

Homeless Friendly Report for Trustees April 2020 - March 2021

Background

Homeless Friendly has been established over 3 year, being registered as a charity in April 2019.

In March 2020 the COVID-19 pandemic brought about changes for all walks of life including charity work, also greatly affecting people who are homeless. 'Everyone In' a government initiative which was strongly supported within Greater Manchester resulted in people who are homeless being offered temporary accommodation in rooms where social distances guidelines could be adopted. Charities changed the way they worked, some started offering support within the 'Everyone In' temporary accommodation, some continued to work out reach offering support to people who felt unable to take up the offer of this short term accommodation, some used the time to work from home, undertake essential repairs, whilst others were furloughed.

Homeless Friendly's work changed within days, understandably GP practices were no longer able to meet to discuss becoming Homeless Friendly their efforts were all directed towards combatting the effects of COVID-19. We had to rethink how we could offer meaningful support, initially working from home until the office could become COVID secure. This resulting in moving the main office from Lime Square to Medlock Suite in Failsworth. The registered office still remains at Lime Square and Homeless Friendly still has a base within the main office.

Areas of growth and change within the last 12 months

- We sent out Freedom of information requests to the 10 Greater Manchester's Authorities. We asked how they were ensuring that their current policies practices were in line with COVID guidelines and fully included people who were homeless. We received replies from 9 of the 10 authorities and this information was used as a reporting mechanism.
- Lock down presented challenges for people in many different aspects of their lives, Homeless Friendly devised a leaflet which signposted people to helpline services. Our leaflet has been used across Greater Manchester, with recognition from Street Support for the worthwhile collation and distribution of this material.
- Leading on from our first information leaflet. We became aware that all GM local authorities had closed their housing and homeless 'front door'. We reached out to all 10 boroughs, collating and distributing a further leaflet on accessing local authority support for people who are homeless during the pandemic.

- We continue to review and update these leaflets on a regular basis.
- Further reflection on how we could support people who are homeless led us to developing a hygiene pack which could be given out to people who are homeless to help keep safe during the lockdown restrictions.
- We secured £500 from Tesco plus a small amount from donations provided by people in the local community. With this money were able to make over 500 of these small kits.
- Homeless Friendly also reached out to local organisations being given donations of hand sanitisers and also antiseptic plasters for the kits.
- The kits were given out to organisations in all 10 Greater Manchester Boroughs.
- We were contacted by LHM Medical Technology asking if we could distribute surgical masks on their behalf across Greater Manchester. We undertook this task on the understanding that they gave a substantial amount of masks for our kits.
- Being able to distribute the kits and donated masks resulted in us further developing our working links with other charities within the 10 Greater Manchester Boroughs.
- We have continued to apply for grants being successful in obtaining £8,000 funding for the Government to continue offering kits to people who are homeless.
- We sought feedback on the kits and whilst they were clearly gratefully received, we have now added further items to the kits including soap flannel toothpaste and a toothbrush.
- Homeless Friendly needed to recruit volunteers to help with preparing the kits. We have one volunteer who helped with contacting suppliers, Sanctuary Trust suggested we use their volunteers to make up the kits. This has led to a close working relationship with Sanctuary Trust and the local Impact Church. In exchange for their assistance we have ensured that they have masks and hand sanitisers for all their volunteers.
- To date we have distributed over a 1000 of the larger kits across operational charities within GM.

- We have also offered to assist the volunteers with CV writing and act as a referee for people who assisted Homeless Friendly.
- Homeless Friendly has embraced virtual meetings attending GM wide events, also meeting virtually with GP practices as appropriate.
- Due to not being able to undertake face to face meetings we have continued to develop standards which ensure that services are able to offer meaningful support to people who are homeless.
- We are now post out the homeless Friendly pledge on receipt of completed standards and have continued with our work encouraging organisations to become Homeless Friendly.
- We felt that at times Homeless Friendly lacked the technology to record information in a consistent format. This has led to developing a CRM system which is currently being built by a local organisation and is hoped to go live in summer.
- Homeless Friendly has supported Dr Zahid Chauhan in setting up the first vaccination clinic which offered the Covid-19 vaccine to people who are homeless. We have set up further clinics and ensured that people have been able to access their second vaccination.
- Homeless Friendly are an active member of the 'Homeless and Rough Sleepers Seasonal Flu Working Group' which supports people who are homeless having access to the annual flu jab. We facilitated Oldham homeless population accessing the flu jab winter 2020 and will be doing so later this year.
- Homeless Friendly were an intrinsic part of the 'Homeless Vaccination Campaign Group' who lobbied government to ensure that people who are homeless were able to access the Covid 19 vaccination.
- We are developing links within the field of dentistry and have trialed training with Roderick's in Manchester, with the intention supporting dentists to sign up to the homeless friendly pledge.
- Gail Sutcliffe received a certificate for her efforts relating to 'Homeless Support' People's Choice Commendation issued by Health Watch Oldham.

Areas of Growth for the next 12 months

Hot Line - Whilst we have yet to officially launch our hot line we in a small way currently assist with problem solving and signposting, The phone lines at both Lime Square and Medlock have answer phone facilities and are checked by Homeless Friendly on a regular basis with the necessary assistance and support being offered. The behind the scenes work continues, we have explored linking to our current NHS server without success. We will now have a standalone system and intend for this to be live late summer. We intend to produce our own information cards. The purchase of a **printing machine** will enable us to offer ID printing to other organisations whilst charging for undertaking this work.

We will continue with the recruitment of **volunteers** to support the Hot Line and also support the signing of pledges.

Continue applying for further **grants** to enable Homeless Friendly to become self-sufficient and expand to other areas of the United Kingdom.

