

# STEPHEN'S PLACE

England & Wales · Charity number 1189497

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2020-05-14

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 17 Beresford Road  
Southend-On-Sea  
SS1 2TW

**Phone** 07877762063

**Email** [helen.stephensplace@gmail.com](mailto:helen.stephensplace@gmail.com)

## Activities

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**Objects:** FOR THE RELIEF OF POVERTY, SOCIAL EXCLUSION, HARDSHIP AND DISTRESS OF THOSE WHO ARE IN CONDITIONS OF NEED; HOMELESS OR AT RISK OF BEING HOMELESS; HAVING POOR MENTAL HEALTH INCLUDING ADDICTIONS, EX OFFENDERS, THOSE FLEEING MODERN DAY SLAVERY AND EX MILITARY. TO RELIEVE THE DISTRESS CAUSED BY THESE CONDITION WHILE PROMOTING AND FACILITATING INTEGRATION INTO SOCIETY IN SOUTHEND-ON-SEA, ESSEX AND SURROUNDING AREAS AS THE TRUSTEES MAY FROM TIME TO TIME SEE FIT.

**Activities:** Stephens Place is a supported housing project housing people without discrimination or favour. We exist to provide supported accommodation - always working hard to enable our residents to take their next step forward in their lives.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

## Geography

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- Throughout England

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-04-04 | £355,244 | £371,994    | -      | -         |
| 2024-04-04 | £339,361 | £307,543    | -      | -         |
| 2023-04-04 | £161,898 | £171,302    | -      | -         |
| 2022-04-04 | £110,023 | £107,359    | -      | -         |
| 2021-04-04 | £40,233  | £33,218     | -      | -         |

## Trustees

| Name                          | Role  | Appointed  |
|-------------------------------|-------|------------|
| <b>Charles Bain</b>           | Chair | 2020-06-01 |
| Christine Kirkham             |       | 2025-01-08 |
| Helen Edwina Rhodes Bsc. Hons |       | 2020-06-30 |

**STEPHEN'S PLACE**

England & Wales - Charity number 1189497

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# Accounts

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Charity registration number 1189497 (England and Wales)

**STEPHEN'S PLACE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 4 APRIL 2025**

# STEPHEN'S PLACE

## LEGAL AND ADMINISTRATIVE INFORMATION

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|   |   |                            |
|---|---|----------------------------|
| <b>Trustees</b>                           | H Rhodes Bsc. Hons<br>C Bain<br>C Kirkham   | (Appointed 8 January 2025) |
| <b>Charity number (England and Wales)</b> | 1189497   |                            |
| <b>Principal address</b>                  | 17 Beresford Road<br>Southend on Sea<br>Essex<br>SS1 2TW  |                            |
| <b>Independent examiner</b>               | P A Stafford FCCA<br>Cumberland House<br>24-28 Baxter Avenue<br>Southend on Sea<br>Essex<br>SS2 6HZ |                            |

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# **STEPHEN'S PLACE**

## **CONTENTS**

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|                                   | <b>Page</b> |
|-----------------------------------|-------------|
| Trustees' report                  | 1 - 3       |
| Independent examiner's report     | 4           |
| Statement of financial activities | 5           |
| Balance sheet                     | 6           |
| Notes to the financial statements | 7 - 15      |

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# STEPHEN'S PLACE

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 4 APRIL 2025

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The trustees present their annual report and financial statements for the year ended 4 April 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

The charity's objects are the relief of poverty, social exclusion, hardship and distress of those who are in conditions of need while promoting and facilitating integration into society.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

A year of change and experiences which we have learnt from, mainly to do with staff and their needs. However, we were still able to reach all the criteria of our goals and objectives. The Breakfast club is still proving very popular, although even there the needs of staff are becoming a priority. This we have handled by taking on more volunteers as we have not managed to apply for funding. With the houses and a two bedroom flat to manage, time to apply for funding has not been available.

Our Green Pastures co-ordinator left at the beginning of January 2025 and has not been replaced, so we have little support from the company at the moment. We are working with another Charity, Aspirations who help those who need extra support with drug and alcohol addictions. They provide a 12 week course which must be attended three full days a week. We have found the work they do really helps our residents. They work with our residents with well-being and run workshops. It's AA based so the guys go through the 12 steps of recovery which they find life changing. AA is still available but some of our residents who suffer with social anxiety have found it difficult to cope with the numbers at some AA groups. It is much more personal and tailored to the individual at Aspirations.

We continue to help our residents to accomplish the skills required for independent living, including daily and weekly mentoring from their support worker at Stephen's Place, therefore we have a bigger turnover of people joining us and leaving us. We still struggle to find acceptable move on accommodation.

Staff continue to be hired and continue to leave and it is ongoing. By April 2025 we were still employing 4 paid staff and have 3 volunteers, 2 volunteers being Trustees. During the year there have been 4 volunteers who were residents at Stephens Place and who have progressed to helping their colleagues as volunteers at each of the houses. This shows that in the time they have been with us they have been able to take responsibility for themselves and are able to care for others which shows their ability to move on to independent living, which they are in the progress of doing. We have employed 12 staff in all during the year, some were part time and some full time. The staff we have, at April 2025, have been with us as staff for over a year. We have one full time member of staff who started in January 2025 and is an experienced carer and has lots of experience within the care sector. She is excellent with staff and residents as well as getting on with other organisations. She is liked and respected by all.

