund at the same time provided a further £75k. This income was further supported by a change in how our guests' Housing Benefit claims are made, so that Housing Benefit now accounts for around a quarter of our annual income.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Night Shelter is a Charitable Incorporated Organisation constituted by a governing document dated 21st September 2017. The operation is led by the Director assisted by the staff.

**KING'S LYNN NIGHT SHELTER  
TRUSTEES REPORT  
YEAR END 30 JUNE 2024**

The Board of Trustees meets together with the Director six times a year to discuss all aspects of the Charity's governance and to receive reports on finance and operations. A separate Finance Committee led by the Treasurer (also a Trustee) meets between Board meetings to discuss financial matters for approval by the Board. The Board has embarked on a process of governance review, in consultation with Homeless Link, in spring 2024 which is due to be completed in the autumn. The Charity's safeguarding is overseen by the Church of England Diocese of Norwich. The Director acts as the Charity's safeguarding lead with support from a designated Trustee for Safeguarding. The Charity works with consultancy firm BackupHR for advice and support on all HR matters. Line management for all other staff is provided by the Director, and for the Director by the Chair of Trustees.

**MEMBERSHIP AND AFFILIATIONS**

King's Lynn Night Shelter has maintained an informal affiliation with Churches Together in King's Lynn. The Church of England Diocese of Norwich is the landlord of St John's House and also provides support through the Diocesan communications team, and through the Patronage of the Charity by the Bishop of Lynn. The Charity is a member of Homeless Link and Housing Justice, and is accredited by Housing Justice. The current accreditation is due for renewal in 2024-25.

**TRUSTEES**

The Charity Trustees during the year were:

Dr Peter Bolitho Coates

Rev'd Canon James Nash (Chair from May 2024)

Paul Le Serve (Chair until May 2024)

Mr Martin Green - Resigned 11th January 2024

Mr Nicholas Coleman

Ms Karyn Herd nee Wiles

Mrs Isobel Plumstead

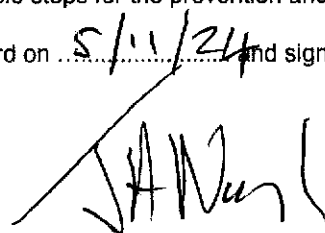
Ms Kerry Heathcote - Appointed 11th January 2024

**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 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 5/11/24 and signed on its behalf by

**Rev'd Canon James Nash**  
**Chair of Trustees**



**KING'S LYNN NIGHT SHELTER  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR END 30 JUNE 2024**

	2024 £ Restricted	2024 £ Unrestricted	2024 £ Total	2023 £ Total
<b>INCOMING RESOURCES</b>				
<b>Donations &amp; Legacies</b>				
Donations	-	172,431	172,431	94,588
Housing Benefit	-	71,017	71,017	4,287
<b>Charitable Activities</b>				
Grants	80,000	41,650	121,650	100,848
<b>Other Income</b>				
Gift Aid	-	4,849	4,849	5,073
Bank Interest	-	1,085	1,085	126
Compensation	-	-	-	50
<b>TOTAL INCOMING RESOURCES</b>	<b>80,000</b>	<b>291,032</b>	<b>371,032</b>	<b>204,972</b>
<b>RESOURCES EXPENDED</b>				
<b>Charitable Activities</b>				
Wages	66,130	113,852	179,982	186,795
Staff Pension Costs	-	2,698	2,698	3,107
Employers National Insurance	-	7,155	7,155	8,790
Staff Training	900	4,009	4,909	2,655
Rent	5,250	12,274	17,524	17,400
Rates	-	3,970	3,970	3,644
Light and Heat	4,886	12,265	17,151	13,378
Food	-	883	883	1,338
Fundraising Expenses	-	75	75	-
Laundry	-	-	-	9,211
Insurance	845	1,046	1,891	1,790
Phone and Broadband	772	199	971	784
Computer Expenses	12	292	304	465
Legal and Professional Fees	-	3,092	3,092	11,023
Accountancy	825	334	1,159	1,273
Independent Examination	420	-	420	420
Cleaning	121	251	372	1,335
Travelling	-	151	151	402
Repairs & Maintenance	4,553	8,237	12,790	9,672
Subscriptions	-	1,116	1,116	415
Printing, Postage & Stationery	361	669	1,030	2,025
Paid for Guest	-	-	-	352
General Expenses	-	880	880	858
Depreciation	-	3,896	3,896	3,969
<b>TOTAL RESOURCES EXPENDED</b>	<b>85,075</b>	<b>177,344</b>	<b>262,419</b>	<b>281,100</b>
<b>NET INCOMING RESOURCES</b>	<b>(5,075)</b>	<b>113,688</b>	<b>108,613</b>	<b>(76,128)</b>
<b>TOTAL FUNDS BROUGHT FORWARD</b>	<b>5,075</b>	<b>87,240</b>	<b>92,315</b>	<b>168,443</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>-</b>	<b>200,928</b>	<b>200,928</b>	<b>92,315</b>

