

**Report of the Trustees and
Unaudited Financial Statements for the Period 1 May 2020 to 31 December 2020
for
Off the Streets**

Butlers Chartered Accountants
Suite 6 Burley House
15 High Street
Rayleigh
Essex
SS6 7EW

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for the Period 1 May 2020 to 31 December 2020**

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Off the Streets

Report of the Trustees for the Period 1 May 2020 to 31 December 2020

The trustees present their report with the financial statements of the charity for the period 1 May 2020 to 31 December 2020. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The relief of poverty for the benefit of people who are homeless or rough sleepers in Southend-on-Sea and the surrounding area, in particular but not exclusively, by providing short term accommodation and supporting and assisting those homeless persons who want to escape homelessness by providing signposting/advocacy and provide support for up to 6 months to enable rough sleepers to move into more permanent accommodation.

The aims of the charity are to build a community for those in need of shelter.

To offer support to those in need and encourage engagement with other appropriate services,

To be part of the solution of homelessness

To help transition homeless to stable suitable maintainable accommodation and possible employment.

Significant activities

The charity provides a 5 bed year round night shelter for the homeless at our premises in Westcliff on Sea, Essex.

Public benefit

The trustees have considered their requirements for ensuring public benefit and believe that the charity meets these requirements comfortably in light of the work performed.

Grantmaking

The charity has no plans to make charitable grants to any individual or charitable body.

Volunteers

The charity currently employs no paid staff and therefore volunteers are fundamental to the operation of the charity to deliver services. During the period the charity had 35 volunteers working at the shelter in addition to the 8 volunteer trustees.

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

The charity is currently building a body of loyal regular donors. The charity has been successful at obtaining some small charitable grants in the year which is something the charity hopes to build upon in future years.

The charity does pay the adhoc services of a freelance bid writer when required.

FINANCIAL REVIEW

Principal funding sources

The charity obtains the majority of its funding from regular and one off local donations. This is intended to change in future when the charity will review its funding model and business case.

Reserves policy

The charity has set a reserves policy of maintaining reserves of a maximum of £25,000.

FUTURE PLANS

The charity has a clear plan for the future which involves plans such as:

1 - Making plans to purchase a permanent building to create a larger shelter with a permanent future.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a constitution of organisation and constitutes an unincorporated not for profit organisation.

**Report of the Trustees
for the Period 1 May 2020 to 31 December 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Charity constitution

The current constitution was adopted and approved by the trustees on 2nd April 2018 and copies are available for viewing upon request to the charity registered office.

Recruitment and appointment of new trustees

The Trustees frequently monitor skills lacking in the existing board and once the ideal skill/experience profile has been identified a recruitment plan will be formulated. This will identify the most appropriate resources from which applicants might be found. Preference should be given to advertisement in the media, volunteer bureau, and direct approaches to professional bodies and to other voluntary organisations over approaches to personal contacts as the intention is to promote diversity and to avoid conflicts of interest.

Off the Streets seeks to ensure diversity in its board of trustees as well as in its staff base and consideration will be given to ways in which groups that are under-represented on the board might be reached and encouraged to apply. However, at the point of selection the Trustees will not discriminate unfairly on any of the grounds listed in the Equal Opportunities Policy.

Organisational structure

The day to day operation of the charity and shelter are managed by the Operational Board which consists of a smaller group of trustees and the shelter managers.

The volunteers involved in the centre day to day report to the centre managers who report to the Operational Board.

Centre Managers:

Ms Kirsty Fields
Mrs Karen Fields

Induction and training of new trustees

Possible candidates are interviewed by members of the trustee board and once appointed undergo an initial induction and then ongoing training is provided at regular periods to ensure that trustees are fully equipped to understand and perform their duties appropriately.

Related parties

A register of related parties is maintained and presented at every trustee meeting. A policy in relation to related business interests exists and is updated with any relevant amendments.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1184331

Principal address

505 London Road
Westcliff
Essex
SS0 9LG

Off the Streets

**Report of the Trustees
for the Period 1 May 2020 to 31 December 2020**

Trustees

Mrs S Mortimore
Ms K Fields
D Thomas Chairman
E Perry
Mrs K Fields
Mrs S Meddle (resigned 31.12.2020)
J Burn Treasurer (resigned 28.5.2020)
Mrs S Parkinson (appointed 12.9.2020)
Mrs C Walford
Mrs V Bloomfield (appointed 29.8.2020)

Independent Examiner

Butlers Chartered Accountants
Suite 6 Burley House
15 High Street
Rayleigh
Essex
SS6 7EW

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

.....
D Thomas - Trustee

Independent Examiner's Report to the Trustees of Off the Streets

Independent examiner's report to the trustees of Off the Streets

I report to the charity trustees on my examination of the accounts of Off the Streets (the Trust) for the period 1 May 2020 to 31 December 2020.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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.

