



SUPPORT & LODGINGS FOR YOUNG PEOPLE



Annual Report 2020-21

25
YEARS

Registered charity 1184663

247 Leyland Lane

Leyland PR25 1XL



A word from the Chair

Like the rest of the world, the past year has been very different and presented new challenges that SLEAP has had to respond. Yet the SLEAP team rose to the challenge and continued to deliver an excellent service. The Board of Trustees is thankful for the commitment, energy and innovation that Stela, Rebecca, Maggie and Lorna have given all year. They always work very hard but this past year have really risen to the challenge. We say farewell to Lorna after many years of service and wish her well with her future plans. She will be missed and we thank her for all her work.

Thanks also go to the families and householders who open their homes to the young adults and welcome them with support and encouragement. We know how much of a difference this makes to the lives of those SLEAP work with.

The support of the local community, churches and businesses has been a source of ongoing encouragement. We also extend our thanks to all those who have supported the work of SLEAP with financial donations, food donations for those in crisis and at Christmas, and donations of clothing, toiletries and other items required.

The Board of Trustees are all volunteers who bring a diverse wealth of knowledge, experience and skills to overseeing the work of SLEAP and give up their time willingly. Thank you to all the Trustees for their time and commitment.

SLEAP celebrated 25 years during the year, and we celebrate the successes we, together with all those who have supported us, have achieved during that time. The fact that SLEAP is still so very needed after all those years is a sad reflection on the society we live in. However, we move forward with purpose and determination to continue supporting those young adults who need SLEAP. That support is underpinned by the Christian ethos which gave birth to SLEAP. It is a Christian response of love and a practical way of demonstrating God's love to young adults experiencing homelessness in our local community.

My personal thanks go to Emma Foxall, Chair of SLEAP, for her leadership and commitment. I am honoured to deputise for her in writing this introduction to the Annual Report, which she is unable to write due to ill health.

Liz Hamilton

Interim Chair of Trustees

A year like no other

April 2020 to March 2021 was a year we will all remember for a very long time! The Pandemic and lockdown seemed to overshadow and influence everything that happened or did not happen. It halted all plans for the year, closed the office and resulted in all tender and funding applications being frozen or stopped altogether. Suddenly, instead of a year of promise, we were faced with a year of challenge and a real threat of no income, even having to contemplate the potential closure of the charity.

However, this was also a year of promise, resilience, creativity and determination. This year we have had a lot to celebrate. We have learnt and achieved much.

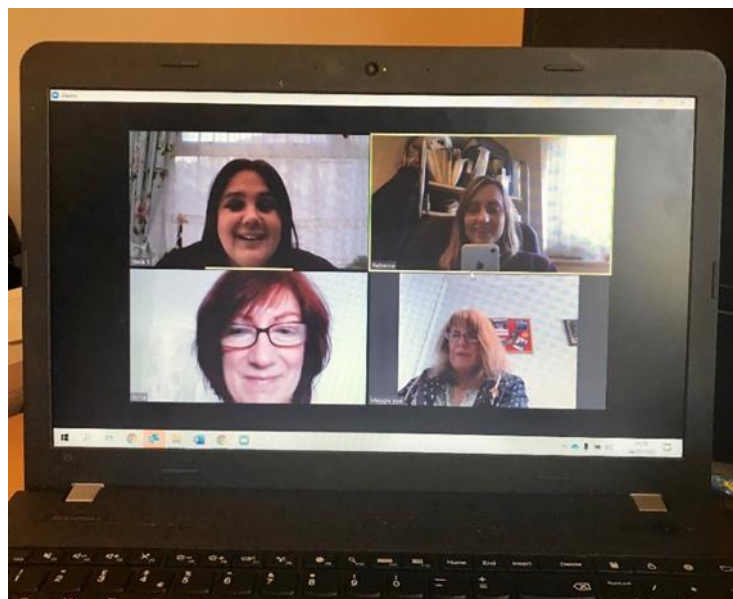
We learnt about our resilience as an organisation and as individuals. We saw in practice how SLEAP, as a small organisation, was able to be agile and flexible in times of unexpected change and risk. We were able to adapt to the circumstances and also to the changes in need and to respond effectively and appropriately. Not only we maintained service delivery, reviewed and developed practice and systems, we also succeeded in securing funding for the period of crisis and for the continuation, growth and expansion of services.

In 2020 SLEAP celebrated 25 years as a charity. We had many plans for all kinds of celebrations which were halted. In true SLEAP fashion, we were not fazed when faced with cancelations and restrictions but we adapted and came up with fun and different ways to still celebrate this milestone.

