

HELP THE HOMELESS LEICESTER

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 MARCH 2021

HELP THE HOMELESS LEICESTER

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Trustees

Samantha Michelle Fairborough
Riaz Mohammed Khan
Nikita Jayne Cooper-Marchant
David Rowell
Trevor Charles Rigley

Charity registered number

1177629

Registered office

9 Abbey Street
Leicester
Leicestershire
LE1 3TE

Independent examiner

BGS Accounting Ltd
75 Exploration Drive
Leicester
LE4 5NU

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TRUSTEES' REPORT

The Trustees present their annual report together with the financial statements of the charity for the period 01 April 2020 to 31 March 2021.

Objectives and Activities

a. POLICIES AND OBJECTIVES

The objectives of the CIO are as follows;

For the public benefit, the relief and assistance of people in need in Leicester and surrounding areas who are homeless, facing homelessness or rough sleeping by all or any of the following means:

- Supplying material aid and nutrition;
- Providing advocacy and accurate signposting to other relevant services;
- Assisting and supporting access to housing and employment;
- Providing short term emergency private accommodation where appropriate for rough sleepers in extreme conditions;
- Giving ongoing support where appropriate to service users after accommodation has been secured;
- Promoting cultural enrichment;
- Empowering through the development of self-esteem and the provision of appropriate information;
- Encouraging independent living through trusted relationships.

b. ACTIVITIES FOR ACHIEVING OBJECTIVES

In order for the charity to achieve its objectives the Trustees and volunteers worked throughout the period to provide;

- Managing and providing a weekly meal including hot and cold food and beverages;
- Supplying material aid to service users in need of items such as bedding, toiletries and clothes;
- Roaming Readers - library offering users the opportunity to borrow books, puzzles and other items;
- Provision of case workers to provide advocacy services;
- Assisting with benefit and housing queries;
- Sign posting to relevant organisations tailored to the needs of the individual;
- Assisting service users in making relevant appointments;
- Assistance with attendance if required;
- Attending appointments with service users if requested;
- Provision of short-term respite housing if required;
- Assistance in finding securing housing;
- Provision of basic items required to set up a home;
- Assistance with deposit and some initial rent (if applicable);
- Assistance maintaining property financially and ensuring all housing benefit paid accordingly;
- Providing a link between landlord and tenant to ensure continued tenancy;
- Assistance in finding routes to employment and or other voluntary organisations;
- Assistance with travel to and from appointments and/or place of work or other locations;
- Ensuring the service user has adequate ways to contact HTH and other services.
- Looking to develop a more service user led volunteer enrolment program. HTH understands the importance and value of lived experience

c. MAIN ACTIVITIES UNDERTAKEN TO FURTHER THE CHARITY'S PURPOSES FOR PUBLIC BENEFIT

The Trustees confirm that they have referred to the guidance in the Charity Commission's Public Benefit Guidance when reviewing the charitable aims and objectives and in planning future activities.

The Members and Trustees are working closely together to form a more extensive and detailed policy around risk assessment.

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TRUSTEES' REPORT (continued) FOR THE PERIOD ENDED 31 MARCH 2021

Achievements and performance

a. REVIEW OF ACTIVITIES

Throughout the period from incorporation to 31 March 2021 the CIO has;

Continued to provide a consistent provision of nutrition for those homeless and/or sleeping rough

Sourcing and managing donations of food/beverages from multiple businesses and other community groups.

Celebratory meals on Boxing Day and Easter with festive gifts.

Collated donations of clothing, material aid and other items to support service users.

Liaison with council and other meal providers.

Maintained roving library service to support service users.

Used the interaction with service users at the meal to assist with:

Signposting to other organisations.

Spotting, supporting and assisting vulnerable individuals.

Offering help and support with regards paperwork and appointments.

Allowing service users to volunteer and gain confidence.

Continuation of HQ

The shop is self-funding and provides a safe and secure centre to invite service users for appointments.

Allows the charity the opportunity to distribute material aid and signposting as required 5 days a week.

Accommodation Assistance

Through our support projects, the charity has assisted 190 people into their own suitable accommodation and helped them to continue to maintain their housed status.

Everyone is provided with a welcome pack of basic items required to set up a home and an initial food parcel

Assistance is given with deposits and initial rental

Ongoing finance and budgetary advice also offered in addition to the empowerment of achieving their individual goals.

Building a network

The charity has continued to build a network of supportive businesses, services and organisations with launch of Corporate Social Responsibility club "The 2020 club" and positive working partnership with the local authority in the form of a funded service level agreement.

Food Bank and Essential project

This was launched as part of our mobilisation during the Covid19 pandemic.

