

**Report of the Trustees and**  
**Unaudited Financial Statements for the Period 29 January 2020 to 31 March 2021**  
**for**  
**CAMROSE CENTRE BASINGSTOKE**

B20 Limited  
Chartered Certified Accountants  
Charwell House  
Wilson Road  
Alton  
Hampshire  
GU34 2PP

**Contents of the Financial Statements  
for the Period 29 January 2020 to 31 March 2021**

	<b>Page</b>
<b>Chairman's Report</b>	1 to 2
<b>Report of the Trustees</b>	3
<b>Independent Examiner's Report</b>	4
<b>Statement of Financial Activities</b>	5
<b>Balance Sheet</b>	6
<b>Notes to the Financial Statements</b>	7 to 9
<b>Detailed Statement of Financial Activities</b>	10

## **CAMROSE CENTRE BASINGSTOKE**

### **Chairman's Report for the Period 29 January 2020 to 31 March 2021**

#### **OBJECTIVES AND ACTIVITIES**

Despite the difficulties everyone has encountered through the pandemic, The Camrose Centre's focus has never altered, that is as Basingstoke's own local homelessness charity, to provide the best possible help to our clients, while not compromising their safety nor that of staff and volunteers. Camrose has been so grateful for the support it has received that has made this possible.

In March 2020 Camrose suspended the Glebe Hall day centre as COVID took hold and staff were either furloughed or worked from home. All but one of our clients who had been street homeless were housed by our local authority under the government funded 'Everyone In' scheme in 'bed and breakfast' accommodation. The last person chose not to cooperate. For the others, the transition from sleeping on the street 'with your mates' to being isolated within four walls did not always go well. During this first six-month phase, clients continued to be supported by phone, text and email with occasional face to face deliveries food, clothing and sundries. The Camrose team reconvened in September with a second Support Worker filling an existing vacancy. Staff and volunteers, supported by our landlord, undertook risk assessments to develop Covid-safe protocols for service delivery restarting in mid-October. These required extra equipment such as screens, signage and consumables including masks, aprons, paper plates and wooden cutlery. Client numbers allowed indoors were cut to 12 and staff and volunteer numbers were controlled tightly. This was maintained through the second lockdown until the start of the third. But when the emphasis on 'Stay at Home' was reinforced, the day centre closed but the office was manned during normal hours so clients could visit for help, out of doors and by appointment only.

In their emergency accommodation clients faced problems because in many cases they did not have cooking facilities and they had to rely on unaffordable takeaway meals or whatever could be created with a kettle of boiling water. In response, volunteers prepared hot meals three days a week. These were taken to clients isolating as far afield as Hook. 152 hot meals were delivered in February and March. Clients were met face to face and offered tailored help. Glebe Hall reopened in its Covid-safe configuration on 30th March 2021 and numbers of clients have increased steadily.

#### **FINANCIAL REVIEW**

Camrose was able to build on already significant reserves through generosity from many sources, not only in cash but also with goods in kind and people's time and energy. Major financial donors included Basingstoke and Deane Borough Council, Phoenix Insurance plc, Lord Lymington, Built-ID and several local charitable trusts, churches and businesses. Many have chosen to stay anonymous. Grants were received from Vivid Housing and the Real Change programme towards the costs of Covid-safe reopening.

Gifts in kind have included a new freezer filled with food, essential goods from supermarkets, a wonderful Christmas lunch provided by Basingstoke and Deane Rotary and numerous bags of groceries and clothing. Our landlord has been indefatigable in providing practical support. People have given their time to raise funds with their fellow employees, sports enthusiasts and by individual charitable acts. Client facing volunteers from our local communities are essential to the way we work, as are the back-room team of supporters and trustees.

Because of the drastic changes in the pattern of operations in the course of the year, cost was managed by delaying the filling of a part-time Support Worker vacancy by six months and the use, when appropriate, of the government furlough scheme. Camrose topped up the 20% shortfall in staff income. Savings were also made in rental for the venue, but additional costs were incurred due to greater reliance on consumable PPE, plates and cutlery as well as one off purchases for equipment such as screens, room dividers and other furniture.

By the end of the financial year, Camrose employed 5 part-time staff. Centre Manager (16 hrs/wk.), two Support Workers (16 and 12 hrs/wk. respectively), temporary Support Worker (as required to cover absences) and an Office Manager (12 hrs/wk.).

Camrose owes a great deal to BVA's Finance team and in particular to the Finance Manager for supporting it in the course of the first five months of the financial year and while enabling the charity to become fully independent. Subsequently BVA has administered Camrose's payroll.