Nevertheless, the best way in which we have marked our anniversary was by not putting everything on hold, but focusing on our beneficiaries and continuing to work and celebrate their successes throughout the different phases of lockdown.

Stela Stansfield

SLEAP Manager



The SLEAP team looking very tired in yet another online meeting

Our services and activities

SLEAP supports young people up to 25 years old in South Ribble, Chorley and Preston. We provide them with somewhere safe to live and enable them to tackle issues, gain knowledge and develop skills that are not just preventing further homelessness but promoting growth, confidence and the chance to thrive. SLEAP is there to support, nurture and empower so that young adults can move on as confident and independent members of the community.

Having been set up by local people who wanted to do something about a local problem, SLEAP is all about the community getting involved. Our dispersed accommodation model is based on bedrooms in the homes of individuals and families. Volunteers are an important part of our work and many community members and businesses, schools and churches get involved throughout the year. We want to act as a catalyst for action, by bringing together those who need help with those in the community who want to help.



We have continued to help young people avoid sofa surfing or rough sleeping through our supported lodgings scheme. When staying in **supported lodgings** young people have their own bedroom within a family home. This means that although they're independent, there is always someone around to talk to. The host family provides support with practical skills like cooking and using a washing machine as well as becoming 'encouragers,' supporting the young person's physical and mental wellbeing. When

lockdown was announced we had to risk assess the different placements we had and to make decisions about what was safe and right for both the young people and the host families. One young person moved to live with a new host family due to the need to shield the original family they were staying with. This was done jointly with the young person to minimise disruption and to ensure a smooth continuation of support. **As the young people are part of the household they live in, life went on in the same way as for all other households across the country.**

Naturally, our host families were also impacted on by the Pandemic and the lockdown. Some lost their jobs, some were key workers and some had to shield. For us it was important to care for them too and continue to support them, whether they had young people living with them or not. Here is a message we received from one of them:

"Because of the COVID-19 pandemic, my work situation has been a struggle. However, ... has supported me in updating my CV and sends me details of any job vacancies she comes across which she thinks might interest me. Throughout the pandemic she has continued to support me through wellbeing checks and monthly supervisions over the phone. I have received food donations each week which has helped enormously with my ongoing situation. I know if I have got any problems or if I'm feeling a bit down, I can ring her at any point and she is always super supportive and understanding"



Moving 4ward is part of our non-residential services and it aims to help prevent homelessness through early intervention. It is about providing information and the support young people need to build up their skills, knowledge and confidence so that they can succeed as independent young adults. This work always varies depending on the individual and this year it varied even more as **we had to get creative to overcome the obstacles of supporting young people whilst socially distancing.** We met

young people in parks, in front gardens, on many social media platforms, by phone, text and email. We attended online meetings to advocate for them or to support them. We tackled complex benefits and debt repayment forms on broken phone screens, supported young people getting access to medical care, helped filling housing applications and trying to find jobs in a world with new words like furlough and lockdown.

Wellbeing checks became more important than ever as young people's increasing sense of isolation and uncertainty took its toll on levels of anxiety and fragile mental health. Many young people we support have a history of poor mental health, self-harm, sometimes even suicidal thoughts or attempts. This is not unusual when you are facing homelessness and everything else that comes with it. Therefore, keeping in touch regularly, ensuring people are doing ok, helping them find ways to cope, to care for themselves, to feel connected became an essential part of our work. We promoted and shared many free courses and opportunities that were made available during this period, encouraging young people to get involved. We focused in particular on sharing practical ways that could help boost wellbeing and promoting self-care.



Together with the Lancashire Evening Post we raised awareness of the impact the lockdown was having on the mental health of these young adults and their families. The public responded and we received some lovely, encouraging messages to share with our young people that they really appreciated and enjoyed receiving. It cheered them up and gave them a boost knowing that people in the community cared about them and valued them.

Health

South Ribble charity appealing for help to boost young homeless people's mental health

A South Ribble charity is appealing for help to support young homeless people's emotional well-being.

By Laura Longworth

Wednesday, 1st April 2020, 5:00 pm

Updated Wednesday, 1st April 2020, 5:01 pm



I wanted to send this message to any young person involved in SLEAP who might be feeling isolated or alone right now.

I've felt alone at various points in my life and often wondered whether anybody out there feels the same at that moment, and whether it mattered to anyone.