Continued delivery of service level agreement with local authority

Navigator role

New Service Level agreement with the local authority

Outreach (verifying rough sleepers and making referrals for temporary accommodation)

Launched a new pilot scheme with the local authority

Supporting offenders being released from prison NFA

Proud to be a living wage employer – Accredited

**TRUSTEES' REPORT (continued)
FOR THE PERIOD ENDED 31 MARCH 2021**

Financial review

a. GOING CONCERN

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

b. RESERVES POLICY

The reserves that we aim to set aside provide financial stability and the means for the development of our principal activity. We intend to maintain our reserves at a level which is at least equivalent to £10,500 throughout the year. We will intend to use the reserves in the following manner in 2021/2022 should the charity and the board of trustees feel it appropriate. If the reserves are not used, then they will remain in a reserve fund for the following year.

£5,000 of Un-restricted funds are to be set aside for the day-to-day support of the service users during periods of low income in order to continue to provide a service wherever possible.

£5,000 for the running costs and overheads of HQ, these funds will be used to enable the charity to keep the premises running and open should the charity not be able to secure funding in time for when the current funding has been used and awaiting further monetary income through either donations or grant/funding applications.

£500 for the van, this should be used if the motor vehicle used is in need of repair throughout the year.

The Board regularly reviews the amount of reserves that are required to ensure that they are adequate to fulfil our continuing obligations. The board of trustees have agreed the reserves policy is to be reviewed every 6 months. One of these reviews will be for the purpose of the Annual Return each year for the Charity Commission.

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TRUSTEES' REPORT (continued) FOR THE PERIOD ENDED 31 MARCH 2021

Structure, governance and management

a. CONSTITUTION

The charity was incorporated on 20 March 2018 and commenced operations on that date.

The Incorporated Charitable Organisation has no share capital, is governed by its Trust deed. It is registered as a charity with the Charity Commission.

b. TRUSTEES

The present membership of the Board is set out below. Trustees that served throughout the period.

Samantha Michelle Fairborough
Riaz Mohammed Khan
Nikita Jayne Cooper-Marchant
David Rowell
Trevor James Rigley

Trustees are invited to join the Board generally on the recommendation of existing Trustees and do not serve a minimum or maximum period as Trustees.

c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

Trustees are recruited with a view to their experience and skills. Potential Trustees are encouraged to attend a meeting of the Board of Trustees and to be initially co-opted to the Board if they are interested. A new Trustees' induction session is offered to all newly elected Trustee. Training is provided as necessary to all Trustees.

Trustees have a range of qualifications and skills, as well as a range of experience in the voluntary, statutory, and private sectors.

Help the Homeless Leicester are currently in the process of an ongoing full and extensive review of policy and procedure documentation

d. ORGANISATIONAL STRUCTURE AND DECISION MAKING

The charity is governed by a Board of Trustees, which is responsible to the membership for its effective management and future development.

The organisational structure is part of a review due to having both employees and volunteers.

e. RISK MANAGEMENT

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

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TRUSTEES' REPORT (continued) FOR THE PERIOD ENDED 31 MARCH 2021

Plans for future periods

a. FUNDING

The Trustees are satisfied that, coupled with their intention to seek additional funds, the charity's assets are available and adequate to fulfil its obligations.

To date the charity has been funded by donations from:

The Public
Trusts and Legacies
Service Level agreements with the local authority
Police Crime Commissioner

Award for all donated £10,000 specifically for our logistics and essentials provision

b. TRAINING

COVID-19 planning and safety training ongoing.

**TRUSTEES' REPORT (continued)
FOR THE PERIOD ENDED 31 MARCH 2021**

The Trustees and many other individuals give a significant amount of time in voluntary service to the charity. This time is not reflected in the financial statements.

TRUSTEES' RESPONSIBILITIES STATEMENT

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 & Wales requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources 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 judgments and accounting estimates that are reasonable and prudent;
- 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 proper 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, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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 Trustees, on _____ and signed on their behalf by:

Samantha Michelle Fairborough
Trustee

David Rowell
Trustee

HELP THE HOMELESS LEICESTER

INDEPENDENT EXAMINER'S REPORT FOR THE PERIOD ENDED 31 MARCH 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HELP THE HOMELESS LEICESTER (the 'charity')

I report to the charity Trustees on my examination of the accounts of the charity for the period ended 31 March 2021.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity'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 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I can confirm that no 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 2011 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:

Dated: 04/02/2022



Bhavesh Shah BA (Hons) FCCA
BGS Accounting Ltd
75 Exploration Drive
Leicester
LE4 5NU

HELP THE HOMELESS LEICESTER

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
INCOME FROM:				
Donations and legacies	2	383,373		383,373
TOTAL INCOME		383,373		383,373
EXPENDITURE ON:				
Charitable activities	3/4	220,550		220,550
TOTAL EXPENDITURE		220,550		220,550
NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES		162,823		162,823
NET MOVEMENT IN FUNDS		162,823		162,823
RECONCILIATION OF FUNDS:				
Total funds brought forward		81,394		81,394
TOTAL FUNDS CARRIED FORWARD		244,217		244,217

The notes on pages 9 to 16 form part of these financial statements.

