



# Annual Report 2021-22



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

Registered Charity 1184663

Unit 2 Trafford Buildings | East Street | Leyland PR25 3NJ



## **A word from the Chair**

Welcome to the latest Annual Report for SLEAP. As you will read in the pages of this report SLEAP has continued to be busy regardless of external events and restrictions. New services, new staff, new Trustees and a new focus arising from a day of collaboration between Trustees and staff. Throughout it all, our staff have demonstrated and given so much dedication, passion and commitment. As Acting Chair for the period, and on behalf of the Trustees, I want to acknowledge and thank them for all that they do, and do so willingly. This is a vocation for them, not simply a job.

It has been a pleasure to welcome new trustees bringing new skills and experience to the table and I look forward to working with them to ensure a secure, stable and impactful future for SLEAP. My thanks go to all the Trustees, new or not, for their time and commitment to SLEAP. As volunteers this is not always an easy role or one that fits effortlessly around other commitments. We welcomed a new admin volunteer during the year to take minutes of meetings and assist with other admin duties in the office. She has been a real blessing both to the Trustees and the rest of the staff.

SLEAP cannot carry out its vital work without the support of local companies, local people, local schools and local organisations. We are so thankful for all those who have equipped and enabled us to deliver the services our young adults need, whether acting as a host family, donating money, or collecting items for our Christmas appeal. Thank you.

As we look to the year ahead we have much to anticipate; a new and larger office space, a new database able to hold and report on the services and outcomes of our work, new opportunities for services.

Finally, I thank God for his continued care and guidance for SLEAP, providing the resources, skills and experience the organisation needs.

Liz Hamilton, Vice Chair of Trustees

On behalf of the Chair

## A year of new beginnings

This year began on a promising note. There were talks of covid restrictions starting to ease off and everyone was wondering what the next months would bring. Although a time of joy for some, there was still a lot of hurt, apprehension and anxiety for many others. The impact of the pandemic on our work continued to be felt in different ways throughout the year. At SLEAP we were starting our new three years Reaching Communities grant, but work had never stopped and we were as busy as ever.

We welcomed Julie O'Rourke as our Empowerment Worker in July and she got straight into visiting and renewing relationships with other agencies and partners as they started reopening for face to face visits.

This year we have also welcomed three new trustees that bring a wealth of experience and knowledge to our board, including lived experience of the problems SLEAP seeks to address.

Another new start was for Thrive, our new wellbeing service. This was developed in response to feedback and suggestions from the young people in previous years, especially in response to the effects of lockdown. Thrive builds on the principle that having someone you trust, that you can talk to openly can help you cope and build resilience to deal with what life throws at you.

Sadly, throughout these months of transition out of lockdown, we also saw an overall increase in need for practical and immediate help. Young people that came to us were often sofa surfing and struggling. In just two months we came across and helped 4 young people who were sleeping in the local park, as they did not have anywhere else to go. For the first time, we had to provide someone with a tent, sleeping bags and blankets, as well as coats and a few other items as they literally had nothing and were street homeless during the days of worst rainfall this last summer. While we worked to help these young people out of this situation and into safer, more stable accommodation, the challenges and obstacles were plenty. It felt that they were not just 'falling through the net' but actually being 'pushed off the net'.

Just before the end of the year the decision was made to sign the lease for a new property which will allow us to expand our work as well as making SLEAP more easily accessible. As we prepare to move, we're already planning lots of different ways to respond to suggestions from the young people and to make our support available at a time that works best for them. We are excited about what the next year will bring.

Stela Stansfield

Chief Executive

The SLEAP staff team getting ready for the year ahead.



## Our services and activities

SLEAP works with 16 to 25 years old in South Ribble, Chorley and Preston. We provide **S**upport, **L**odgings, **E**mergency **A**ccommodation and **P**revention work in order to combat homelessness, promote safe accommodation, build social resilience and encourage young people to thrive. We promote a relational support approach and strive to develop trauma informed practice. SLEAP is there to support, nurture and empower so that young adults can move on as confident and independent members of the community.



We have continued to help young people avoid sofa surfing or street homelessness 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.

