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# The Medway Street Angels

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30<sup>th</sup> September 2022

Charity Registration Number 1176617

**THE MEDWAY STREET ANGELS**  
**TRUSTEES' ANNUAL REPORT**  
**YEAR ENDED 30<sup>th</sup> SEPTEMBER 2023**

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The trustees' present their report and their financial statements of the charity for the year ended 30<sup>th</sup> September 2023

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered charity name** The Medway Street Angels

**Charity working name** MSA

**Charity registration number** 1176617

**Principle office** 2 Pilgrims View  
Sandling,  
Maidstone  
Kent  
ME14 3DQ

**The Trustees** Mrs K Kora  
Mr P M A Thompson  
Mrs A R Gilbert  
Mr M Weyman  
Mr S Nash

**Independent examiner**

**Pharos Accounting Limited**

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

The Medway Street Angels was established as a registered charity on the 11<sup>th</sup> January 2018

Registered Charity Number 1176617 and is governed by its constitution. The Constitution was adopted on the 8<sup>th</sup> October 2017

The governance of the charity is undertaken by a board of trustees who, with the leadership of Amber Gilbert manage the affairs of the Charity. There should be at least three trustees on the board at any time.

### **Recruitment and appointment of Trustees**

Trustees can be appointed to and removed from the board upon the concurrence of 3 voting trustees or one tenth of the trustee board which is the greater. One third of the elected trustees must retire at each AGM, those longest in office retiring first, those retiring shall be eligible for re-election at that AGM. Trustees are appointed by serving trustees, after selection individuals for appointment with regards to skills, knowledge and experience needed for the effective administration of the charity.

### **Risk Assessment**

The trustees have reviewed the major risk to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to those risks.

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**THE MEDWAY STREET ANGELS**  
**TRUSTEES' ANNUAL REPORT (*continued*)**  
**YEAR ENDED 30<sup>th</sup> SEPTEMBER 2023**

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**OBJECTIVES AND ACTIVITIES**

The following object is for the benefit of the local community in Medway and the surrounding area without distinction of race, sex, political, religious or other opinion of the members of such community, to support, care and treat persons in need who are homeless and suffering from the effects of poverty, sickness, disability, old age, alcoholism, drug addiction, offending behaviour, or any other mental or physical infirmity, as an expression of Christian faith.

To promote the physical, mental and spiritual health and wellbeing in particular but not exclusively by the provision of pastoral care and the formation of a Medway Street Angels programme providing a compassionate listening ear for all problems and practical advice on staying safe on the streets such as contract details for taxi firms/ external agencies, warm drinks, shoes etc. and simple first aid may be administered by those who have had appropriate training

In furtherance of the main objects, the Charity undertakes the following activities:

- ❖ Supporting, advising, and signposting those who are homeless, socially excluded, and vulnerable adults.
- ❖ Providing a community outreach service to those who are homeless, socially excluded and or vulnerable.
- ❖ Accompanying guests to appointments where they require assistance.
- ❖ Providing ongoing assistance to those who have been housed but remain vulnerable.
- ❖ Promoting the needs of those who are homeless, socially excluded, and vulnerable in the areas in which we offer support

**Public Benefit**

In planning the charities for the year, the trustees reviewed the guidance from

the charity commission during trustee meetings.

## **ACHIEVEMENTS AND PERFORMANCE**

In our seventh year as a registered charity, we have been able to support many people through our soup kitchens, outreach services, ladies nights and with our mobile needle exchange

Over the year we have received grants, donations and fundraising support from members of the public as well as corporate organisations,

We have received physical donations from both businesses and members of the public. We thank each person/business or organisation that has donated to our charity. These donations are paramount to our organisation and fundraising alone would not retain the services we currently offer.

Increasing numbers of businesses and organisations are aware of the charity's work, offering assistance including expertise, organising educational talks, and volunteering hours.

As a charity, we have held one curry night with a raffle due to time constraints along with a few fundraising events run by individuals for MSA.