We have had changes with Trustees, both Helen Rhodes and Charles Bain remain as Trustees and have been since we started the charity in 2020. Alex Waite left in August 2024 and Karla Bryan resigned in July 2024, both moved on to help more with charity's they had been involved in before. Christine Kirkham became a Trustee on 8th January 2025 and is the Secretary. She is a retired schoolteacher and works as a volunteer at Stephen's Place.

# STEPHEN'S PLACE

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 4 APRIL 2025**

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Since the beginning of the of the financial year commencing, April 5th 2025, the occupancy rate has been an average of 94% and at the beginning of the year the charity provided 18027 available night spaces for 27 people, that leaves a total of 16,945 places taken for this year. We had to give one of our properties back to Green Pastures as we were informed by the council that there was no planning permission for the outbuildings, although it had been purchased by Green Pastures as an HMO with 7/8 letting rooms, this was not so and so our Lease with them was terminated at our request. We have not taken on any other properties this year but are working hard to be able to provide support and accommodation of excellence. Our growth still shows a good increase as we have been able to make the properties we have more comfortable and suitable for our residents. Also, we require less staff and therefore there is less administration. However, by the end of the financial year our provision of accommodation has dropped from 27 to 20 residents because we have handed back one of the properties to Green Pastures, as explained, there was not appropriate planning permission on the house.

Our breakfast club for the community continues to flourish and is sustained with donations from those receiving the breakfasts and by others in the Community. We are still giving a free /give what you can afford full cooked English Breakfast every Tuesday morning and are serving over 100 of the most vulnerable people in Southend.

The Trustees are aware of their duty under S.17 of the Charities Act 2011 to have due regard to the Public Benefit Guidance published by the Charity Commission. As such, the Trustees ensure that the activities of the Charity are for the public benefit.

### **Financial review**

Incoming resources in the year have increased from £339,361 (2024) to £349,884 (2025) whilst expenditure has increased from £307,543 (2024) to £371,471 (2024). The increase represents an increase in core funding for the housing of residents, proportionate to the growth in residents supported. The increase in expenditure relates to the acquisition and refurbishment of a third premises and the extension of support offered to residents. The charity made a deficit of £16,750 in the year compared to a surplus of £31,818 in 2024.

The charity has an established funding relationship with local authorities and an external support relationship with an established housing charity, Green Pastures. There is no indication that either relationship is likely to end within the next 12 months and so the Trustee consider the charity to represent a going concern.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at an equivalent of up three months expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has mainly been maintained however, during the year, we have struggled to maintain this level of reserves as we have not received any funding in this year except from donations. We intend to remedy this in the next financial year by looking for a member of staff to deal mainly with funding and marketing.

The costs incurred in bringing the new properties to a suitable standard has lead to us taking two loans to support the unrestricted funds of the Charity thus ensuring that the Charity is not using restricted funds to support the Charity.

### **Structure, governance and management**

The charity is a charitable incorporation organisation and is governed by the terms of its constitution.

The trustees who served during the year and up to the date of signature of the financial statements were:

H Rhodes Bsc. Hons

C Bain

A Waite

K Bryan

C Kirkham

(Resigned 18 August 2024)

(Resigned 31 July 2024)

(Appointed 8 January 2025)

# STEPHEN'S PLACE

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 4 APRIL 2025*

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Trustees are recruited from suitable volunteers, with due regard given to the skills knowledge and experience needed for effective administrations of the charity. All trustees, apart from the first trustees, must be appointed by a resolution passed at a properly convened meeting of the charity trustees.

The trustees' report was approved by the Board of Trustees.

.....  
H Rhodes Bsc. Hons  
Trustee

Date: .....

# STEPHEN'S PLACE

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STEPHEN'S PLACE

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I report to the trustees on my examination of the financial statements of Stephen's Place (the charity) for the year ended 4 April 2025.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

### Independent examiner's statement

Since the charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of Association of Chartered Certified Accountants, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn. I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

I have completed my examination. I confirm that no 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 charity as required by section 130 of the Charities Act 2011.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.



A Stafford FCCA  
Cumberland House  
24-28 Baxter Avenue  
Southend on Sea  
Essex