I want to tell you how important each and every one of you are to the community - of Leyland, and also of Lancashire as a whole.

The bravery and strength I expect it took you to get to the places you are today inspired me to get in touch - I can only imagine what you are going to be able to do with that strength and inspiration going forward in your lives.

So - just a thank you really. Keep doing what you're doing and look after yourselves - you are going to be so needed by our community when this is all over.

Best wishes,
Angela

Dear young people at SLEAP,

I wish to share with you how amazing I think you all are for just being you! At a moment in a world where adults are losing their heads I can only imagine how challenging these times are.

To be homeless and to have gone through some of the experiences you have would be too much for most to cope with. But remember, you are still here and you are here for a reason. Do not waste time or energy on people who do not fully appreciate you for you.

No words I write here will make everything magically perfect, but I know you will understand that. All I can say is that when I was younger my mum passed away and I ended up lonely, afraid and trying to take my own life. Please NEVER feel like you are not worth being here, you are special and people do care.

Keep strong through these times and I am thinking of you all.

Michael

**Aww
that's
lovely**

**How lovely to get
these messages,
this really cheered
me up x**

**It's nice to
know that
people
care**

**Thanks for the
messages,
they're really
good**

**You don't know
how much that
means! It really
does**

**That
made
me
smile 😊**



We want young people to be buzzing with life and excited about their future however, when dealing with so many issues life can feel far from exciting. **SLEAP Buzz** is about bringing our young people together to have fun, get involved in the community, learn new skills, grow, make new friends and feel good about life. These activities and the relationships formed are key in combating isolation and improving physical and mental health & wellbeing.

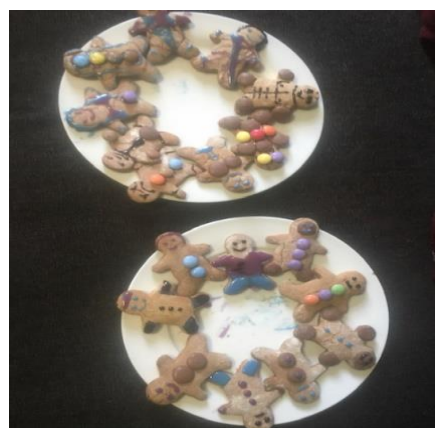
They are also great opportunities for fun, fresh air, exercise and friendship. Activities vary but they usually include picnics and games in the park, trips out to the cinema, climbing, canoeing, trying different sports, group sessions, exploring different topics, training, serving the community by helping another charity or group of people... The point of these being that we are bringing them together. Clearly this was a challenge throughout this year with all the restrictions imposed due to the pandemic.

With the lockdown we began online group sessions using apps like House Party and Zoom. These were a good way to keep in touch and still have fun together. We also had cooking lessons and baking competitions.

"Thank you so much for the help and support you guys all do for us all. Don't think we say that enough to you lot so thank you for being there."

Nevertheless, only a smaller group engaged with these. Digital exclusion was a serious issue this year. Online group sessions are difficult when you do not have access to laptops or tablets or if you have limited data and no Wi-Fi. Add to this a lack of confidence because you are feeling low and craving face-to-face contact, and it is hard to see the appeal in online sessions.

As soon as we were able, we began organising some face to face opportunities in the park, playing games and even running an Easter egg hunt.



A little bit of practical help when things get tough can make all the difference. We have a bank of food, toiletries blankets and some clothing items that we regularly distribute to those who may be going through a period of **crisis**.

Normally a very small part of what we do at SLEAP, this suddenly became a key part of our work. The 'crisis' was national and the need for immediate support widespread. Helping out with food, basic items (toilet paper, toiletries, cleaning products) and face masks/hand gel became an integral part of the holistic support approach. As activities were suspended, the food we receive weekly from Neighbourly and that would have been used for the community lunch we support at Leyland Baptist Church, became a lifeline for many young people. As part of our welfare checks, parcels of food and other essentials were distributed from April onwards. Some young people lost their jobs, others were furloughed.



Some could not understand or cope with the new rules and queues in supermarkets. For those with autism this was a real challenge, and they would rather go hungry than go shopping.

"Thank you for all the food parcels, bedding, help and advice. U are a 🌸 much appreciated 👍"

The bikes we have for young people to borrow were popular during the lockdown as they provided some young people with the chance to exercise and get fresh air.