This year some host families have retired from SLEAP due to ill health or moving area. However, we have also recruited new host families and the number of available placements has grown. The recruitment and induction processes have been reviewed, ensuring a robust introduction to hosting with SLEAP.

## Supported Lodgings

### What's so great about Supported Lodgings?



**Your own bedroom**



**Not lonely**



**Independence**



**Safe**



**Learn new skills**



**Bills included**

**Contact us to find out more on 01772 623603 or visit our website at [www.sleap.co.uk](http://www.sleap.co.uk) for more information!**



**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 practical support young people need to build up their skills, knowledge and confidence so that they can succeed as independent young adults. In practice, this work varies depending on the individual and their priorities, as we work alongside the young person to enable them to address whatever issues affect

them. Some young people asked us for help with understanding bills and setting up payments, others needed to access funding for furniture items, finding accommodation, help finding and accessing services that could help them with substance misuse or mental health. For other young people it was about helping them understand forms and to communicate with other professionals or agencies.

## MOVING 4WARD

**Don't get stuck, you're not alone. We'll help you find a way forward. We can help with...**

**Finding accommodation**

**Sorting benefits or rent**

**Writing a CV or applying for jobs**

**Getting active and finding things to do**

**...and lots more!!**

**Contact us to find out more on 01772 623603 or visit our website at [www.sleap.co.uk](http://www.sleap.co.uk) for more information!**



As the year progressed, the number of referrals and young people getting in touch from the Preston area kept increasing. In order to become more accessible for them, we started a brand new weekly drop-in in a community centre in Preston. This became another great opportunity to work in partnership with other organisations and the community in the Plungington area of Preston.

## Drop In!

**Are you or someone you know homeless or experiencing housing issues? Drop in for a chat! SLEAP can offer you information, advocacy, referrals and practical support.**

**When?**

**Every Tuesday from 11am to 2pm**



**Where?**

**Plungington Community Centre, Brook Street, Preston, PR1 7NB**

**Contact us!**

**If you would like anymore information then contact us**



**01772 623603**

**@SLEAPLancashire**

**@SLEAP\_lancs**

**[www.sleap.co.uk](http://www.sleap.co.uk)**





**Thrive**, the new wellbeing service, offers a range of different sessions for young people to choose what best suits them. There are wellbeing sessions, which are an informal opportunity to chat to someone about how things are going. This might be just going for a walk, meeting for a coffee or having a chat over the phone. We offer formal counselling within a safe and trauma informed setting. This has been particularly welcomed by those accessing it. Young people often report that besides very long waiting lists for counselling, in previous experiences, with other services, they felt disappointed due to their circumstances not being understood. The group sessions provide both peer support and an opportunity to learn strategies for coping, to build resilience and to thrive. This service is being developed and led by a qualified counsellor with many years of experience working with young adults.

## THRIVE

**Life's a bit easier when you have someone to talk to.  
If you are aged between 16-25 then we offer a range  
of different options for you to choose from so that  
you receive the support that best suits you.**

### WELLBEING SESSIONS

A CHANCE FOR YOU TO HAVE A CHAT TO SOMEONE ABOUT HOW THINGS ARE GOING. THIS MIGHT BE JUST GOING FOR A WALK, MEETING FOR COFFEE OR EVEN JUST HAVING A CHAT OVER THE PHONE.



### GROUP SESSIONS

A TIME TO BE WITH OTHERS THAT GET WHAT YOU'RE GOING THROUGH AND TO HELP YOU DEVELOP STRATEGIES TO COPE AND THRIVE.



### COUNSELLING SESSIONS

COUNSELLING PROVIDES AN OPPORTUNITY FOR YOU TO TALK ABOUT ANY PROBLEMS, CHALLENGES AND FEELINGS IN A SAFE, CONFIDENTIAL ENVIRONMENT. THE COUNSELLOR WILL HELP YOU EXPLORE YOUR FEELINGS AND GIVE YOU A SAFE SPACE TO WORK THROUGH ANY STRUGGLES THAT YOU MIGHT BE FACING IN YOUR LIFE.



