

Registered Charity No. 1177548

# Hope into Action: Coventry

*Charitable Incorporated organisation*

TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

## **REFERENCE AND ADMINISTRATIVE INFORMATION**

### **Trustees**

The Charitable Incorporated Organisation was registered on 14 March 2018.

The Trustees at the date of this report, consisted of:

<u>Trustee</u>	<u>Date of appointment</u>	<u>Date of resignation</u>
Patricia Clarke	15 March 2018	
John Clarke	15 March 2018	
Mathew Jermyn	18 January 2019	

### **Address of the Charity**

Langar Aid House  
6 Doe Bank Lane  
Coventry  
CV1 3AR

### **Bankers**

HSBC  
55 Corporation Street  
Coventry  
CV1 1GX

### **E-Mail address**

Coventry@hopeintoaction.org.uk

### **Website**

Coventry.hopeintoaction.org.uk

## **Chairperson's report for the year ended 31 March 2021**

On behalf of the Trustees, I am glad to present Hope into Action: Coventry's accounts for the year ended 31 March 2021

Hope into Action's purpose is to enable churches to house the homeless. Homelessness is a crisis afflicting huge numbers in this country. For the last five years' core homelessness has been rising year on year and it is estimated that at least 320,000 people are homeless, almost 5,000 are rough sleeping (likely to be a huge underestimate) and 726 people died homeless in England and Wales in 2018 (a 22% rise).

The Ministry of Housing, Community and Local Government reported that between January to March 2021:

- 31,450 households were assessed as being threatened with homelessness,
- 36,800 households were initially assessed as homeless and therefore owed a relief duty,
- 9,470 households were accepted as owed a main homelessness duty,
- On 31 March 2021 the number of households in temporary accommodation was 95,450.

Hope into Action's vision is to see every church in the country providing a loving home for people who need it. The volunteers from the church we partner with provide support and friendship, to counter the relational poverty which is frequently a root cause of homelessness. They do a fantastic job and we are deeply grateful to them and the church leaders who support them. Providing homes requires houses and funding and we are also grateful to our investors and everyone else who has given us financial support.

The charity now has two houses in Coventry, one accommodating three individuals and the other house providing accommodation to a family.

Our plans for the next year are to continue the work we are currently doing and look for ways to grow it, by finding new church partners and looking for opportunities to open more houses.

Finally, to our tenants: Thank you for taking a chance on us. You may never regret it.

*Matt Jermyn*

Chair of Trustees

## **Trustees' Report for the year ended 31 March 2021**

The Trustees present their report and financial statements for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's trust deed, 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), effective from 1 January 2019 and with the Charities Act 2011.

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

### **Objectives and activities**

Hope into Action Coventry provides homes for the most vulnerable in society in partnership with local churches. Our model is built on the belief that when people have a safe, secure home surrounded by loving, non-judgemental relationships they will find the strength and motivation to make positive life choices. We welcome people of all faiths and none, all ethnicities and sexualities.

### **Recruitment and Appointment of Trustees**

The Constitution provides for a minimum of three trustees. Each of the trustees shall retire with effect from the conclusion of the next Annual General Meeting after their appointment, but shall be eligible for re-election at that general meeting up to a maximum of five years.

### **Structure, governance and management**

Hope into Action: Coventry is a Charitable Incorporated Organisation ('CIO') with registration number 1177548 and is constituted under a Constitution dated 20 February 2018. This charity raises funds from the public but does not work with professional fundraisers or commercial participators.

The Trustees have responsibility for the control and administration of all funds of the Charity and it is governed in accordance with its Constitution. The Trustees form a committee which meets monthly. These meetings are also attended by the Secretary and Treasurer. The committee has overall responsibility for strategic planning, policy formulation, approval and monitoring of programmes and services, finance, risk management, staff and volunteers, and premises.

All Trustees give of their time freely and no Trustee remuneration was paid in the year, or in the prior year.

### **Training Undertaken**

Training for staff, volunteers and service users is essential in the growth and development of Hope into Action: Coventry. A comprehensive training package was undertaken including volunteer training, Universal Credit support, fuel poverty, safeguarding and professional development. **(Adele to complete)**

The Charity's and other relevant addresses are as shown on page 1.