An HR advisor has been retained to be called upon, at an hourly rate, when needed. Assistance has been given in drafting employment contracts and the staff manual as well as providing advice on complaint and disciplinary matters.

Camrose has also been helped greatly by the tireless work of its Treasurer and online banking signatories in running routine accounts.

Reserves Policy

## **CAMROSE CENTRE BASINGSTOKE**

### **Chairman's Report for the Period 29 January 2020 to 31 March 2021**

The trustee board reviewed its reserves policy on 16th March 2021 (see attached minutes). These will be reviewed once again following the review of the charity's strategy being undertaken over the summer of 2021.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

As a CIO, Camrose is overseen by a board of trustees, each of whom takes an active role in specific areas of competence. It started with two meetings, one covering Operational matters with the Centre Manager present while another meeting covered Strategic matters. These have now merged into a single monthly meeting with the Centre Manager and Office Manager present concluding with a trustees-only session when necessary. The Centre Manager is line manager for all support workers. The Chair of Trustees is line manages the Office and Centre managers.

Day to day management of the centre is in the hands of the Centre Manager, supported by trustee(s) when necessary. The Office Manager provides administrative support including data protection, management of policies, procedure and protocols, attendance records, managing supporter contact details etc.

The governing document from Camrose is the CIO Constitution which is lodged with the Charity Commission. There are approximately 20 policies, procedure and protocol documents including a Service Delivery Framework, which focusses on the day-to-day operation of the Centre.

Camrose currently has seven Trustees who have been in post since formation in February 2020, except where indicated. They are with their area of specialist competence and support:

Ian Baker - IT, Client-Facing Service Delivery.

Samantha Baker - Social media, public relations, communications management. (Since September 2020)

Mike Browning - Chair of Trustees, Social Inclusion Partnership representative.

Sarah Cook - Minutes secretary, Project Management, Risk Management, Strategy development.

Rebecca Kennelly - Governance, Safeguarding, Strategic development.

Cllr Terri Reid (Until June 2020)

Dr. Andy Taylor - Vice Chair of Trustees, Client-Facing Service Delivery, Personnel, Social Inclusion Partnership representative.

Jeannette Welton - Treasurer, independent appeal trustee for grievance and disciplinary matters.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

Camrose is registered with the Office of the Information Commissioner, The Fundraising Regulator, HMRC, Homeless Link, Basingstoke Social Inclusion Partnership and with Basingstoke Voluntary Action.

Registered Charity number

The Camrose Centre for Homeless and Vulnerably Housed People. Charitable Incorporated Organisation number 1188693.

Principal address:

Glebe Hall,  
St Michael's Church,  
Church Square,  
Basingstoke.  
RG21 7QW.

Mike Browning  
Chair of Trustees  
August 2021.

# CAMROSE CENTRE BASINGSTOKE

## Report of the Trustees for the Period 29 January 2020 to 31 March 2021

The trustees present their report with the financial statements of the charity for the period 29 January 2020 to 31 March 2021. 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).

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

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

### REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered Charity number

1188693

#### Principal address

Glebe Hall  
St Michael's Church  
Church Square  
Basingstoke  
RG21 7QW

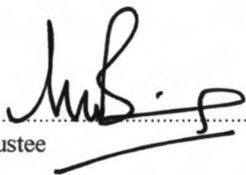
#### Trustees

J Welton (appointed 20.1.20)  
Dr A Taylor (appointed 29.1.20)  
I Baker (appointed 29.1.20)  
S Cook (appointed 10.2.20)  
R Kennelly (appointed 10.2.20)  
M Browning (appointed 10.2.20)  
S Baker (appointed 18.8.20)

#### Independent Examiner

B20 Limited  
Chartered Certified Accountants  
Charwell House  
Wilsom Road  
Alton  
Hampshire  
GU34 2PP

Approved by order of the board of trustees on 20<sup>th</sup> October 2021 and signed on its behalf by:

  
.....  
Trustee

**Independent Examiner's Report to the Trustees of  
CAMROSE CENTRE BASINGSTOKE**

**Independent examiner's report to the trustees of CAMROSE CENTRE BASINGSTOKE**

I report to the charity trustees on my examination of the accounts of CAMROSE CENTRE BASINGSTOKE (the Trust) for the period 29 January 2020 to 31 March 2021.