**CONTACT US FOR MORE  
INFORMATION AT  
HELLO@SLEAP.CO.UK  
OR YOU CAN PHONE US  
ON 01772 623603.**

**SLEAP**  
SUPPORT & LODGINGS FOR YOUNG PEOPLE  
Registered Charity Number: 1184663





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.



Together with Active Lancashire we ran several sessions through the year where different sports and games could be tried, from cycling to badminton and rounders.

In December with the young people we hosted a 'pop-up shop' with a difference. Buying presents or clothes can be a real challenge when you are struggling to pay your bills. Yet, as we know, it's not only receiving gifts at Christmas that makes us feel good but also giving them to those we care about. Sadly, not all young people are in a financial position to be able to do this, thus the

idea was born. Using a system of 'vouchers', our young people were able to come in and choose some gifts so they could give them to others. There was a selection of gifts, clothes, toiletries and toys to choose from. They also had the chance to pick up some clothing items for themselves, whilst enjoying drinks and mince pies.

Here are Mike and Maggie sorting through clothes donations to get ready for the pop-up shop.



This was a very positive experience and the young people who came thought it was a great idea. There was Christmas music playing and even a present wrapping station.





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 for when people are going through a period of **crisis**.

The need for this practical support has continued throughout the year and alongside the usual items we usually provide, we have had to also help with sleeping bags, tents and bedding.



**" thank you so much for that food parcel the little gifts made me feel so happy 😊"**

## Crisis Support

**A little bit of practical help when things get tough can make all the difference. We can help with things like...**

**Toiletries**

**Clothes**

**Food Parcels**

**...or try to help you find what you need**

**"SLEAP has helped me by ensuring I have food in my cupboards and knowing I have someone to ring when I have nothing and no one will judge me"**



**Cycling 4 Fun** has been growing with more bikes having been donated by members of the community. This service evolved as young people who wanted to apply for certain warehouse jobs, couldn't take them because there was no suitable public transport. Since then, the bikes have been borrowed by young people to attend appointments, go to college or just for fun.



# Cycling & Fun

**Cycling can be a great way to get around, go to college, job interview, work or exercise and meet up with friends.**



**If you would like to borrow a bike from us, just get in touch. SLEAP has a few bikes that have been donated by people in the community and that we make available for those who might like to use them.**



## **The difference we're making**

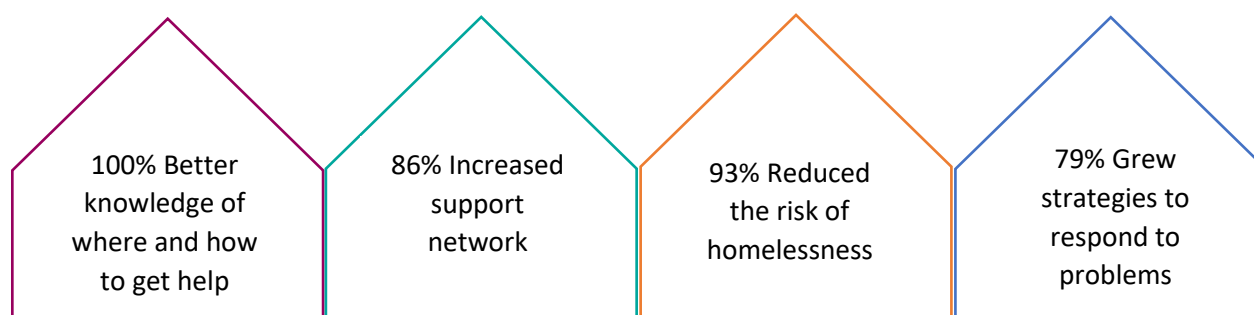
SLEAP directly supported 51 young people this year. In many cases, alongside the young person, we also supported their families - partners, children or other relatives - as they play such a key role in the young person's life, wellbeing and journey to independence. Due to the long-term aspect of our work, some young people may stay involved with SLEAP, accessing different services for longer periods of time, some over several years.