SS2 6HZ

Date: 27.12.24

# STEPHEN'S PLACE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 4 APRIL 2025

|                                      | Notes | Unrestricted<br>funds<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|--------------------------------------|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| <b>Income from:</b>                  |       |                                    |                                  |                    |                                    |                                  |                    |
| Donations and legacies               | 3     | 349,844                            | -                                | 349,844            | 298,706                            | 33,104                           | 331,810            |
| Charitable activities                | 4     | 5,400                              | -                                | 5,400              | 7,551                              | -                                | 7,551              |
| <b>Total income</b>                  |       | <u>355,244</u>                     | <u>-</u>                         | <u>355,244</u>     | <u>306,257</u>                     | <u>33,104</u>                    | <u>339,361</u>     |
| <b>Expenditure on:</b>               |       |                                    |                                  |                    |                                    |                                  |                    |
| Charitable activities                | 5     | 371,179                            | 292                              | 371,471            | 264,749                            | 42,395                           | 307,144            |
| Other expenditure                    | 10    | 523                                | -                                | 523                | 399                                | -                                | 399                |
| <b>Total expenditure</b>             |       | <u>371,702</u>                     | <u>292</u>                       | <u>371,994</u>     | <u>265,148</u>                     | <u>42,395</u>                    | <u>307,543</u>     |
| <b>Net income/(expenditure)</b>      |       | (16,458)                           | (292)                            | (16,750)           | 41,109                             | (9,291)                          | 31,818             |
| <b>Transfers between funds</b>       |       | -                                  | -                                | -                  | (459)                              | 459                              | -                  |
| <b>Net movement in funds</b>         | 7     | (16,458)                           | (292)                            | (16,750)           | 40,650                             | (8,832)                          | 31,818             |
| <b>Reconciliation of funds:</b>      |       |                                    |                                  |                    |                                    |                                  |                    |
| Fund balances at 5 April 2024        |       | 31,208                             | 885                              | 32,093             | (9,442)                            | 9,717                            | 275                |
| <b>Fund balances at 4 April 2025</b> |       | <u>14,750</u>                      | <u>593</u>                       | <u>15,343</u>      | <u>31,208</u>                      | <u>885</u>                       | <u>32,093</u>      |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# STEPHEN'S PLACE

## BALANCE SHEET

AS AT 4 APRIL 2025

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|   | Notes | 2025<br>£       | £             | 2024<br>£      | £             |
|---|-------|-----------------|---------------|----------------|---------------|
| <b>Fixed assets</b>                                   |       |                 |               |                |               |
| Tangible assets                                       | 12    |                 | 8,041         |                | 9,484         |
| <b>Current assets</b>                                 |       |                 |               |                |               |
| Debtors   | 13    | 697             |               | 697            |               |
| Cash at bank and in hand                              |       | 25,100          |               | 31,841         |               |
|   |       | <u>25,797</u>   |               | <u>32,538</u>  |               |
| <b>Creditors: amounts falling due within one year</b> | 15    | <u>(18,495)</u> |               | <u>(9,929)</u> |               |
| <b>Net current assets</b>                             |       |                 | <u>7,302</u>  |                | <u>22,609</u> |
| <b>Total assets less current liabilities</b>          |       |                 | <u>15,343</u> |                | <u>32,093</u> |
| <b>The funds of the charity</b>                       |       |                 |               |                |               |
| Restricted income funds                               | 17    |                 | 593           |                | 885           |
| Unrestricted funds                                    | 18    |                 | 14,750        |                | 31,208        |
|   |       |                 | <u>15,343</u> |                | <u>32,093</u> |

The financial statements were approved by the trustees on .....

.....  
H Rhodes Bsc. Hons  
Trustee

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 4 APRIL 2025

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#### 1 Accounting policies

##### Charity information

Stephen's Place is an unincorporated charitable organisation, registered in England and Wales.

#### 1.1 Basis of preparation

The financial statements have been prepared in accordance with the charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2025

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### 1 Accounting policies

(Continued)

Grant income, including government grants, is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probably that income will be received.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                        |                       |
|------------------------|-----------------------|
| Leasehold improvements | 6 years straight line |
| Plant and equipment    | 33% reducing balance  |
| Computers              | 60% reducing balance  |
| Motor vehicles         | 25% reducing balance  |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2025

### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price including transaction costs. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised at transaction price.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Income from donations and legacies

|                     | Unrestricted<br>funds<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|---------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Donations and gifts | 1,773                              | -                                | 1,773              | 350                                | -                                | 350                |
| Grants              | 348,071                            | -                                | 348,071            | 298,356                            | 33,104                           | 331,460            |
|                     | <u>349,844</u>                     | <u>-</u>                         | <u>349,844</u>     | <u>298,706</u>                     | <u>33,104</u>                    | <u>331,810</u>     |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2025

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### 4 Income from charitable activities

|                   | Unrestricted<br>funds<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ |
|-------------------|------------------------------------|------------------------------------|
| Charitable income |                                    |                                    |
| Other income      | 5,400                              | 7,551                              |

### 5 Charitable activities

|                                     | 2025<br>£      | Charitable<br>expenditure<br>2024<br>£ |
|-------------------------------------|----------------|--|
| Staff costs                         | 62,949         | 38,154                                 |
| Depreciation and impairment         | 2,631          | 2,487                                  |
| Charitable expenditure              | 203,394        | 180,408                                |
| Freelance labour                    | 45,219         | 54,543                                 |
| Premises repairs and renewals       | 3,529          | 5,143                                  |
|                                     | <u>317,722</u> | <u>280,735</u>                         |
| Share of support costs (see note 6) | 53,749         | 26,409                                 |
|                                     | <u>371,471</u> | <u>307,144</u>                         |
| <b>Analysis by fund</b>             |                |  |
| Unrestricted funds                  | 371,179        | 264,749                                |
| Restricted funds                    | 292            | 42,395                                 |
|                                     | <u>371,471</u> | <u>307,144</u>                         |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2025