### **Financial review**

The charity has performed well over the year to 31 March 2021, receiving as unrestricted reserves £11,217 (2020: £3,809) in grants and donations, £16,261 (2020: £11,572) in rent and charges, £399 (2020: £289 in Gift Aid, and £988 (2020: £341) in training fees. In 2020 £553 was also received as

other income. In the current year a contribution of £1,401 was received as restricted funds (2020: £2,000), resulting in total income for the year of £30,266 (2020: £18,564).

Total unrestricted resources expended during the year, amounts to £26,402 (2020: £20,779), giving a net unrestricted income for the year of £2,463 (2020: a shortfall of 4,216). Restricted funds expended for the year - £2,263 (2020: £400) – leaves a net outflow for the year of £862 (2020: Net inflow of £1600) of £5,827 (2019: £28,454). The total reserves, consisting of unrestricted reserves of £5,222 (2020: £2,759) and restricted reserves of £738 (2020: £1,600), amounted to £5,960 (2020: £4,359).

### **Reserves and funds**

Reserves consist of all retained income available to the Charity and exclude any restricted funds that the Charity may have. The Charity currently have unrestricted reserve funds of £5,222 (2020: £2,759). The unrestricted reserves are considered to be sufficient for the short term.

The charity aims to keep between three and six months' core running costs in reserves at all times. This is to ensure the Charity is able to meet all of its legal obligations should all funding be withdrawn.

### **Exemption from audit**

The trustees have taken advantage of the exemptions available to small charities, including the audit exemption. In accordance with the Charity Commission's guidelines, Trustees must arrange for an independent person or accountancy firm to carry out either an audit or an independent examination of their charity's accounts in cases where a charity's annual income is in excess of £25,000 but less than £1 million. The Trustees chose to have an independent examination instead of an audit. An examiner was appointed to do an independent examination of the charity accounts with the purpose of giving the charity's Trustees, supporters, beneficiaries and the wider public some independent assurance that the charity's money has been properly accounted for and accounting records were kept.

### **Risk management**

The Trustees have considered the major risks to which the Charity is exposed and have reviewed those risks and established procedures to manage those risks. Guidance from the Charity Commission is followed.

The Trustees consider the variability of contributions, as well as the dependency on a number of volunteer workers and churches, to constitute the Charity's major risks.

### **Going concern**

The Charity's activities, together with the factors likely to affect its future development, its financial position and its exposures to liquidity and cash flow risk are described in this Trustees' Report.

The Charity has sufficient financial resources and reserves to fund its activities for the foreseeable future. As a consequence, the Trustees believe that the Charity is well placed to manage its business risks successfully and will have sufficient time to adjust its activities in line with any change in contributions. Accordingly, they continue to adopt the going concern basis in preparing the annual report and accounts.

### **Trustees' responsibilities**

The Trustees are required under the constitution of the charity and under charity law to prepare the trustees' report and the financial statements in accordance with FRS102 and the charity SORP (FRS 102). 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 at the end of the financial year and of its surplus or deficit for that period. In doing so, the Trustees are responsible for:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. 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.

The trustees have complied with the duty in the Charities Act 2011, to have due regard to guidance published by the Charity Commission on public benefit.

### **Approval**

This report was approved by the Trustees and signed on their behalf by:

*Matt Jermyn*

Chairman: Trustees

Date: 30 September 2021

## **Independent Examiner's report to the trustees of Hope into Action: Coventry**

I report to the Trustees on my examination of the accounts of Hope into Action: Coventry Charitable Incorporated Organisation (Hope into Action: Coventry) for the year ended 31 March 2021.

### **Responsibilities and basis of report**

As the charity trustees of Hope into Action: Coventry 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 Hope into Action: Coventry'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 the Trust 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:



Name: Charl Steyn  
B.Comm (Acc) Hons, M.Com (Tax), CTA, CIS.