In addition, we also supported another 15 people that fall outside our age group. We are often approached by people over 25 years old and we always try to signpost them to the appropriate organisations. However there are different situations in which we help in practical ways or with accessing the services they require. Sadly, a comment we hear too often is about the difficulty many have in even getting to 'the front door' of services.

**"You were the first ones talking to me. Nobody else even rang back. Thanks for helping."**

This year 55% of everyone we worked with had self-referred. They had heard of SLEAP through word of mouth or online/social media. 51% were female and, of those who chose to disclose, one third of considered to have one or more disabilities.

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



**“just wanted to say thank you for everything. It means a lot and you have helped more than you will ever know”**

It's the real stories, what the numbers look like in practice, that really tell us about the differences made and so many 'gains' that cannot be told in numbers. It's about the young person that got the job at Morrisons and the other that is joining Amazon, and the one working at McDonald's, or the other that completed their level 2 course.

**“I completed a Level 2 course in Joinery and Carpentry. I enjoyed learning new skills and meeting new people. I would like to continue studying and I'm hoping to find a level 3 apprenticeship in Joinery. I would love to set up my own business in Joinery. Being on SLEAP has given me somewhere safe to live with support, this has meant that I can do my studying and get out of my comfort zone by trying new things.”**

The difference is also about the young person who was on supported lodgings and after some time, was able to move back to her hometown. She told us how much she'd enjoyed staying on supported lodgings and how it was a lot better than she was expecting it to be! After travelling a long way to escape problems at home, she had been so scared about moving in with strangers. However, she told us how SLEAP were really helpful. It gave her time to sort things out and how it definitely made things a lot easier for her.

**“100% recommend SLEAP to a friend.”**

The difference made is also about those who have left us some time earlier and now tell us about how we helped.

**“I remember meeting my support worker for the first time and feeling terrified. I was a bit unsure about Supported Lodgings because of the uncertainty of what it would be like. At first it was scary because I've never really had a nice person offer me a roof over my head. Living with a host family and having a home made me feel human again. After the initial couple of weeks, it felt more like being with an actual family rather than a host family.”**

Making a difference is not just about how we help but also about what was behind the help being needed in the first place.

C self-referred after finding SLEAP online. She had been kicked out from home after arguments about her sexuality. C was from out of area and had exhausted all friends she could stay with. She had contacted the Council but they were unable to help. She was temporarily staying with one last friend but had a week to find somewhere else and was desperate and had no one else to turn to.

C moved in with a host family and settled in quickly gaining employment in the local area. She made friends and started new relationships. Eventually, while being settled and happy, she was able to restore her relationship with her grandparents and to arrange to return and move in with them. C was so grateful for the help SLEAP gave her when she had felt that no one else would help.

Because our support is not imposed, it is lead by the young person, at their pace, each story can be different and trust can take time to be built – but what a difference it makes when you find people you can trust.

M self-referred to the service as she had been given one week by her family to find somewhere else to live. We supported her through ‘Moving 4ward’ as she was reluctant to take up the offer of supported lodgings. M thought she would feel uncomfortable staying with another family and just wanted her own place. M was a full time student in college but her situation was affecting her studies. She was also working part time. In the meantime, she found accommodation above a local pub in exchange for working in their various bars, covering some shifts for no pay in lieu of rent. She was working so many shifts until the early hours of the morning that it affected her attendance at college and she fell behind with her course work. She felt caught in a vicious cycle, ‘owing’ her time to the ‘kindness’ of the landlord that was letting her stay for ‘free’. College advised she should re-enrol again once she had sorted out her accommodation, as she couldn’t continue whilst she was homeless. M’s accommodation was unsuitable and would not have passed any tests for payment of housing benefit and she had no tenancy or licence agreement. The accommodation had no privacy as staff had 24hr access to her room from the bar. Towards the end of her stay she had no electrics or heating and due to a leak in the roof, part of the ceiling had collapsed. Finally M felt that she could leave. M moved in with a host family. She settled in very quickly and tells us all is going really well. She has a new job and is finally restarting her studies after the summer. M cannot believe how different life can be now that she realises how it should have been from the start.