| 6 | Support costs         | Support costs | Governance costs | 2025          | 2024          |
|---|-----------------------|---------------|------------------|---------------|---------------|
|   |                       | £             | £                | £             | £             |
|   | Rates                 | 3,768         | -                | 3,768         | 3,004         |
|   | Light & heat          | 23,634        | -                | 23,634        | 8,560         |
|   | Sundry                | 3,610         | -                | 3,610         | 2,786         |
|   | Insurance             | 5,450         | -                | 5,450         | 2,565         |
|   | Telephone             | 3,166         | -                | 3,166         | 1,804         |
|   | Subscriptions         | 1,993         | -                | 1,993         | 1,860         |
|   | Accountancy           | 6,831         | -                | 6,831         | 3,156         |
|   | Computer expenses     | 1,054         | -                | 1,054         | 10            |
|   | Motor running costs   | 4,243         | -                | 4,243         | 2,664         |
|   |                       | <u>53,749</u> | <u>-</u>         | <u>53,749</u> | <u>26,409</u> |
|   | Analysed between      |               |                  |               |               |
|   | Charitable activities | <u>53,749</u> | <u>-</u>         | <u>53,749</u> | <u>26,409</u> |

Within accountancy costs £2,000 (£1,500 - 2024) relates to the costs for Independent Examination, Remaining expenses relate to payroll and accountancy services provided.

| 7 | Net movement in funds  | 2025         | 2024         |
|---|--|--------------|--------------|
|   |  | £            | £            |
|   | The net movement in funds is stated after charging/(crediting):                    |              |              |
|   | Fees payable for the independent examination of the charity's financial statements | -            | -            |
|   | Depreciation of owned tangible fixed assets  | <u>2,631</u> | <u>2,487</u> |

### 8 Trustees

A Trustee, H. Rhodes was paid a sum of £20,400 (2024 - £8,420) to provide administrative services to the charity.

H Rhodes was also paid £1,850 (2024 - £1,800) in reimbursement of reasonable travel expenses incurred in her role as a trustee of the charity.

### 9 Employees

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2025

---

| 9 Employees         | (Continued)          |                      |
|---------------------|----------------------|----------------------|
| Employment costs    | 2025                 | 2024                 |
|                     | £                    | £                    |
| Wages and salaries  | 62,137               | 38,154               |
| Other pension costs | 812                  | -                    |
|                     | <u>62,949</u>        | <u>38,154</u>        |
|                     | <u><u>62,949</u></u> | <u><u>38,154</u></u> |

No employees received emoluments over £60,000 furthermore, no employee of the charity received total employee benefit of over £10,000.

Four employees of the charity worked in a part time capacity. These part time employees represent the equivalent of a two full time employees. Total full time employees, including equivalent full time employees, was four.

There were no employees whose annual remuneration was more than £60,000.

### 10 Other expenditure

|                 | Unrestricted<br>funds<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ |
|-----------------|------------------------------------|------------------------------------|
| Financing costs | 523                                | 399                                |
|                 | <u>523</u>                         | <u>399</u>                         |
|                 | <u><u>523</u></u>                  | <u><u>399</u></u>                  |

### 11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2025

### 12 Tangible fixed assets

|                                    | Leasehold<br>improvements | Plant and<br>equipment | Computers         | Motor<br>vehicles | Total             |
|------------------------------------|---------------------------|------------------------|-------------------|-------------------|-------------------|
|                                    | £                         | £                      | £                 | £                 | £                 |
| <b>Cost</b>                        |                           |                        |                   |                   |                   |
| At 5 April 2024                    | 8,299                     | 1,969                  | 253               | 4,000             | 14,521            |
| Additions                          | -                         | -                      | 1,188             | -                 | 1,188             |
|                                    | <u>          </u>         | <u>          </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| At 4 April 2025                    | 8,299                     | 1,969                  | 1,441             | 4,000             | 15,709            |
|                                    | <u>          </u>         | <u>          </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| <b>Depreciation and impairment</b> |                           |                        |                   |                   |                   |
| At 5 April 2024                    | 1,533                     | 1,085                  | 106               | 2,313             | 5,037             |
| Depreciation charged in the year   | 1,383                     | 292                    | 534               | 422               | 2,631             |
|                                    | <u>          </u>         | <u>          </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| At 4 April 2025                    | 2,916                     | 1,377                  | 640               | 2,735             | 7,668             |
|                                    | <u>          </u>         | <u>          </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| <b>Carrying amount</b>             |                           |                        |                   |                   |                   |
| At 4 April 2025                    | 5,383                     | 592                    | 801               | 1,265             | 8,041             |
|                                    | <u>          </u>         | <u>          </u>      | <u>          </u> | <u>          </u> | <u>          </u> |
| At 4 April 2024                    | 6,766                     | 884                    | 147               | 1,687             | 9,484             |
|                                    | <u>          </u>         | <u>          </u>      | <u>          </u> | <u>          </u> | <u>          </u> |

### 13 Debtors

|   | 2025              | 2024              |
|---|-------------------|-------------------|
|   | £                 | £                 |
| <b>Amounts falling due within one year:</b> |                   |                   |
| Other debtors                               | 697               | 697               |
|   | <u>          </u> | <u>          </u> |