In all areas, we have supported many people into temporary and permanent housing and continue to- support them for as long as they require. We continue to run soup kitchens, outreach, and provide food parcels in all areas. Our food parcel service has increased throughout the year with things returning to normal post pandemic. Working with local authorities, schools and other authorities to ensure no one in poverty, isolation or in need is left out through the cost of living crisis we are facing. We still offer emergency assistance for families in poverty and others facing financial crisis. This includes, but not limited too, the provision of food, furniture, clothing, nappies, kitchen appliances and online only payments for gas/electricity. This is not only from self- referral but referrals from various agencies, authorities, and education settings. This not only reflects the increased demand but also the relationships we have built with other agencies and the high regard in which The Medway Street Angels are held.

We pride ourselves on our level of professional communications with agencies such as DWP,

multiple local councils, housing associations, substance misuse centres, local charities and educational settings etc.

The building of these relationships have been the key to ensuring the charity achieves its objectives. We have seen an increase in the number of people requiring support.

Due to the nature of our activities, it is impossible to accurately estimate the number of people

we have assisted but have guests anywhere between 60-80 per evening at our soup kitchens.

At the time of writing, The Medway Street Angels has 47 volunteers who take on different

roles, such as street outreach, food collectors, caterers, accompanying guests to appointments

and collecting donations to count a few of our activities. The time and commitment given by

our volunteers are vital, without them, the charity would not be able to function

or offer the variety of services that we do. Their time, skills and commitment are invaluable and are vital to the success of the charity.

## **FINANCIAL REVIEW**

### **Principle funding sources**

The principal funding sources for the charity are from donations and fundraising received from members of the public and corporate organisations.

### **Financial review of the year**

The operating surplus for the year was £10,952 (2022 -£14,069.) Reserves at the yearend were £10952 which are used to finance additional activities, trading in the ensuing year and as a backup reserve. If the charity continues at its present level of activity, it has funds available to continue for one year.

### **Reserves Policy**

The unrestricted general funds of the charity are all available to promote the objects. The total unrestricted general funds at the yearend were £10952.00 to be used over the next year to promote the expansion of the charity's activities.

## **PLANS FOR THE FUTURE**

The trustees will continue developing the services the charity offers to those who are suffering from homelessness and/or the effects of poverty. Expanding the areas, we cover. We aim to continue to develop meaningful relationships with the people we work with, as well as effective relationships with other groups/agencies, building stronger connections to our local communities, the volunteers and people who support our work.

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## **THE MEDWAY STREET ANGELS**

### **TRUSTEES' ANNUAL REPORT (*continued*)**

### **YEAR ENDED 30<sup>th</sup> SEPTEMBER 2023**

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## **RESPONSIBILITIES OF THE TRUSTEES**

The charity's trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the

state of affairs of the charity and 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 accounting 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.
- ❖ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 and the Charity (Accounts and Reports) Regulations 2008. 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.

## **INDEPENDENT EXAMINER**

**Pharos Accounting Limited has been appointed as our independent examiner for the year.**

**The trustees annual report was approved on 24<sup>th</sup> July 2024 and signed on behalf of the board of trustees by:**

A handwritten signature in black ink, appearing to be 'K. B. G.', followed by a vertical line.

**Mrs A Gilbert**  
Trustee

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## Receipts and payments accounts