However, it is not only in the lives of the young people that we make a difference. One of our host families told us this, so that we could share it with new families joining SLEAP:

**“Working with SLEAP as a host provider has in many ways been personally fulfilling and rewarding. Seeing young people move on and pick up their lives is so rewarding. Yes, it comes with challenges and not every story is always so positive but SLEAP are there to provide quality support and continued help for both the host and young person.”**



## Working in and with the community

SLEAP is a community charity and as such, from trustees to host families, volunteers, partners, local people and local organisations, the community is part of what we do, why and how we do it. We are proactive in seeking to increase representation at governance level of people with lived experience and also other underrepresented groups. 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.

One example was when, Archbishop Temple Church of England High School took a food collection as they celebrated and learnt about the meaning of Harvest to donate to SLEAP's work.



Another example, was when the year 6 pupils from Bretherton Endowed Primary School decided that they wanted to make a difference on Valentines. They got in touch and invited us to visit so they could find out more about the work of SLEAP, the challenges young people face and how they could get involved. Then they ran a campaign to get the whole school and local community to donate food and toiletries for our young people. They wrote personal encouraging messages to go out with the food parcels. Those messages were the best and really cheered us all up.



At Christmas we ran a campaign, the 12 days of Christmas, when we encouraged people to donate specific foods. This was also an opportunity to raise awareness within the wider community of some of the difficulties faced by many young people who are still in temporary accommodation. Young people were keen for others to understand that cooking can be a challenge when you only have access to a microwave or a kettle, or when life feels overwhelming, and cooking feels like another obstacle to overcome.

## SLEAP's 12 days of Christmas

♪ On the first day of Christmas my true love gave to SLEAP... ♪

- DAY 1 Beans with sausages
- DAY 2 Fray Bentos pies
- DAY 3 Curry sauces
- DAY 4 Pot noodles
- Day 5 Tinned potatoes
- Day 6 Tuna in a tin
- Day 7 Pasta sauce
- Day 8 Tinned vegetables
- Day 9 Cans of corned beef
- Day 10 Different types of soup
- Day 11 Meals in a tin
- Day 12 Microwavable rice



The response from the community was amazing, with individuals, organisations and businesses generously responding with donations and in many practical ways.







These donations are a very practical way in which members of the community feel that they can directly get involved and support the local young people that may be struggling. They also help to build relationships and create new opportunities as people become better informed about what goes on in their community and how they can be part of making it a healthier, safer and more positive place for all.

Still celebrating the links between SLEAP and the local community, this year we had the opportunity to acknowledge and thank some individuals for their long service to supporting young people through SLEAP. We have an amazing team at SLEAP that grows and changes

with time. However, there are a few people that have been involved and working hard with us for so many years. They believe in what SLEAP stands for and have a heart to see local young people thriving in their community. So, we had a great party and the Mayor joined us to present awards. The awards were given to a Trustee who has been involved right from the start, a member of staff with 22 years of service and to two host families who have been welcoming young people into their homes for over 17 years.



Also, as part of our involvement in the community, the SLEAP team regularly speak with community groups, in schools, churches and different organisations. This is another way of raising the awareness in the community of the issues and difficulties some people are still facing and what can be done to address this. This is an important aspect of the work that helps to combat myths and stereotypes whilst generating a better understanding across different generations and people from different backgrounds.

**"I would just like to pass on my thanks to you both for coming along yesterday evening and explaining about the work of S.L.E.A.P. It was so interesting and informative and a great surprise to many of the members that such work, and indeed the need for it, was happening in our area. You both opened our eyes and now so many more people are aware of all the great work you are doing.**

**It was especially poignant to listen to ... painful story of his early years and a total joy to see and learn how this brave young man has overcome his early years and grown into a fine individual. His joy in the positive experiences through S.L.E.A.P. and love shown through his host family were a living example of the fine work you are doing."**

## Reflecting and learning at the end of another year

The core of our work is preventing homelessness and supporting young people moving on. Moving on from the risk of becoming homeless, moving on from unstable or unsuitable accommodation and all those issues and problems associated with it. However, this year we have come across a growing number of enquiries for emergency accommodation. These have been self-referrals, families calling on behalf of someone they care about or a friend, and through other agencies. Often, young people are from 'out of area' and increasingly they are in employment. This rules out being accommodated in temporary accommodation for priority need by the Council due to unaffordability. The weekly cost in a local hostel providing emergency accommodation locally is very high. Housing Benefit may cover some of the rent but not all. If people work, they are responsible for paying that rent. This results in many people having to make a choice between finding accommodation or looking for employment.