### 14 Loans and overdrafts

|                         | 2025              | 2024              |
|-------------------------|-------------------|-------------------|
|                         | £                 | £                 |
| Bank loans              | -                 | 1,769             |
|                         | <u>          </u> | <u>          </u> |
| Payable within one year | -                 | 1,769             |
|                         | <u>          </u> | <u>          </u> |

### 15 Creditors: amounts falling due within one year

|                                    | Notes | 2025              | 2024              |
|------------------------------------|-------|-------------------|-------------------|
|                                    |       | £                 | £                 |
| Bank loans                         | 14    | -                 | 1,769             |
| Other taxation and social security |       | 6,623             | 2,412             |
| Other creditors                    |       | 3,235             | 1,383             |
| Accruals and deferred income       |       | 8,637             | 4,365             |
|                                    |       | <u>          </u> | <u>          </u> |
|                                    |       | 18,495            | 9,929             |
|                                    |       | <u>          </u> | <u>          </u> |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 4 APRIL 2025

|   |  |             |             |
|---|--|-------------|-------------|
| <b>16 Retirement benefit schemes</b>                                |  | <b>2025</b> | <b>2024</b> |
|   |  | £           | £           |
| Defined contribution schemes  |  |             |             |
| Charge to profit or loss in respect of defined contribution schemes |  | 812         | -           |
|   |  | <u>812</u>  | <u>-</u>    |

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

### 17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

|                                  | At 5 April<br>2024<br>£          | Incoming<br>resources<br>£          | Resources<br>expended<br>£          | Transfers<br>£         | At 4 April<br>2025<br>£          |
|----------------------------------|----------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
|                                  | (74,614)                         | -                                   | (292)                               | -                      | (74,906)                         |
| SOS Core Costs Funding           | 20,039                           | -                                   | -                                   | -                      | 20,039                           |
| SOS Staff Costs Funding          | 26,208                           | -                                   | -                                   | -                      | 26,208                           |
| Essex Community - Breakfast Club | 20,000                           | -                                   | -                                   | -                      | 20,000                           |
| SCIB - Overnight Support         | 8,817                            | -                                   | -                                   | -                      | 8,817                            |
| SCIB - On Your Bike              | 435                              | -                                   | -                                   | -                      | 435                              |
|                                  | <u>885</u>                       | <u>-</u>                            | <u>(292)</u>                        | <u>-</u>               | <u>593</u>                       |
| <b>Previous year:</b>            | <b>At 5 April<br/>2023<br/>£</b> | <b>Incoming<br/>resources<br/>£</b> | <b>Resources<br/>expended<br/>£</b> | <b>Transfers<br/>£</b> | <b>At 4 April<br/>2024<br/>£</b> |
| SOS Core Costs Funding           | -                                | 10,000                              | (10,039)                            | 39                     | -                                |
| SOS Staff Costs Funding          | -                                | 13,104                              | (13,104)                            | -                      | -                                |
| Essex Community - Breakfast Club | -                                | 10,000                              | (10,000)                            | -                      | -                                |
| SCIB - Overnight Support         | 8,397                            | -                                   | (8,817)                             | 420                    | -                                |
| SCIB - On Your Bike              | 1,320                            | -                                   | (435)                               | -                      | 885                              |
|                                  | <u>9,717</u>                     | <u>33,104</u>                       | <u>(42,395)</u>                     | <u>459</u>             | <u>885</u>                       |

At the year-end date, the only remaining balance of restricted funds relates to the NBV of assets purchased with the funding received. This remaining balance is to be released as depreciation, in accordance with the accounting policies.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 4 APRIL 2025

#### 18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

|                       | At 5 April<br>2024<br>£          | Incoming<br>resources<br>£          | Resources<br>expended<br>£          | Transfers<br>£         | At 4 April<br>2025<br>£          |
|-----------------------|----------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| General funds         | 31,208                           | 355,244                             | (371,702)                           | -                      | 14,750                           |
|                       | <u>31,208</u>                    | <u>355,244</u>                      | <u>(371,702)</u>                    | <u>-</u>               | <u>14,750</u>                    |
| <b>Previous year:</b> | <b>At 5 April<br/>2023<br/>£</b> | <b>Incoming<br/>resources<br/>£</b> | <b>Resources<br/>expended<br/>£</b> | <b>Transfers<br/>£</b> | <b>At 4 April<br/>2024<br/>£</b> |
| General funds         | (9,442)                          | 306,257                             | (265,148)                           | (459)                  | 31,208                           |
|                       | <u>(9,442)</u>                   | <u>306,257</u>                      | <u>(265,148)</u>                    | <u>(459)</u>           | <u>31,208</u>                    |

#### 19 Analysis of net assets between funds

|                              | Unrestricted<br>funds<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>2025<br>£ |
|------------------------------|------------------------------------|----------------------------------|--------------------|
| <b>At 4 April 2025:</b>      |                                    |                                  |                    |
| Tangible assets              | 7,448                              | 593                              | 8,041              |
| Current assets/(liabilities) | 7,302                              | -                                | 7,302              |
|                              | <u>14,750</u>                      | <u>593</u>                       | <u>15,343</u>      |
|                              | <u>14,750</u>                      | <u>593</u>                       | <u>15,343</u>      |
|                              |                                    |                                  |                    |
|                              | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
| <b>At 4 April 2024:</b>      |                                    |                                  |                    |
| Tangible assets              | 8,599                              | 885                              | 9,484              |
| Current assets/(liabilities) | 22,609                             | -                                | 22,609             |
|                              | <u>31,208</u>                      | <u>885</u>                       | <u>32,093</u>      |
|                              | <u>31,208</u>                      | <u>885</u>                       | <u>32,093</u>      |

#### 20 Related party transactions

There were no disclosable related party transactions during the year (2024 - £nil).