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

**KING'S LYNN NIGHT SHELTER  
STATEMENT OF ASSETS AND LIABILITIES  
YEAR END 30 JUNE 2024**

	Notes	2024 £	2023 £
<b>FIXED ASSETS</b>			
Property Improvements		41,665	45,339
Tangible fixed assets		664	886
	5	<u>42,329</u>	<u>46,225</u>
<b>CURRENT ASSETS</b>			
Debtors	6	2,702	18,353
Cash at bank and in hand		181,676	50,816
Wages		-	300
<b>TOTAL CURRENT ASSETS</b>		<u>184,378</u>	<u>69,469</u>
<b>CURRENT LIABILITIES</b>			
Creditors	7	23,305	20,677
Social Security		2,474	2,702
<b>TOTAL CURRENT LIABILITIES</b>		<u>25,779</u>	<u>23,379</u>
<b>NET ASSETS</b>		<u>200,928</u>	<u>92,315</u>
<b>FUNDS OF THE CHARITY</b>			
Unrestricted Funds	9	200,928	87,240
Restricted Funds	10	-	5,075
		<u>200,928</u>	<u>92,315</u>

Approved by the Board of Trustees on \_\_\_\_\_ and signed on its behalf by;



..... - Rev'd Canon James Nash  
Chair of Trustees

5/11/24

**KING'S LYNN NIGHT SHELTER  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR END 30 JUNE 2024**

**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 the Charities Act 2011.

**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  
YEAR END 30 JUNE 2024**

**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

**2.5 Going Concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist.

The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern

<b>3. Staff Costs and Numbers</b>	<b>2024</b>	<b>2023</b>
Salaries	179,982	186,795
Social Security	7,155	8,790
Pension	2,698	3,107
	<b>189,835</b>	<b>198,692</b>

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.

**KING'S LYNN NIGHT SHELTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR END 30 JUNE 2024**

**5. Fixed Assets**

	<u>Plant &amp; Machinery</u>	<u>Property Improvements</u>	<u>Total</u>
Cost:	£		£
At 1 July 2023	1,840	55,111	56,951
Additions	-	-	-
Disposals	-	-	-
At 30 June 2024	<u>1,840</u>	<u>55,111</u>	<u>56,951</u>
Depreciation:			
At 1 July 2023	954	9,772	10,726
Charge for the year	221	3,675	3,896
On disposals	-	-	-
At 30 June 2024	<u>1,175</u>	<u>13,447</u>	<u>14,622</u>
Net book value at 30 June 2024	<u>665</u>	<u>41,664</u>	<u>42,329</u>
Net book value at 30 June 2023	<u>886</u>	<u>45,339</u>	<u>46,225</u>

**6. Debtors**

	<b>2024</b>	<b>2023</b>
Prepayments	2,702	2,499
Other Debtors	-	6,295
Accrued Income	-	9,559
	<u>2,702</u>	<u>18,353</u>

**7. Creditors**

	<b>2024</b>	<b>2023</b>
Creditors	1,001	4,993
Accruals	22,304	15,684
	<u>23,305</u>	<u>20,677</u>

**KING'S LYNN NIGHT SHELTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR END 30 JUNE 2024**

**8. Analysis of Net Assets between Funds**

	<b>Restricted Funds</b>	<b>Designated Funds</b>	<b>General Funds</b>	<b>Total</b>
Tangible fixed assets	-	-	42,329	42,329
Current assets	-	-	184,378	184,378
Current liabilities	-	-	(25,779)	(25,779)
	<b>-</b>	<b>-</b>	<b>200,928</b>	<b>200,928</b>

**9. Unrestricted Fund**

	<b>Balance At 01.07.23 £</b>	<b>Income Resources £</b>	<b>Outgoing Resources £</b>	<b>Transfers £</b>	<b>Balance at 30.06.24 £</b>
General Fund	87,240	291,032	(177,344)	-	200,928
	<b>87,240</b>	<b>291,032</b>	<b>(177,344)</b>	<b>-</b>	<b>200,928</b>

	<b>Balance At 01.07.23 £</b>	<b>Income Resources £</b>	<b>Outgoing Resources £</b>	<b>Transfer</b>	<b>Balance at 30.06.24 £</b>
<b>10. Restricted Funds</b>					
Community Lottery Grant	-	75,000	(75,000)	-	-
Norfolk Community Foundation	-	5,000	(5,000)	-	-
Community of All Hallows	5,000	-	(5,000)	-	-
Peter Coates	75	-	(75)	-	-
	<b>5,075</b>	<b>80,000</b>	<b>(85,075)</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>92,315</b>	<b>371,032</b>	<b>(262,419)</b>	<b>-</b>	<b>200,928</b>

**11b. Purpose of Restricted Funds**

Norfolk Community Foundation	-	to aid with general costs of night shelter
Community of All Hallows	-	to aid with salary costs for the night shelter coordinator
Peter Coates	-	to aid with end of year staff bonuses
Community Lottery Grant	-	to aid with rent and rates, light and heat, maintenance, printing, postage and stationary, and management/admin paroll expenses

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
KING'S LYNN NIGHT SHELTER  
YEAR END 30 JUNE 2024**

I report to the charity trustees on my examination of the accounts of Kings Lynn Night Shelter for the year ended 30 June 2024, 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 2011. 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.

**Responsibilities and basis of report**

As the charity's trustees 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 charity's accounts carried out under section 145 of the 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.

**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**

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 the charity 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 applicable 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.

Signed: *Kezia Benefer* .....

**Kezia Benefer FCCA**  
**Hayhow and Co**  
**Chartered Certified Accountants**  
**and Business Advisers**  
**19 King Street**  
**King's Lynn**  
**Norfolk**  
**PE30 1HB**      **27 November 2024**  
Date: .....