The latest young person to move into our supported lodgings was in this situation. He said **"you were the only ones who I contacted that were willing to help."** Two of the young people on supported lodgings are completing apprenticeships and others are working. The reason why they can stay with us and receive the support they need is because we are funded by the National Lottery Reaching Communities and also because we are prepared to take on some of the cost ourselves, supplementing their rent through our own fundraising for our 'Employment Fund'.

The decisions in the last few years to question Supported Lodgings right to be paid through Housing Benefit, also cause great challenges for the future. As most schemes become dependent on local authority funding, they restrict their referral criteria. In consequence, an increasing number of young people fall through the net as they do not qualify for any kind of financial support for accommodation.

This year has also been a year of learning about ourselves as an organisation. SLEAP has continued to build on the work initiated pre-lockdown with the public consultation and review of our values and mission. Building on our strong foundation and experience of nearly 30 years of work in this field, we identified strategic priorities to guide us through the next three years in the life of SLEAP.





## 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 of individuals 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.

Likewise, the donations in kind received through the year are a key part of enabling our work. From food, to the use of rooms for group work, or for counselling, training for volunteers, equipment and furniture. We are very grateful to all those organisations and individuals that have so generously contributed to work.

Despite these wonderful donations, our main source of income continues to be the grant from The National Lottery Community Fund – Reaching Communities North West for which we are very grateful. 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**

[WWW.SLEAP.CO.UK](http://WWW.SLEAP.CO.UK)

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

**Trustees for 2021/22**

Emma Foxall – Chair

Mike Neill – Treasurer

Tim Grose

Tom Wilson

Liz Hamilton

Anthony Matthews

Daniel Williams

Barbara Coulton

**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 -



## **Financial Report and Accounts**

**April 2021 – March 2022**

Unit 2 Trafford Buildings

East Street

Leyland

PR25 3NJ

**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**

These are funds which have been received without any conditions attached and are therefore able to be spent as SLEAP sees fit to meet the mission and needs of the organisation and the beneficiaries

##### **Restricted funds**

Funds which have been received with specific conditions attached. The money can only be spent for the stated purposes.

##### **Designated funds**

Funds which have been set aside by SLEAP for a specific purpose. This may include long-term saving to acquire or replace a capital item of high value, or the development of a new service or pilot project

## **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.

The Reserves Policy will be reviewed on an annual basis, including the level of unrestricted funds and the potential level of redundancy costs.

Redundancy costs are calculated based on the coming financial year. SLEAP pays any redundancy in line with statutory redundancy levels.

## **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.



**Statement of Assets and Liabilities (Cash Basis)**

	<b><u>31 Mar 22</u></b>	<b><u>31 Mar 21</u></b>
<b><u>ASSETS</u></b>		
Advance Rent Paid	8,444	9,778
<b>Other Assets</b>	<b>8,444</b>	<b>9,778</b>
Petty Cash	20	25
Current Account	70,245	46,820
Savings Account	27,252	26,111
<b>Cash at bank and in hand</b>	<b>97,517</b>	<b>72,956</b>
<b>Total Assets</b>	<b>105,961</b>	<b>82,734</b>
<b><u>LIABILITIES</u></b>		
Payroll Liabilities	(2,405)	(1,969)
<b>Current Liabilities</b>	<b>(2,405)</b>	<b>(1,969)</b>
<b>Total Liabilities</b>	<b>(2,405)</b>	<b>(1,969)</b>
<b>NET ASSETS</b>	<b>103,556</b>	<b>80,765</b>
<b><u>CAPITAL AND RESERVES</u></b>		
Assets received from former charity		104
Retained Surplus / (deficit)	80,765	69,056
Surplus/ (Deficit) for the year	22,791	11,605
<b>Total Capital and Reserves</b>	<b>103,556</b>	<b>80,765</b>