## Document Activity Report

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**STEPHEN'S PLACE**

England & Wales - Charity number 1189497

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# Accounts

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Charity registration number 1189497

**STEPHEN'S PLACE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 4 APRIL 2024**

# STEPHEN'S PLACE

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                             |  |                            |
|-----------------------------|--|----------------------------|
| <b>Trustees</b>             | H Rhodes Bsc. Hons<br>C Bain<br>C Kirkham  | (Appointed 8 January 2025) |
| <b>Charity number</b>       | 1189497  |                            |
| <b>Principal address</b>    | 17 Beresford Road<br>Southend on Sea<br>Essex<br>SS1 2TW                         |                            |
| <b>Independent examiner</b> | P A Stafford FCCA<br>457 Southchurch Road<br>Southend on Sea<br>Essex<br>SS1 2PH |                            |

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## Document Activity Report

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Helen Rhodes Bsc. Hons Approved Fri, 06 Jun 2025 08:28:50 GMT

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|-------------------------------|--|
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# STEPHEN'S PLACE

## CONTENTS

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|                                   | <b>Page</b> |
|-----------------------------------|-------------|
| Trustees' report                  | 1 - 3       |
| Independent examiner's report     | 4           |
| Statement of financial activities | 5           |
| Balance sheet                     | 6           |
| Notes to the financial statements | 7 - 15      |

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# STEPHEN'S PLACE

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 4 APRIL 2024**

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The trustees present their annual report and financial statements for the year ended 4 April 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

### **Objectives and activities**

The charity's objects are the relief of poverty, social exclusion, hardship and distress of those who are in conditions of need while promoting and facilitating integration into society.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

### **Achievements and performance**

2024 was a productive and successful year where we were able to meet all the criteria of our goals and objectives. Our Tuesday morning Breakfast Club continues to grow and flourish and we are providing Breakfasts for over 100 very vulnerable people. We are also able to provide a sign posting hub where people are also helped to fill out forms to help with benefits and for employment, some voluntary and some paid.

Green Pastures CBS Ltd, a Christian social Charity is providing us with support and we have had several visits from our co-ordinator as well as the founder of Green Pastures who was able to give us invaluable advice and provided the money to buy and fit new flooring in the bathroom at one of our houses. As well as the partnership with Green Pastures, Stephen's Place has renewed their association with Southend City Baptist Church and we are working closely with them and encouraging our residents to take part in some of the workshops they run. Cooking is a very popular activity, and our residents have partaken in these courses in Basic Cooking, cooking with tins, (making the most of food from the food bank food) and advanced cooking and have received certificates.

We have also been leased a 2 bedroom flat on Southend sea front which is for those with less needs and giving them the chance to flourish and be ready for independent living. We are encountering problems with moving people onto more independent lifestyles as the only accommodation available is often through a private sector Landlord and rents are very high which makes it difficult, especially for most of our guys whose jobs are usually quite low paid and menial tasks. To this end we are trying to find ways to help develop skills and also encourage our guys to partake in further education so they will be able to find better jobs. We are also looking into ways to open our own enterprise to facilitate employment and training. One being upcycling together with a small café.

This year has been extremely busy bringing in new challenges especially around the concept of employing staff and all that entails. In April 2024 we were employing 4 paid staff and although we have had a staff turn around we now have 5 paid staff and 3 volunteers. 2 volunteers being Trustees. One member of staff is still with us from last year so we have 4 new staff, all of whom are working regularly with admin and one totally administration.

In July 2023, we acquired a seafront flat for 2 residents, making a total of 22 bed places.

Since the beginning of the of the financial year commencing, April 5th 2023, the occupancy rate has been 95% and the charity has provided 8,030 available night spaces for 22 people, that leaves a total of 7,629 places taken for this year. We have looked at several larger properties with the propensity of being able to provide more moving on accommodation but to date we have not been successful at purchasing any larger properties. We have also looked at land and commercial properties to try to acquire a place for our up cycling and café enterprise but again without success at finding the right opportunity. We have not taken on any other properties this year but are working hard to be able to provide support and accommodation of excellence. Our growth has still shown a good increase as we have been able to make the properties we have more comfortable and suitable for our residents.