"Thank you so much you have made a massive difference to us the last few months and made Christmas great xx"

Making a difference

Between April 2020 and March 2021, and despite of the impact the lockdown had on new referrals and access to services, **we directly supported 37 young people**. In addition, we supported **a further 71 people** (parents, children, relatives) who would not fall within our core age group but who's needs directly impact on the young people's wellbeing. We also provided **410 food parcels**, each with a wellbeing check and a supportive smile. Once the restrictions started to ease up, we made sure direct, personal work was again a priority and so in the last 6 months of the year alone (between October and March) **we engaged in 190 face to face support sessions**.

Nevertheless this work is worth it, not because of numbers, but because of the impact it has and the difference it makes in people's lives and in our community. We see those differences happening every day, with each obstacle overcome and each small victory. Because we understand the benefit and value of long-term positive and safe relationships, our work with some young people can at times stretch over several years. Not everyone responds or is ready to engage with short term, quick interventions requiring immediate results. When life seems chaotic and it is hard to know where to start and whom to trust, a lot of little things, over a long time with persistent and intentional care and safeguarding are what it takes to achieve long-lasting change.

"I really want to thank SLEAP for all their help. Staff have been there for me when nobody else has and I am just so grateful "



“We need more SLEAPs everywhere so other people can be helped like what you do here, like you help me. Like I’m doing so well now and others need this too.”



We were struck this year by the high percentage (69%) of people declaring to have one or more disabilities and also the variety of disabilities identified. We saw how these disabilities contribute towards many of the difficulties young people then face when trying to access services and succeed on their own. This is something that we are reflecting on in order to improve our knowledge, our service and the awareness of this matter for those around us.

Nevertheless, and despite the added challenges of this year, we were happy to witness many success stories and to join with young people as they celebrated their achievements – even during lockdown:

Some good news worth celebrating! During lockdown two young people started care jobs and both have become key workers within the community. A young person secured a major full-time volunteering role with a national organisation, with the aim of eradicating youth homelessness in England. One young person moved on into independent living and is successfully sustaining their own tenancy. Several young people managed to reduce their debts substantially by setting up affordable repayment plans. One person successfully found an apprenticeship in the field of his dreams. Several young people have resolved relationship issues and are now reunited with their families. Three young people have had babies and all are doing well. Some young people got the assessments they needed and are now receiving the specialist support to help them achieve their potential. One young person has even managed to have a week’s holiday in a caravan in the countryside.

Since then, one young person finished his apprenticeship and another completed 6 weeks of the Princes Trust course. This was something that he would have never considered doing before and despite the sessions being online, he has made new friends, is growing in confidence and is learning new skills. One young man who was rough sleeping last year has got a flat, a job and is very settled now.

Here are some of the recorded outcomes for those we formally supported through the year:



Some highlights from this year

It would be a shame if the Corona pandemic and the lockdown were to overshadow all that was achieved this year. This was a busy year and as per our values, we are an organisation that **"... always seeks to improve what we do"**. So we continued to build on the review and developments from the previous year to improve our practice and our engagement and interaction with those around us.



Following the success of the newsletter, this year we relaunched our website which soon resulted in self-referrals from young people or their families asking for help. The website has been a useful tool as well for those wanting to find out what services there are in the area.

We have also updated and increased our social media reach. This has helped to raise the awareness within the community of our work and services available. The response has been incredible, with people approaching us to volunteer with us or to make donations.

In fact, this year, more than ever, we have been overwhelmed by the generosity of those who have donated to SLEAP. From individuals to organisations and companies, the donations in kind and cash have been a definite highlight for the year. Christmas was a particular time where this generosity and willingness to help was strongly felt. The response to our first Christmas campaign was a huge success with people choosing to reverse their advent calendars by putting away an item to give rather than taking the traditional chocolate for themselves.



SLEAP
SUPPORT & LODGINGS FOR YOUNG PEOPLE
Christmas with a twist

Turn your calendar
inside out and spread
some cheer to those
around!



One other highlight for this year was the success we had with securing two grants from The National Lottery Community Fund. As previously mentioned, funding applications were frozen at a time when we were coming to the end of our main funding grant. This situation created some concern and tension. However, we were able to secure a six months Coronavirus Community Support Fund grant. As this financial year approached the end, we received news of a positive decision for our application to a new three years grant, which would allow us to continue to support our group of beneficiaries and to expand the service by adding specific support for emotional wellbeing and mental health, including counselling sessions.



Celebrating 25 years as a charity

It was in 1992 that plans for SLEAP started in response to youth homelessness. A network of safe homes within the community where young people could stay for the night, get a meal and some help towards finding more permanent solutions was established in Leyland. However it was in 1995 that SLEAP officially became a charity and this is what we have celebrated this year.