## **Statement of Receipts and Payments (Cash Basis)**

For the Period from 01/04/2021 to 31/03/2022

	Restricted National Lottery	Restricted Employment Support	Restricted Supported Accommodation	Restricted Groundwork	Designated Pilot Fund	Designated Redundancy	Un- restricted	Total
<b>Receipts</b>								
Accommodation Income			6,705					6,705
Grants	109,775			500				110,275
Donations (inc Gift Aid)		1,000			2,909		7,716	11,625
Fundraising					13		4,750	4,763
Bank Interest							3	3
<b>Total Receipts</b>	<b>109,775</b>	<b>1,000</b>	<b>6,705</b>	<b>500</b>	<b>2,922</b>	<b>0</b>	<b>12,469</b>	<b>133,371</b>
<b>Expenses</b>								
Compliance Costs	2,902							2,902
General Running Expenses	5,511						4,960	10,471
Salaries	86,206							86,206
Accountancy	318							318
Promotion	938							938
Service Delivery	869							869
Training	1,064							1,064
Accommodation Outgoings		1,625	8,450				60	10,135
Travel	1,240							1,240
Young People	437							437
<b>Total Expenses</b>	<b>99,485</b>	<b>1,625</b>	<b>8,450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,020</b>	<b>114,580</b>
<b>Surplus/(Loss) for the year</b>	<b>10,290</b>	<b>(625)</b>	<b>(1,745)</b>	<b>500</b>	<b>2,922</b>	<b>0</b>	<b>7,449</b>	<b>18,791</b>
<i>Prior year adjustment – Employment Allowance Claimed</i>						0	4,000	4,000
<i>Brought forward from prior years</i>	<i>0</i>	<i>3,310</i>	<i>(285)</i>	<i>0</i>	<i>16,249</i>	<i>11,000</i>	<i>38,937</i>	<i>69,211</i>
<b>Surplus to carry forward</b>	<b>10,290</b>	<b>2,685</b>	<b>(2,030)</b>	<b>500</b>	<b>19,171</b>	<b>11,000</b>	<b>50,386</b>	<b>92,002</b>

### **Note**

Advance Rent balance transferred in from former charity (No Cash)  
Reconciles to Balance sheet

11,554  
103,556

## **Notes**

1. Accountancy includes the payroll service charge.
2. The previous payroll provider failed to claim the Employer National Insurance Allowance of £4,000 for tax year 2020/21, this refund from HMRC has been recognised in 2021/22 accounts when it was received.
3. Within Accountancy costs, £879 was paid in advanced for year ending 31/03/2022 in the prior year accounts, therefore in 2021/22 accounts only the payroll services are showing as a cost.

## Consolidated Receipts and Payments

	<u>Apr 21 to Mar 22</u>	<u>Apr 20 to Mar 21</u>
<b>Receipts</b>		
YP's Housing Contribution		
Housing Benefit - Other	6,705	7,395
Grants	110,275	107,594
Donations (inc Gift Aid)	11,625	17,221
Fundraising	4,763	15
Bank Interest	3	6
<b>Total Receipts</b>	<b>133,371</b>	<b>132,231</b>
<b>Expenses</b>		
Compliance Costs	2,902	2,104
General Running Expenses	10,471	12,474
Salaries	86,206	87,803
Accountancy	318	2,470
Promotion	938	2,958
Service Delivery	869	1,268
Training	1,064	2,196
Accommodation Outgoings	10,135	7,470
Travel	1,240	863
Young People	437	1,020
<b>Total Expenses</b>	<b>114,580</b>	<b>120,626</b>
<b>Surplus/ (Loss) for the year</b>	<b>18,791</b>	<b>11,605</b>

## **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 31<sup>st</sup> March 2022.

### **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)**

My Clear Accounts Limited  
39 Fieldside Avenue  
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Chorley  
PR7 6JF

11<sup>th</sup> November 2022