# STEPHEN'S PLACE

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 4 APRIL 2024

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We received £5,000 non restricted funding from Hedley Funding which was used for core costs and also costs for food and clothing for our new residents who came to us with nothing but the clothes they were wearing. A further £7000 non restricted funds was received from The Albert Hunt Fund and was again used for core costs as well as bedding, and things to make life easier and more comfortable for our residents. £10,000 restricted funding was given to us by Essex Community Funding and was for our breakfast club and included staff wages as well as food for the breakfasts. It was amazing to be able to purchase fresh fruit for the breakfast club. We received a second payment from the CIB, Community Investment Board which was for staff costs for emergency care and night time care. This restricted payment was for £13,104. Another restricted payment was paid to us by the Community Investment Board and was for staff wages and core costs.

Our breakfast club for the community continues to flourish and is sustained with donations from those receiving the breakfasts, by others in the Community and from grants. At present we are giving a free /give what you can afford full cooked English Breakfast every Tuesday morning and are serving over 100 of the most vulnerable people in Southend.

In April Stephen's Place had a sponsored bike ride. Bikes had been donated to us the year before by Southend Council's Active Living promotion. We didn't raise any money but it was very good for our profile with 20 of our guys and friends of Stephen's Place taking part in a 20 kilometer bike ride out to Canewdon and back. We will try to do this every year in the hope that it will become a fixed event in the City.

The Trustees are aware of their duty under S.17 of the Charities Act 2011 to have due regard to the Public Benefit Guidance published by the Charity Commission. As such, the Trustees ensure that the activities of the Charity are for the public benefit.

#### **Financial review**

Incoming resources in the year have increased from £161,898 (2023) to £339,361 (2024) whilst expenditure has increased from £171,302 (2023) to £307,543 (2024). The increase represents an increase in core funding for the housing of residents, proportionate to the growth in residents supported. The increase in expenditure relates to the acquisition and refurbishment of a third premises and the extension of support offered to residents. The charity made a surplus of £31,818 in the year compared to deficit of £9,404 in 2023.

The charity has an established funding relationship with local authorities and an external support relationship with an established housing charity, Green Pastures. These relationships have allowed the charity to grow over the 2024 year and establish reasonable reserves, as discussed below. There is no indication that either relationship is likely to end within the next 12 months and so the Trustee consider the charity to represent a going concern.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at an equivalent of up three months expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has mainly been maintained

The costs incurred in bringing the new properties to a suitable standard has lead to us taking two loans to support the unrestricted funds of the Charity thus ensuring that the Charity is not using restricted funds to support the Charity.

#### **Structure, governance and management**

The charity is a charitable incorporation organisation and is governed by the terms of its constitution.

The trustees who served during the year and up to the date of signature of the financial statements were:

H Rhodes Bsc. Hons

C Bain

A Waite

K Bryan

C Kirkham

(Resigned 18 August 2024)

(Appointed 21 January 2024 and resigned 31 July 2024)

(Appointed 8 January 2025)

# STEPHEN'S PLACE

## TRUSTEES' REPORT (CONTINUED) *FOR THE YEAR ENDED 4 APRIL 2024*

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Trustees are recruited from suitable volunteers, with due regard given to the skills knowledge and experience needed for effective administrations of the charity. All trustees, apart from the first trustees, must be appointed by a resolution passed at a properly convened meeting of the charity trustees.

The trustees' report was approved by the Board of Trustees.

.....  
H Rhodes Bsc. Hons  
**Trustee**

Date: .....

# STEPHEN'S PLACE

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STEPHEN'S PLACE

---

I report to the trustees on my examination of the financial statements of Stephen's Place (the charity) for the year ended 4 April 2024.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Association of Chartered Certified Accountants, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

  
P A Stafford FCCA

457 Southchurch Road  
Southend on Sea  
Essex  
SS1 2PH

Dated: 6/6/25

# STEPHEN'S PLACE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 4 APRIL 2024

|                                      | Notes | Unrestricted funds<br>2024<br>£ | Restricted funds<br>2024<br>£ | Total<br>2024<br>£   | Unrestricted funds<br>2023<br>£ | Restricted funds<br>2023<br>£ | Total<br>2023<br>£ |
|--------------------------------------|-------|---------------------------------|-------------------------------|----------------------|---------------------------------|-------------------------------|--------------------|
| <b>Income from:</b>                  |       |                                 |                               |                      |                                 |                               |                    |
| Donations and legacies               | 3     | 298,706                         | 33,104                        | 331,810              | 118,361                         | 34,671                        | 153,032            |
| Charitable activities                | 4     | 7,551                           | -                             | 7,551                | 8,866                           | -                             | 8,866              |
| <b>Total income</b>                  |       | <u>306,257</u>                  | <u>33,104</u>                 | <u>339,361</u>       | <u>127,227</u>                  | <u>34,671</u>                 | <u>161,898</u>     |
| Charitable activities                | 5     | 264,749                         | 42,395                        | 307,144              | 145,585                         | 25,635                        | 171,220            |
| Other expenditure                    | 9     | 399                             | -                             | 399                  | 82                              | -                             | 82                 |
| <b>Total expenditure</b>             |       | <u>265,148</u>                  | <u>42,395</u>                 | <u>307,543</u>       | <u>145,667</u>                  | <u>25,635</u>                 | <u>171,302</u>     |
| <b>Net income/(expenditure)</b>      |       | 41,109                          | (9,291)                       | 31,818               | (18,440)                        | 9,036                         | (9,404)            |
| Transfers between funds              |       | (459)                           | 459                           | -                    | (681)                           | 681                           | -                  |
| <b>Net movement in funds</b>         |       | 40,650                          | (8,832)                       | 31,818               | (19,121)                        | 9,717                         | (9,404)            |
| <b>Reconciliation of funds:</b>      |       |                                 |                               |                      |                                 |                               |                    |
| Fund balances at 5 April 2023        |       | (9,442)                         | 9,717                         | 275                  | 9,679                           | -                             | 9,679              |
| <b>Fund balances at 4 April 2024</b> |       | <u><u>31,208</u></u>            | <u><u>885</u></u>             | <u><u>32,093</u></u> | <u><u>(9,442)</u></u>           | <u><u>9,717</u></u>           | <u><u>275</u></u>  |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# STEPHEN'S PLACE