H Meagher FCA
ICAEW
Butlers Chartered Accountants
Suite 6 Burley House
15 High Street
Rayleigh
Essex
SS6 7EW

Date:

Off the Streets

Statement of Financial Activities for the Period 1 May 2020 to 31 December 2020

			Period 1.5.20 to 31.12.20	Period 9.7.19 to 30.4.20
	Notes	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies		67,837	-	67,837
Charitable activities				
Homeless Shelter		-	4,000	4,000
Other trading activities	2	-	-	-
Investment income	3	21	-	21
Other income		-	-	-
Total		<u>67,858</u>	<u>4,000</u>	<u>71,858</u>
EXPENDITURE ON				
Raising funds		3,435	-	3,435
Charitable activities				
Homeless Shelter		26,827	5,255	32,082
Other		936	-	936
Total		<u>31,198</u>	<u>5,255</u>	<u>36,453</u>
NET INCOME/(EXPENDITURE)		<u>36,660</u>	<u>(1,255)</u>	<u>35,405</u>
RECONCILIATION OF FUNDS				
Total funds brought forward		18,290	1,255	19,545
TOTAL FUNDS CARRIED FORWARD		<u>54,950</u>	<u>-</u>	<u>54,950</u>

The notes form part of these financial statements

Off the Streets

Balance Sheet 31 December 2020

	Notes	Unrestricted fund £	Restricted funds £	31.12.20 Total funds £	30.4.20 Total funds £
FIXED ASSETS					
Tangible assets	7	1,912	-	1,912	2,522
CURRENT ASSETS					
Debtors	8	2,620	-	2,620	2,008
Cash at bank and in hand		51,410	-	51,410	17,094
		<u>54,030</u>	<u>-</u>	<u>54,030</u>	<u>19,102</u>
CREDITORS					
Amounts falling due within one year	9	(3,168)	-	(3,168)	(2,079)
NET CURRENT ASSETS		<u>50,862</u>	<u>-</u>	<u>50,862</u>	<u>17,023</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>52,774</u>	<u>-</u>	<u>52,774</u>	<u>19,545</u>
NET ASSETS		<u>52,774</u>	<u>-</u>	<u>52,774</u>	<u>19,545</u>
FUNDS	11				
Unrestricted funds				52,774	18,290
Restricted funds:					
Essex Community Foundation				-	501
Woodward Charitable Trust				-	754
				<u>-</u>	<u>1,255</u>
TOTAL FUNDS				<u>52,774</u>	<u>19,545</u>

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
D Thomas - Trustee

.....
E Perry - Trustee

**Notes to the Financial Statements
for the Period 1 May 2020 to 31 December 2020**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 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.

Motor vehicles	- 33% on cost
Computer equipment	- 33% on cost

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.

Hire purchase and leasing commitments

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

**Notes to the Financial Statements - continued
for the Period 1 May 2020 to 31 December 2020**

2. OTHER TRADING ACTIVITIES

	Period 1.5.20 to 31.12.20 £	Period 9.7.19 to 30.4.20 £
Fundraising events	-	9,736
Sale of goods	-	196
	<u>-</u>	<u>9,932</u>

3. INVESTMENT INCOME

	Period 1.5.20 to 31.12.20 £	Period 9.7.19 to 30.4.20 £
Interest receivable - trading	21	1
	<u>21</u>	<u>1</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 December 2020 nor for the period ended 30 April 2020.

Trustees' expenses

There were no trustees' expenses paid for the period ended 31 December 2020 nor for the period ended 30 April 2020.

5. STAFF COSTS

The average monthly number of employees during the period was as follows:

	Period 1.5.20 to 31.12.20	Period 9.7.19 to 30.4.20
Volunteer managers - delivery	2	2
	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

Notes to the Financial Statements - continued
for the Period 1 May 2020 to 31 December 2020

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	27,440	-	27,440
Charitable activities			
Homeless Shelter	-	13,000	13,000
Other trading activities	9,932	-	9,932
Investment income	1	-	1
Other income	652	-	652
Total	38,025	13,000	51,025
EXPENDITURE ON			
Raising funds	3,072	-	3,072
Charitable activities			
Homeless Shelter	18,067	11,746	29,813
Other	971	-	971
Total	22,110	11,746	33,856
NET INCOME	15,915	1,254	17,169
RECONCILIATION OF FUNDS			
Total funds brought forward	2,376	-	2,376
TOTAL FUNDS CARRIED FORWARD	18,291	1,254	19,545

Notes to the Financial Statements - continued
for the Period 1 May 2020 to 31 December 2020

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
COST				
At 1 May 2020	2,890	500	404	3,794
Additions	325	-	-	325
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 December 2020	3,215	500	404	4,119
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION				
At 1 May 2020	803	259	210	1,272
Charge for year	804	67	64	935
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 31 December 2020	1,607	326	274	2,207
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE				
At 31 December 2020	1,608	174	130	1,912
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
At 30 April 2020	2,087	241	194	2,522
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20 £	30.4.20 £
Other debtors	2,060	1,460
Prepayments	560	548
	<u> </u>	<u> </u>
	2,620	2,008
	<u> </u>	<u> </u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20 £	30.4.20 £
Trade creditors	180	-
Other creditors	2,988	2,079
	<u> </u>	<u> </u>
	3,168	2,079
	<u> </u>	<u> </u>

10. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.12.20 £	30.4.20 £
Within one year	6,600	8,040
	<u> </u>	<u> </u>

The above property is on an 12 month rolling lease.