HELP THE HOMELESS LEICESTER

BALANCE SHEET**AS AT 31 MAR 2021**

		2020		2021	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	7		2,636		5,372
Investments			<u>1</u>		<u>1</u>
			2,251		5,373
CURRENT ASSETS					
Debtors	8	1,136		248	
Cash at bank and in hand		78,093		227,455	
		<u>79,229</u>		<u>227,703</u>	
CREDITORS: amounts falling due within one year	9	472		11,141	
NET CURRENT ASSETS			78,757		238,844
NET ASSETS			<u>81,394</u>		<u>244,217</u>
CHARITY FUNDS					
Unrestricted funds	11		<u>81,394</u>		<u>244,217</u>
TOTAL FUNDS			<u>81,394</u>		<u>244,217</u>

The financial statements were approved by the Trustees on

and signed on their behalf, by:

Samantha Michelle Fairborough
Trustee**David Rowell**
Trustee

The notes on pages 9 to 16 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES

Help the Homeless Leicester is a Charity Incorporated Organisation, domiciled in England and Wales. Charity registered number 1177629.

1.1 Basis of preparation of financial statements

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Help the Homeless Leicester constitutes a public benefit entity as defined by FRS 102.

1.2 Income

All income is recognised once the charity has entitlement to the income, ii is probable that the income will be received, and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably, and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' Report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES (continued)

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Charitable activities and Governance costs are costs incurred on the charity's operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

1.4 Tangible fixed assets and depreciation

All assets costing more than £250 are capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor Vehicles	25% reducing balance
Computer/Office Equipment	25% reducing balance

1.5 Valuation of investments

Investments in subsidiaries are measured at cost less accumulated impairment.

1.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

1.7 Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

1.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.9 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES (continued)

1.10 Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

1.11 Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.12 Fund accounting

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

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs 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 to the financial statements.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2021**

2. INCOME FROM DONATIONS AND OTHER INCOME

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Donations	243,027	-	243,027
Other Income Inc Grants	140,346	-	140,346
Total donations and other Income	383,373	-	383,373

3. DIRECT COSTS

	Total 2021 £
Cleaning	2,232
Direct Wages	107,378
Accounting Fes	3,276
Food/material aid purchases	20,290
Emergency Accommodation and Deposits	41,829
Bank Fees	94
Postage	51
Other expenses	12,615
Printing and stationery	789
Rates	35
Insurance	1,412
Rent	14,896
Advertising and marketing	1,546
Telephone and internet	4,521
Travel expenses	6,136
Motor vehicle expenses	2,016
Professional Fees	556
Depreciation	879
	220,550

4. GOVERNANCE COSTS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Accountancy	3,276		3,276

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2021**

5. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2021
	£
Depreciation of tangible fixed assets:	
- owned by the charity	879

6. EMPLOYEES

The average monthly number of employees, including directors, during the year was 6.

7. TANGIBLE FIXED ASSETS

	Motor vehicles	Office Equipment	Computer Equipment	Total 2021
	£	£	£	£
Cost				
At 01 April 2020	3,000	267	999	4,266
Additions	-	3,615	-	3,615
At 31 March 2021	3,000	3,882	999	7,881
Depreciation				
At 01 April 2020	1,313	67	250	1,630
Charge for the period	562	67	250	880
At 31 March 2021	1,875	134	500	2,510
Net book value				
At 31 March 2021	1,125	3,748	499	5,372

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2021**

8. DEBTORS

	2021
	£
Prepayments and accrued income	248

9. CREDITORS: Amounts falling due within one year

	2021
	£
PAYE Payable	10,252
Other Creditors	889
	<hr/> 11,141

10. FINANCIAL INSTRUMENTS

All debtors and creditors are basic financial instruments and are held at amortised cost.

11. STATEMENT OF FUNDS

	Balance at 01 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
General fund	81,394	383,373	(220,550)	244,217
Total fund	81,394	383,373	(220,550)	244,217

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2021**

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	5,372		5,372
Fixed asset investments	1		1
Current assets	227,703		227,703
Creditors due within one year	(11,141)		(11,141)
	244,217		244,217

13. TAX STATUS

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

The charity has received approval from the H M Revenue and Customs regarding its tax exempt status.

14. OPERATING LEASE COMMITMENTS

At 31 March 2021 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2021 £
Amounts payable:	
Within 1 year	9,600
Between 1 and 5 years	8,400
Total	18,000

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2021**

15. RELATED PARTY TRANSACTIONS

Help the Homeless Leicester charity controls Help the Homeless Leicester UK Ltd.

No trustee/director or person with a family or business connection with a trustee received any remuneration in the period, directly or indirectly, from the charitable group or an institution or company controlled by the charitable group.

Costs are incurred by the trustees personally in pursuance of the charitable group's objectives. There were no expenses reimbursed to the trustees during the period.