As we began plans for the celebrations, we identified that in this period we had directly supported over 1,000 young people. We felt this was worth celebrating. We wanted to create something visual that helped people consider how many lives that really means for a relatively small community. We decided to create bunting with 1,000 paper people. They would all be different and unique, just like the many young people we supported through the years. Several local schools helped colouring them, after school clubs, children and adults from all over the community got involved, and even children of our 'young people' of years past.



In the end, the bunting was over 100 meters long and we were really excited to show it to the Mayor of South Ribble, Jane Bell! Jane had been one of the founding members of SLEAP, she was a host family and a trustee for many years. Now, as Mayor, she chose SLEAP as one of her charities for the year.



The anniversary and the bunting attracted a lot media attention, with interviews and reports on BBC Radio Lancashire, Radio Leyland and the Lancashire Evening Post.

'I owe my life to them': Man speaks of his past as Leyland homeless charity that helped him celebrates milestone

A young man who slept in the woods for two years was one of the 1,000 homeless people helped by Leyland charity SLEAP, supporting young people for 25 years.

By James Holt

Thursday, 24th December 2020, 3:45 pm LEP



Something else we did to mark this anniversary, was to bury a time capsule in a secret location, to be dug up sometime in the future. It has a lot of fun items and messages for the people of the future. It also contains a speech about the year 2020, newspaper articles, messages, poems, a song and pictures about the lockdown. The song chosen was 'Sing' by Gary Barlow. The reason for choice was because of the line "And see a thousand voices celebrate." We recognise that SLEAP has helped over a

thousand young people during the past 25 years and it is as if they were celebrating with us! Talk about finding alternative ways to celebrate a 25th anniversary in a lockdown year!



With the increased awareness on social media and the publicity generated by the anniversary, we received a great number of messages from people who years before had been supported by SLEAP. This is the true legacy of our work and evidence of public benefit.

"I just wanted to write a quick message to thank SLEAP for all the help and support they gave me throughout my teenage years. It's been nearly 10 years since I was on the SLEAP program and if it wasn't for you guys I wouldn't be where I am today"



"Hi I was on SLEAP quite a few years ago, I'm not sure if any of you would remember me but I never got the chance to thank you all for helping me so much. Not only did you keep me off the streets, you helped me overcome a lot of bad times in my life and I've been in my home for 5 years now, so thank you"



"At 15 my relationships with my family began breaking down. I stopped at different friends houses every night. At 16 I found myself completely homeless with nowhere else to go so I went to a hostel. I hated it and I had no support and I had been so isolated from my friends in Leyland. I heard about SLEAP off a friends mum and I thought it was too good to be true. I put my application in and hoped for the best.

I then met 2 of the brilliant support workers at the time for an emergency meeting. They had wanted to help me so much that we immediately arranged a meeting at Tesco car park! Automatically I felt like they understood, they didn't judge my situation at all and they really understood! I felt so much lighter just after the first meeting.

I then got a placement with a lovely, lovely lady who was amazing! I then moved to another lady, who was equally as wonderful and had a brilliant family. Both ladies really included me into their family life but allowed me to do it at my own pace. All along I had tenancy support and help from my workers and they really supported me to turn the negative situation into a positive one for myself. They made me gain the skills I needed to live independently! They also referred me to Bay6 which is a hostel and supported living charity. Because of all the work they did with me, this made me able to go straight into the supported living flats without going into the hostel first as I had covered most of the work they provided there.

I am now almost 25 and I have my very own little boy! Me and my sons dad live in a house which is perfect for our family! I am so grateful that at such a bad time in my life I got to meet such wonderful people, who care so much and is clearly more than a job for them! They are wonderful! Thank you to every single one of you at SLEAP! "



Our partnerships and connections with the community

SLEAP continues to work in partnership with other organisations, both statutory, voluntary and private. This is an integral part of our approach and essential to the best interest of our beneficiaries. This year we were nominated to the BBC Radio Lancashire 'Make a Difference Award' at the request of a community member and without our prior knowledge.

Here's a sample of messages received this year:

"It was a real treat to be involved in your celebrations. It really is a significant milestone for SLEAP and I'm so glad we've been able to play a small part in marking it. This comes with our thanks and prayerful support for all that you and your staff are doing this Christmas to care for some of the most vulnerable in our community."

David Whitehouse, Vicar of the Parish Church



"I would like to congratulate SLEAP on 25 amazing years."