**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.



Mrs Caroline Scull  
FCCA  
B20 Limited  
Chartered Certified Accountants  
Charwell House  
Wilsom Road  
Alton  
Hampshire  
GU34 2PP

Date: 10/11/2021

# CAMROSE CENTRE BASINGSTOKE

## Statement of Financial Activities for the Period 29 January 2020 to 31 March 2021

	Notes	Unrestricted funds £
<b>INCOME AND ENDOWMENTS FROM</b>		
Donations and legacies	2	104,255
<b>Charitable activities</b>		
Camrose Centre		23,080
<b>Total</b>		<u>127,335</u>
<b>EXPENDITURE ON</b>		
<b>Charitable activities</b>		
Camrose Centre		25,478
Other		2,249
<b>Total</b>		<u>27,727</u>
<b>NET INCOME</b>		<u>99,608</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>99,608</u></u>

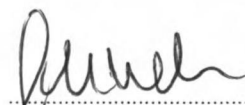
The notes form part of these financial statements

# CAMROSE CENTRE BASINGSTOKE

## Balance Sheet 31 March 2021

	Notes	Unrestricted funds £
<b>CURRENT ASSETS</b>		
Debtors	6	937
Cash at bank and in hand		99,013
		<u>99,950</u>
<b>CREDITORS</b>		
Amounts falling due within one year	7	(342)
<b>NET CURRENT ASSETS</b>		<u>99,608</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>99,608</u>
<b>NET ASSETS</b>		<u>99,608</u>
<b>FUNDS</b>	8	
Unrestricted funds		99,608
<b>TOTAL FUNDS</b>		<u>99,608</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 20th October 2021 and were signed on its behalf by:

  
.....  
Trustee



# CAMROSE CENTRE BASINGSTOKE

## Notes to the Financial Statements for the Period 29 January 2020 to 31 March 2021

### 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.

#### 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.

#### Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. DONATIONS AND LEGACIES

	£
Donations	31,562
Grants	879
Donated services and facilities	250
Exceptional items	71,564
	<hr/>
	104,255
	<hr/>

Grants received, included in the above, are as follows:

	£
Other grants	879
	<hr/>

# CAMROSE CENTRE BASINGSTOKE

## Notes to the Financial Statements - continued for the Period 29 January 2020 to 31 March 2021

### 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 March 2021.

#### Trustees' expenses

There were no trustees' expenses paid for the period ended 31 March 2021.

### 4. STAFF COSTS

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

Staff	4
-------	---

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

### 5. EXCEPTIONAL ITEMS

Camrose Centre Basingstoke received monies held at 30 September 2020, and previously disclosed as a Restricted Fund, by Basingstoke Voluntary Action.

### 6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other debtors	687
Prepayments	250
	<u>937</u>

### 7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other creditors	342

### 8. MOVEMENT IN FUNDS

	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>		
General fund	39,608	39,608
Transition Designated Reserve	30,000	30,000
Premises Designated Reserve	30,000	30,000
	<u>99,608</u>	<u>99,608</u>
<b>TOTAL FUNDS</b>	<u>99,608</u>	<u>99,608</u>

# **CAMROSE CENTRE BASINGSTOKE**

## **Notes to the Financial Statements - continued for the Period 29 January 2020 to 31 March 2021**

### **8. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	67,335	(27,727)	39,608
Transition Designated Reserve	30,000	-	30,000
Premises Designated Reserve	30,000	-	30,000
	<u>127,335</u>	<u>(27,727)</u>	<u>99,608</u>
<b>TOTAL FUNDS</b>	<u>127,335</u>	<u>(27,727)</u>	<u>99,608</u>

### **9. RELATED PARTY DISCLOSURES**

There were no related party transactions for the period ended 31 March 2021.

**CAMROSE CENTRE BASINGSTOKE****Detailed Statement of Financial Activities  
for the Period 29 January 2020 to 31 March 2021**

£

**INCOME AND ENDOWMENTS****Donations and legacies**

Donations	31,562
Grants	879
Donated services and facilities	250
Exceptional items	71,564
	<hr/>
	104,255

**Charitable activities**

Grants	23,080
	<hr/>

**Total incoming resources**

127,335

**EXPENDITURE****Charitable activities**

Wages	16,569
Pensions	338
Rent	4,111
Refurbishment and transition	1,045
Telephone	453
Office expenses	585
Sundries	279
Refreshments and catering	566
Health and safety	1,532
	<hr/>
	25,478

**Support costs****Governance costs**

Payroll, HR and training	1,900
Independent Examiner's fee	300
Bank charges	49
	<hr/>
	2,249

**Total resources expended**

27,727

**Net income**

---

---

99,608