Address:  
High Beeches  
33 Fulmer Drive  
Gerrards Cross  
Bucks  
SL9 7HG

Date: 30 September 2021

**Statement of comprehensive income (including Income and Expenditure account) for the year ended 31 March 2021**

	Note	Unrestricted £	Restricted £	2021 Total £	2020 Total £
<b>Incoming Resources</b>					
Grants and Donations	2	11,217	1,401	12,618	3,809
Rent & Charges		16,261	-	16,261	11,572
Gift Aid		399	-	399	289
Training Fees		988	-	988	341
Walsgrave House contribution		-	-	-	2,000
Other Income		-	-	-	553
<b>TOTAL Incoming Resources</b>		<b>28,865</b>	<b>1,401</b>	<b>30,266</b>	<b>18,564</b>
<b>Resources Expended</b>					
Staffing Costs	3	17,963	-	17,963	11,658
Staff Expenses		667	-	667	712
Office & Promotion		847	-	847	1,607
Council Tax		1,273	-	1,273	1,222
Franchise Fees		880	-	880	720
Insurance		774	-	774	902
Return to Investors		2,903	-	2,903	2,903
Residents Needs		864	663	1,527	814
Training		82	-	82	65
Volunteer Expenses		149	-	149	176
Walsgrave House		-	1,600	1,600	400
<b>TOTAL Resources Expended</b>		<b>26,402</b>	<b>2,263</b>	<b>28,665</b>	<b>21,179</b>
Net Income (expenditure)		2,463	(862)	1,601	(2,615)
Totals funds b/forward		2,759	1,600	4,359	6,974
Totals funds c/forward		5,222	738	5,960	4,359

All the Charity's operations are classed as continuing. Movements on reserves and all recognised gains and losses are shown above.



**Statement of Financial Position at 31 March 2021**

	Note	2021 £	2020 £
<b>Current assets</b>			
Recoverable capital expenses	5	901	-
Cash at bank and in hand		5,059	4,359
<b>Net assets</b>	6	<u>5,960</u>	<u>4,359</u>
<b>The Funds of the charity</b>			
Restricted Funds	7	738	1,600
Unrestricted Funds	7	5,222	2,759
<b>Total Funds</b>		<u>5,960</u>	<u>4,359</u>

These accounts are prepared 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 statements on pages 6 to 11 are hereby approved:

*Matt Jermyn*

Trustee

Date: 30 September 2021

## **Notes to the Financial Statements for the year ended 31 March 2021**

### **1. Accounting Policies**

#### **a. Basis of preparation**

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The financial statements have been prepared in accordance with the Charities Act 2011 and 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)).

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The principal accounting policies adopted in the preparation of the financial statements are set out below.

#### **b. Income**

**Voluntary gifts and donations** and other income are accounted for when received by the charity.

**Gift aid claims** are accounted for on an accrual basis.

#### **c. Expenditure**

Expenditure is accounted for on an accruals basis.

#### **d. Fund accounting**

Unrestricted funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted 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.

## 2. Donations

	2021	2021	2021	2020
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Individual Donations	2,367	-	2,367	1,322
St.John's Primary School	-	-	-	256
Kidz Klub Coventry	-	-	-	124
Hope into Action	2,750	-	2,750	1,000
St Stephen's Church Canley	-	-	-	1,335
High Mileage Club Westwood	-	-	-	50
Limbrick Wood Baptisi Church	-	-	-	11
Heart of England Community Foundation	-	1,401	1,401	-
29th May 1961 trust	5,000	-	5,000	-
Hope Springs Church	500	-	500	-
Westwood Church	600	-	600	-
	<b>11,217</b>	<b>1,401</b>	<b>12,618</b>	<b>4,098</b>

## 3. Staffing costs

	2021	2020
	£	£
Salaries	17,963	11,658
	<b>17,963</b>	<b>11,658</b>

## 4. Related party transactions

There were no related party transactions during the period.

## 5. Recoverable capital expenses

Capital expenditure incurred and recovered from the investor of Walsgrave House subsequent to the financial year end.

## 6. Summary of Net Assets by Fund

	Net current assets £	Total net assets £
<b>Unrestricted funds</b>		
General Reserve Fund	5,222	(5,222)
<b>Restricted funds</b>		
Heart of England Community Foundation	663	(663)
	663	(663)
	5,885	(5,885)

**General reserve fund** is the balance of funds available for direct allocation and distribution.

**Restricted funds** are those amounts that were donated with the express wishes of the donors that they may only be contributed to a specific activity.

## 7. Statement of Funds

	01/04/2020 £	Income resources £	Outgoing resources £	31/03/2021 £
<b>Unrestricted funds</b>				
General Reserve Fund	2,759	28,865	26,402	5,222
<b>Restricted funds</b>				
Walsgrave House	1,600	-	1,600	-
Heart of England Community Foundation	-	1,401	663	738
	1,600	1,401	2,263	738
	4,359	30,266	28,665	5,960