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For the period  
from

1st October 2022

To

30th September

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
General Donations	7,012	-	-	7,012	2,497
Large Donations	25,003	-	-	25,003	7,174
Online Fundraising	6,593	-	-	6,593	2,892
Other Fund Raiaising Events	1,835	-	-	1,835	1,120
Sale of Textiles	565	-	-	565	1,255
Grants	-	-	-	-	18,500
Foundations	-	-	-	-	16,000
Bank Interest	40	-	-	40	8
Other Fund Raiaising Events	-	-	-	-	1,166
<b>Sub total (Gross income for AR)</b>	<b>41,048</b>	<b>-</b>	<b>-</b>	<b>41,048</b>	<b>50,612</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>41,048</b>	<b>-</b>	<b>-</b>	<b>41,048</b>	<b>50,612</b>
<b>A3 Payments</b>					
Food and Drink fr SU's	21,117	-	-	21,117	15,783
Food and Drink Disposables	5,982	-	-	5,982	1,297
Service User Supplies	847	-	-	847	2,165
Accommodation for Guests	186	-	-	186	110
Fundraising Costs	508	-	-	508	2,589
Staff Training	900	-	-	900	1,390
Meetings and Training Subsistence	-	-	-	-	45
Staff Clothing	1,476	-	-	1,476	1,123
Rent	9,350	-	-	9,350	7,995
Waste Removal	630	-	-	630	2,009
Gas, Electric, Broadband etc	188	-	-	188	325
Vehicles Expenses	1,356	-	-	1,356	1,280
Taxi Services	-	-	-	-	1,219
IT Equipment and Supplies	-	-	-	-	397
Office Storage, Equipment and Misc	-	-	-	-	42
Small Equipment Purchases	-	-	-	-	899
Telephone Costs	601	-	-	601	444
All Office Costs	276	-	-	276	357
Insurance	224	-	-	224	634
Professional Fees and Subscriptions	524	-	-	524	698
Bank Fees	-	-	-	-	133
<b>Sub total</b>	<b>44,165</b>	<b>-</b>	<b>-</b>	<b>44,165</b>	<b>40,934</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>44,165</b>	<b>-</b>	<b>-</b>	<b>44,165</b>	<b>40,934</b>
<b>Net of receipts/(payments)</b>	<b>- 3,117</b>	<b>-</b>	<b>-</b>	<b>- 3,117</b>	<b>9,678</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>14,069</b>	<b>-</b>	<b>-</b>	<b>14,069</b>	<b>4,391</b>
<b>Cash funds this year end</b>	<b>10,952</b>	<b>-</b>	<b>-</b>	<b>10,952</b>	<b>14,069</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	10,952	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	10,952	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Amber Gilbert		

The Trustees  
The Medway Street Angels  
2 Pilgrims View, Sandling  
MAIDSTONE  
ME14 3DQ  
19<sup>th</sup> July 2024

Mark Laughton  
Pharos Accounts Limited  
110 Cornwallis Avenue  
Aylesham  
Canterbury  
Kent

Dear Mark,

Letter of Representation for the Independent Examination of The Medway Street Angels' Accounts for the Year Ended 30th September 2023

As trustees of The Medway Street Angels, we acknowledge our responsibility for ensuring that the charity keeps proper accounting records and for preparing financial statements that give a true and fair view of the state of affairs of the charity as at 30th September 2023 and of its incoming resources and application of resources for the year then ended. We also acknowledge our responsibility for ensuring that the charity has an appropriate system of internal control and for safeguarding the assets of the charity.

In connection with your independent examination of the financial statements of The Medway Street Angels for the year ended 30th September 2023, for the purpose of expressing an opinion as to whether any material matters have come to your attention that might indicate that the financial statements do not comply with the applicable accounting standards and regulations, we confirm, to the best of our knowledge and belief, the following representations made to you during your examination:

1. Going Concern

We confirm that we have assessed the charity's ability to continue as a going concern and believe that there are no material uncertainties that cast significant doubt upon the charity's ability to continue as a going concern for the foreseeable future. Accordingly, the financial statements have been prepared on a going concern basis.

2. Reserves and Reserves Policy

We confirm that we are satisfied with the level of reserves held by the charity as at 30th September 2023. We believe that the reserves are adequate to meet the charity's needs, considering its objectives, strategy, and risks. We also confirm that we have reviewed and approved the charity's Reserves Policy, which is appropriate and effective in maintaining the necessary reserves for the charity's operational and strategic requirements.

### 3. Compliance with Laws and Regulations

We confirm that we have complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. We are not aware of any actual or possible non-compliance with laws and regulations that could impact the ability of the charity to conduct its activities.

### 4. Leasing of Property from Connected Trustees

We confirm that the decision to lease property from two connected Trustees during the period met the requirements of the Charity Commission in relation to Conflicts of Interest. We confirm that appropriate procedures were followed to manage and document any potential conflicts of interest, ensuring that the decision was in the best interest of the charity.

### 5. Accounting Records and Financial Statements

We confirm that all accounting records have been made available to you for the purposes of your examination and that all transactions undertaken by the charity have been properly reflected and recorded in the accounting records. We confirm that the financial statements are free from material misstatements, including omissions.

### 6. Disclosure of Information

We confirm that we have provided you with all relevant information and access as agreed in terms of your engagement letter. There are no other matters that we believe should be brought to your attention that have not been disclosed in the financial statements.

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the above representations to you.

Yours sincerely,

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Amber Gilbert

Trustee

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Steve Nash

Trustee