Notes to the Financial Statements - continued
for the Period 1 May 2020 to 31 December 2020

11. MOVEMENT IN FUNDS

	At 1.5.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	18,290	34,484	52,774
Restricted funds			
Essex Community Foundation	501	(501)	-
Woodward Charitable Trust	754	(754)	-
	<u>1,255</u>	<u>(1,255)</u>	<u>-</u>
TOTAL FUNDS	<u><u>19,545</u></u>	<u><u>33,229</u></u>	<u><u>52,774</u></u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	67,858	(33,374)	34,484
Restricted funds			
Essex Community Foundation	3,500	(4,001)	(501)
Woodward Charitable Trust	-	(754)	(754)
Groundwork Foundation	500	(500)	-
	<u>4,000</u>	<u>(5,255)</u>	<u>(1,255)</u>
TOTAL FUNDS	<u><u>71,858</u></u>	<u><u>(38,629)</u></u>	<u><u>33,229</u></u>

Comparatives for movement in funds

	At 9.7.19 £	Net movement in funds £	At 30.4.20 £
Unrestricted funds			
General fund	2,376	15,914	18,290
Restricted funds			
Essex Community Foundation	-	501	501
Woodward Charitable Trust	-	754	754
	<u>-</u>	<u>1,255</u>	<u>1,255</u>
TOTAL FUNDS	<u><u>2,376</u></u>	<u><u>17,169</u></u>	<u><u>19,545</u></u>

Notes to the Financial Statements - continued
for the Period 1 May 2020 to 31 December 2020

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	38,025	(22,111)	15,914
Restricted funds			
Essex Community Foundation	9,001	(8,500)	501
Woodward Charitable Trust	3,999	(3,245)	754
	<u>13,000</u>	<u>(11,745)</u>	<u>1,255</u>
TOTAL FUNDS	<u><u>51,025</u></u>	<u><u>(33,856)</u></u>	<u><u>17,169</u></u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the period ended 31 December 2020.

Off the Streets

Detailed Statement of Financial Activities for the Period 1 May 2020 to 31 December 2020

	Period 1.5.20 to 31.12.20 £	Period 9.7.19 to 30.4.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	22,946	20,823
Gift aid	-	2,358
Grants	44,266	2,803
Donated services and facilities	625	1,456
	<hr/> 67,837	<hr/> 27,440
Other trading activities		
Fundraising events	-	9,736
Sale of goods	-	196
	<hr/> -	<hr/> 9,932
Investment income		
Interest receivable - trading	21	1
Charitable activities		
Grants	4,000	13,000
Other income		
Other income	-	652
	<hr/> -	<hr/> 652
Total incoming resources	<hr/> 71,858	<hr/> 51,025
EXPENDITURE		
Raising donations and legacies		
Fundraising costs	3,435	1,402
Goods for resale	-	1,670
	<hr/> 3,435	<hr/> 3,072
Charitable activities		
Rent	5,560	6,533
Insurance	460	442
Light and heat	2,834	1,672
Telephone	922	1,168
Sundries	-	48
Beneficiary travel and accommo dation	833	583
Beneficiary welfare	3,729	4,675
Beneficiary catering	3,026	2,519
Printing, postage and statione ry	733	561
Carried forward	18,097	18,201

This page does not form part of the statutory financial statements

Off the Streets

Detailed Statement of Financial Activities for the Period 1 May 2020 to 31 December 2020

	Period 1.5.20 to 31.12.20 £	Period 9.7.19 to 30.4.20 £
Charitable activities		
Brought forward	18,097	18,201
Motor and travel expenses	4,993	3,197
Cleaning	609	639
Staff uniform	270	473
Repairs and renewals	1,376	2,716
Marketing	-	3,151
Computer expenses	451	56
Compliance and legal costs	3,207	335
Subscriptions	395	-
Bookkeeping	1,664	-
	<hr/> 31,062	<hr/> 28,768
Other		
Fixtures and fittings	804	803
Motor vehicles	67	93
Computer equipment	65	75
	<hr/> 936	<hr/> 971
Support costs		
Finance		
Bank charges	-	25
Governance costs		
Auditors' remuneration for non audit work	1,020	1,020
	<hr/> 36,453	<hr/> 33,856
Total resources expended		
Net income	<hr/> <hr/> 35,405	<hr/> <hr/> 17,169

This page does not form part of the statutory financial statements