There are many schemes within England which offers a form of paying for vulnerable people to receive a hot meal one such being 'pay it forward' Homeless Friendly would like to collate a **directory** and publish where these supportive services are situated.

Homeless Friendly recognises the difficulty that people who are homeless have in accessing local **dental care**. We with the support of Dr Ben Atkins intend to develop and offer a pledge that dentists can sign up to.

Our training continues to evolve, the intention in the next 12 months is to offer an **online training package** that can be accessed via our website

We recognise that our trustees, partners and the local community continue to donate to our good cause, we ensure that donations are allocated to appropriate people or services and want to end by thanking everyone that has helped Homeless Friendly over the last 12 months.

Financial Statement

At close of business on 31st March 2021

Balance £18,118.01

The accounts are being audited at this current time which will then be forwarded to the charity commission and a copy of the full accounts forwarded to the trustees.

Gail Sutcliffe salary is paid by Beacon GP Care hence not showing as an expenditure as are the hours that Jayne Livesey works supporting our charity.
BARDOC pay for Homeless Friendly's mobile phone

REGISTERED CHARITY NUMBER: 1182814

HOMELESS FRIENDLY
REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

HOMELESS FRIENDLY

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FOR THE YEAR ENDED 31 MARCH 2021

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HOMELESS FRIENDLY

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1182814

Principal address

Lime Square Medical Centre
Ashton Old Road
Openshaw
Greater Manchester
M11 1DA

Trustees

Dr Z M Chauhan	GP
Mrs V A Riding	Chief Executive
Dr T M Chauhan	GP

Independent examiner

Andrew W Berens FCA.
Chartered Accountant
48 Ringley Drive
Whitefield
Manchester
M45 7LR

Bankers

Lloyds Bank Plc
Birmingham OSC 4
Ariel House, 2138 Coventry Road
Sheldon
Birmingham
B26 3JW

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Approved by order of the board of trustees on 29 September 2021 and signed on its behalf by:

Trustee



INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HOMELESS FRIENDLY

I report on the accounts for the year ended 31 March 2021, which are set out on pages three to six.

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 have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Andrew W Berens FCA.
Chartered Accountant
48 Ringley Drive
Whitefield
Manchester
M45 7LR

30 September 2021

HOMELESS FRIENDLY

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31-MARCH 2021

		Year Ended 31.3.21 Unrestricted fund £	Period 24.6.19 to 31.3.20 Total funds £
	Notes		
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		24,763	881
RESOURCES EXPENDED			
Costs of generating funds			
Costs of generating voluntary income		<u>6,209</u>	<u>834</u>
NET INCOMING RESOURCES		18,554	47
RECONCILIATION OF FUNDS			
Total funds brought forward		<u>47</u>	<u>-</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>18,601</u></u>	<u><u>47</u></u>

The notes form part of these financial statements

HOMELESS FRIENDLY

BALANCE SHEET
AT 31 MARCH 2021

		2021 Unrestricted fund £	2020 Total funds £
FIXED ASSETS	Notes		
Tangible assets	3	733	-
CURRENT ASSETS			
Cash at bank		18,118	97
CREDITORS			
Amounts falling due within one year	4	(250)	(50)
NET CURRENT ASSETS		<u>17,868</u>	<u>47</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>18,601</u>	<u>47</u>
NET ASSETS		<u>18,601</u>	<u>47</u>
FUNDS	5		
Unrestricted funds		<u>18,601</u>	<u>47</u>
TOTAL FUNDS		<u>18,601</u>	<u>47</u>

The financial statements were approved by the Board of Trustees on 29 September 2021 and were signed on its behalf by:

Trustee



HOMELESS FRIENDLY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the period ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the period ended 31 March 2020.

3. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
Additions	<u>916</u>
 DEPRECIATION	
Charge for year	<u>183</u>
 NET BOOK VALUE	
At 31 March 2021	<u><u>733</u></u>
At 31 March 2020	<u><u>-</u></u>

HOMELESS FRIENDLY

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Other creditors	<u>250</u>	<u>50</u>

5. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	At 31.3.21
	£	£	£
Unrestricted funds			
General fund	47	18,554	18,601
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>47</u>	<u>18,554</u>	<u>18,601</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	24,763	(6,209)	18,554
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>24,763</u>	<u>(6,209)</u>	<u>18,554</u>

Comparatives for movement in funds

	Net movement in funds	At 31.3.20
	£	£
Unrestricted Funds		
General fund	47	47
	<u> </u>	<u> </u>
TOTAL FUNDS	<u>47</u>	<u>47</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	881	(834)	47
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>881</u>	<u>(834)</u>	<u>47</u>

HOMELESS FRIENDLY

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Year Ended 31.3.21 £	Period 24.6.19 to 31.3.20 £
INCOMING RESOURCES		
Voluntary income		
Donations	24,763	771
Compensation	<u>-</u>	<u>110</u>
	<u>24,763</u>	<u>881</u>
Total incoming resources	<u>24,763</u>	<u>881</u>
RESOURCES EXPENDED		
Costs of generating voluntary income		
Insurance	99	99
Telephone	80	-
Postage and stationery	883	117
Sundries	20	-
Cleaning and Hygiene	3,738	290
Computer consumables	908	80
Subscriptions	78	-
Adverts	20	-
Reimbursed travel	-	48
Donation	-	200
Accountancy	200	-
Fixtures and fittings	<u>183</u>	<u>-</u>
	<u>6,209</u>	<u>834</u>
Total resources expended	<u>6,209</u>	<u>834</u>
Net income	<u><u>18,554</u></u>	<u><u>47</u></u>