"The work they have done to help young people in Leyland, South Ribble, Chorley and Preston is just incredible. We owe them a massive debt of gratitude as they have done so much work to tackle homelessness."

"I want to pay tribute to all 158 local people who have welcomed young people into their homes to ensure they have a place to live. You are the real stars here and from the bottom of our hearts, we say a massive thank you."

The Leader of South Ribble Borough Council, Paul Foster



Reflecting and learning at the end of another year

After such an unusual year, it makes sense to reflect and record some of the lessons we have learnt so that we can build on them and grow from our experience.

We learnt that as an organisation we are flexible and agile and therefore, we were able to adapt quickly to a sudden and unprecedented change in circumstances. Our size may have contributed to it but definitely, it was our organisational culture and professional attitude that stepped in. Being sure of our values, helped us not to lose sight of our purpose. Being 'beneficiary-focused' made it easier to identify changes in need and to adapt to new ways of working. We did not furlough staff because it was essential to maintain and increase levels of support for young people who were not coping.

We observed first-hand how the impact of a national crisis is felt more acutely by those who are already struggling and experiencing poverty. For example, as everyone was struggling

with isolation, being at home and not being able to go out, so many opportunities were made available online – free training courses, virtual museum tours, shows... However, if all you have is a phone, often with broken screen, no laptop or you have limited wi-fi access or you actually depend on public places with free wi-fi, then you find yourself once again excluded from these opportunities. Digital exclusion is just one of the many faces of poverty. Now add to this the high percentage of young people who already struggled with poor mental health due to the challenges they were already facing. The cycle of poverty feeds itself. Our role in chipping away at this in order to interrupt this cycle and empower people to set a new course, is more needed than ever.

Through the years, we have become increasingly aware of the 'secondary beneficiaries' that we often do not get to report on. These are the families (parents, partners, children...) of the young people we support and that benefit from our support by association. They are another layer of the lives of our young people and form an important element on their journey to independence and success.

And finally, as the year came to an end, our Young People Support Worker left this message as she left SLEAP

"This is a great place to work! There are so many reasons why this is the case but here are some of them: there is a strong supportive culture that fosters mutual support amongst staff and trustees, there is a culture of trust and staff are encouraged to know that their work is meaningful; there is a clear and communicated vision in the work environment; even although the staff team is small, professional growth is a priority and staff are encouraged to develop new skills and try out new ideas; trustees and staff actually care for each other, for the host families and the young people. And last but not least, there is a very generous annual leave allowance 😊"

Funding

The breakdown of this year's funding and spending is presented in the Annual Accounts Report.

We are very grateful to all our donors. We acknowledge the faithful group who regularly donate to SLEAP and have done so for years. Similarly we want to thank all those, individuals, companies or churches who donated so generously this year. We are privileged and very grateful to receive the support of New Day Homes and Hope Charity Shop and their regular donations. Nevertheless, despite these wonderful donations, our main source of income remains the grants from The National Lottery Community Fund to whom we thank for their positive decisions. Our goal for the future continues to be that we diversify further our sources of funding as we develop and expand our work. On behalf of all those who have benefited from the work of SLEAP, we thank you all for making it possible. The difference this makes will continue to impact people's lives for a very long time.



SLEAP is a Charitable Incorporated Organisation (CIO) and it is controlled by its constitution adopted in July 2019.

The organisation's only voting members are its charity trustees who constitute the Trustee Board and are responsible for the administration of the charity.

Where there is a requirement for new trustees, they are identified by the existing trustees with due regard to the skills and experience needed and appointed at the AGM or a trustee meeting. The Chair and other officers are elected by the Trustee Board and come up for re-election in every year of their holding office.

Purpose and mission:

SLEAP's purpose as set out in the objects contained in its Constitution:

- The relief of poverty of young persons in Lancashire who are in conditions of need, hardship and distress by the provision of temporary accommodation.
- The expression of the Christian faith through care, compassion and relevant practical and spiritual help as the trustees may from time to time think fit.

Mission:



**PROVIDING A SAFE HOME
WITH A HELPING HAND
FOR A CONFIDENT FUTURE**

The trustees have considered the Charity Commission's guidance on public benefit.

Trustees for 2020/21

Emma Foxall - Chair

Mike Neill - Treasurer

Tim Grose

Tom Wilson

Liz Hamilton

Independent Examiner

Emily Miller

The trustees declare that they have approved the Annual Trustees Report above.

Signed on behalf of SLEAP's trustees

Signature -

Full name -

Position -

Date -

SLEAP

Financial Report and Accounts

April 2020 – March 2021

247 Leyland Lane

Leyland

PR25 1XL

Registered Charity Number 1184663

Notes Applicable to the accounts

1. Financial Management

SLEAP is Charitable Incorporated Organisation (CIO) managed by the Trustees, and its management accounts are maintained in accordance with the Statement of Recommended Practice Accounting (FRS 102).

2. Reserves Policy

Purpose

SLEAP is Charitable Incorporated Organisation (CIO) managed by the Trustees, and its management accounts are maintained in accordance with the Statement of Recommended Practice Accounting (FRS 102).

Scope

The Trustees of SLEAP have considered the following points in developing the Reserves Policy:

- Our responsibility as an organisation and as Trustees to provide good stewardship and active financial management
- Strategic planning and future vision of SLEAP, responding to the needs of the beneficiaries
- Budget setting and whether reserves require building up or drawing down
- The ability to respond to and manage any unforeseen financial difficulties
- Building resilience and capacity by identifying in advance any uncertainty in future income streams
- Levels of potential redundancy amounts in the event of major loss of funding

Definitions

Unrestricted or free reserves

SLEAP is Charitable Incorporated Organisation (CIO) managed by the Trustees, and its management accounts are maintained in accordance with the Statement of Recommended Practice Accounting (FRS 102).

Restricted funds

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Designated funds

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Aims

- a. To provide sound financial management of SLEAP and reduce risk
- b. To enable the organisation to grow, develop and respond to the needs of beneficiaries
- c. To enable diversification of income streams
- d. In the event of loss of income that requires SLEAP to close, to ensure good support is given to beneficiaries. This includes allowing sufficient time for case loads to be handed over to other organisations or support brought to a close in an empowering and timetabled way.
- e. To enable staff to seek additional and replacement funding
- f. To support staff well in the event of redundancy notice being given, assisting in exploring options and in their search for alternative employment.
- g. To be able to respond to funding opportunities by ensuring sufficient funds to invest in staff time in carrying this out.

In order to meet the aims set out above the Trustees of SLEAP have resolved:

- SLEAP will aim to hold 25% of annual costs as unrestricted reserves. This is equivalent to 3 months expenditure.
- Where unrestricted reserves are higher than this level the development needs of the organisation, one-off capital expenditure and potential new or increased service levels for beneficiaries will be the priorities when drawing down these funds. The long-term impact of any draw down, the financial, political, social and funding environment at the time and foreseeable future will also be major factors in supporting these decisions.
- Trustees have the ability to designate funds for development and growth at any point.
- Where unrestricted reserves are below the agreed level, SLEAP will aim to bring these in line over a period of time as agreed by the Trustees.
- Funds to cover redundancy costs will not be included in the calculation of the unrestricted reserves.

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3. Reporting Method

The accounts presented in this report have been prepared using the Receipts and Payments method, which is permitted for Charities with an annual turn-over that does not exceed £250,000. This means that:

- a. Income is recognised when the money is received by the Charity.
- b. Expenditure is recorded when payment is made.

- c. The 'non-financial assets' of the Charity are not included in the Financial Statements.

4. Principle Sources of Income

The SLEAP Project is funded by the National Lottery Community Fund for staffing, expenses and training.

5. Use of Leyland Baptist Church

The project rents office accommodation in the Leyland Baptist church.

In 2013-14 Former SLEAP (1050738) made a contribution to the costs of renovating the church building, in the form of an advance payment of rent for a 15-year period. This is shown as an asset on the balance sheet, which is depleted by a monthly charge for rent which is shown as an expense. The rent charges shown in the financial reports account for the use of office accommodation, and reducing nominal value of the asset recorded on the balance sheet, but involve no cash payments. This asset has been transferred to this new CIO.

Statement of Assets and Liabilities (Cash Basis)

	<u>31 Mar 21</u>	<u>31 Mar 20</u>
<u>ASSETS</u>		
Advance Rent Paid	9,778	11,111
Other Assets	9,778	11,111
Petty Cash	25	100
Current Account	46,820	45,578
Savings Account	26,111	14,105
Cash at bank and in hand	72,956	59,783
Total Assets	82,734	70,894
<u>LIABILITIES</u>		
Payroll Liabilities	(1,969)	(1,838)
Current Liabilities	(1,969)	(1,838)
Total Liabilities	(1,969)	(1,838)
NET ASSETS	80,765	69,056
<u>CAPITAL AND RESERVES</u>		
Assets received from former charity	104	97,869
Retained Surplus / (deficit)	69,056	0
Surplus/ (Deficit) for the year	11,605	(28,813)
Total Capital and Reserves	80,765	69,056

Statement of Receipts and Payments (Cash Basis)

For the Period from 01/04/2020 to 31/03/2021

	Restrict ed National Lottery	Restrict ed Communit y Fund Covid 19	Restrict ed Employe ment Support	Restricted Supported Accommodati on	Designate d Pilot Fund	Designat ed Redundan cy	Un- restrict ed	Total
Receipts								
Accommodation Income				7,395				7,395
Grants	49,084	58,510						107,594
Donations (inc Gift Aid)			1,100		4,249		11,872	17,221
Fundraising							15	15
Bank Interest							6	6
Total Receipts	49,084	58,510	1,100	7,395	4,249	0	11,893	132,231
Expenses								
Compliance Costs	183	1,921						2,104
General Running Expenses	4,338	6,494					1,642	12,474
Salaries	43,902	43,901						87,803
Accountancy	625	1,845						2,470
Promotion	2,823	49					86	2,958
Service Delivery	131	1,098					39	1,268
Training		2,196						2,196
Accommodation Outgoings				7,470				7,470
Travel	563	300						863
Young People	275	706					39	1,020
Total Expenses	52,840	58,510		7,470	0	0	1,806	120,626
Surplus/(Loss) for the year	(3,756)	0	1,100	(75)	4,249	0	10,087	11,605
<i>Prior year adjustment – misallocation of cash</i>	<i>(8,610)</i>	<i>0</i>	<i>0</i>			<i>0</i>	<i>8,610</i>	0
<i>Cash transferred in from former charity</i>							<i>105</i>	105
<i>Reallocation of funds</i>	<i>91</i>					<i>11,000</i>	<i>(11,091)</i>	0
<i>Brought forward from prior years</i>	12,275	<i>0</i>	<i>2,210</i>	<i>(210)</i>	<i>12,000</i>	<i>0</i>	<i>31,226</i>	57,501
Surplus to carry forward	0	0	3,310	(285)	16,249	11,000	38,937	69,211

Note

Advance Rent balance transferred in from former charity (No Cash) 11,554
Reconciles to Balance sheet **80,765**

Notes

1. The £4,249 in the Pilot Fund was a donation from Hesketh Bank Christian Fellowship (£3550) and The Leyland Project £699
2. Specifically for Young People is now within Unrestricted, prior year was restricted.
3. Accountancy includes the payroll service charge.

4. The payroll provider failed to claim the Employer National Insurance Allowance of £4,000 for tax year 2020/21, this refund from HMRC will be recognised in 2021/22 accounts when it will be received.
5. Within Accountancy costs, £300 related to year ending 31/03/2020 (prior year accounts) and £879 was paid in advanced for year ending 31/03/2022.

Consolidated Receipts and Payments

Please note there is no comparison to prior year for this charity. However, this is a comparison with the former charity in which the assets have been transferred into this new CIO to continue the charities activities

	Apr 20 to Mar 21 CIO	Apr 19 to Mar 20 CIO (1184663)	Former Charity (1050738)	Total
Receipts				
YP's Housing Contribution		500	1,170	1,670
Housing Benefit - Other	7,395	3,570	10,335	13,905
Grants	107,594	0	97,370	97,370
Donations (inc Gift Aid)	17,221	15,730	6,196	21,926
Fundraising	15	1,218	0	1,218
Bank Interest	6	2	4	6
Total Receipts	132,231	21,020	115,075	136,095
Expenses				
Compliance Costs	2,104	1,194	1,632	2,826
General Running Expenses	12,474	2,088	8,835	10,923
Salaries	87,803	36,388	44,911	81,299
Accountancy	2,470	420	983	1,403
Promotion	2,958	336	177	513
Service Delivery	8,738	6,048	10,428	16,476
Training	2,196	1,786	60	1,846
Travel	863	1,223	870	2,093
Young People	1,020	348	1,312	1,660
Total Expenses	120,626	49,831	69,208	119,039
Surplus/ (Loss) for the year	11,605	(28,813)	45,867	17,054

Independent examiner's report to the trustees of SLEAP, Leyland

I report to the trustees on my examination of the accounts of SLEAP (Registered Charity 1184663) for the year to 31st March 2021.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 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.



Emily Miller (CGMA, ACMA)

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23rd November 2021