## BALANCE SHEET

AS AT 4 APRIL 2024

|  | Notes | 2024          |               | 2023         |                |
|--|-------|---------------|---------------|--------------|----------------|
|  |       | £             | £             | £            | £              |
| <b>Fixed assets</b>  |       |               |               |              |                |
| Tangible assets  | 11    |               | 9,484         |              | 10,789         |
| <b>Current assets</b>  |       |               |               |              |                |
| Debtors  | 12    | 697           |               | 68           |                |
| Cash at bank and in hand                                       |       | 31,841        |               | 4,940        |                |
|  |       | <u>32,538</u> |               | <u>5,008</u> |                |
| <b>Creditors: amounts falling due within one year</b>          | 14    | 9,929         |               | 13,317       |                |
| Net current assets/(liabilities)                               |       |               | <u>22,609</u> |              | <u>(8,309)</u> |
| <b>Total assets less current liabilities</b>                   |       |               | <u>32,093</u> |              | <u>2,480</u>   |
| <b>Creditors: amounts falling due after more than one year</b> | 15    |               | -             |              | <u>(2,205)</u> |
| <b>Net assets</b>  |       |               | <u>32,093</u> |              | <u>275</u>     |
| <b>The funds of the charity</b>                                |       |               |               |              |                |
| Restricted income funds  | 16    |               | 885           |              | 9,717          |
| Unrestricted funds   |       |               | <u>31,208</u> |              | <u>(9,442)</u> |
|  |       |               | <u>32,093</u> |              | <u>275</u>     |

The financial statements were approved by the trustees on .....

.....  
H Rhodes Bsc. Hons  
Trustee

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 4 APRIL 2024

---

### 1 Accounting policies

#### Charity information

Stephen's Place is an unincorporated charitable organisation.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2024

---

### 1 Accounting policies

(Continued)

Grant income, including government grants, is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                        |                       |
|------------------------|-----------------------|
| Leasehold improvements | 6 years straight line |
| Plant and equipment    | 33% reducing balance  |
| Computers              | 60% reducing balance  |
| Motor vehicles         | 25% reducing balance  |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2024

### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price including transaction costs. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised at transaction price.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Income from donations and legacies

|                     | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
|---------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Donations and gifts | 350                                | -                                | 350                | 6,299                              | -                                | 6,299              |
| Grants receivable   | 298,356                            | 33,104                           | 331,460            | 112,062                            | 34,671                           | 146,733            |
|                     | <u>298,706</u>                     | <u>33,104</u>                    | <u>331,810</u>     | <u>118,361</u>                     | <u>34,671</u>                    | <u>153,032</u>     |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2024

### 4 Income from charitable activities

|                          | Unrestricted<br>funds<br>2024<br>£ | Unrestricted<br>funds<br>2023<br>£ |
|--------------------------|------------------------------------|------------------------------------|
| <b>Charitable income</b> |                                    |                                    |
| Sale of goods            | -                                  | -                                  |
| Other income             | 7,551                              | 8,866                              |
|                          | <u>7,551</u>                       | <u>8,866</u>                       |

### 5 Charitable activities

|                                     | Charitable<br>expenditure |                |
|-------------------------------------|---------------------------|----------------|
|                                     | 2024<br>£                 | 2023<br>£      |
| Staff costs                         | 38,154                    | 17,832         |
| Depreciation and impairment         | 2,487                     | 1,550          |
| Charitable expenditure              | 180,408                   | 101,448        |
| Freelance labour                    | 54,543                    | 20,252         |
| Premises repairs and renewals       | 5,143                     | 3,300          |
| Rates                               | -                         | 185            |
|                                     | <u>280,735</u>            | <u>144,567</u> |
| Share of support costs (see note 6) | 26,409                    | 26,653         |
|                                     | <u>307,144</u>            | <u>171,220</u> |
| <b>Analysis by fund</b>             |                           |                |
| Unrestricted funds                  | 264,749                   | 145,585        |
| Restricted funds                    | 42,395                    | 25,635         |
|                                     | <u>307,144</u>            | <u>171,220</u> |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2024

| 6 | Support costs         | Support costs<br>£ | Governance costs<br>£ | 2024<br>£     | 2023<br>£     |
|---|-----------------------|--------------------|-----------------------|---------------|---------------|
|   | Repairs               | -                  | -                     | -             | 535           |
|   | Rates                 | 3,004              | -                     | 3,004         | 5,012         |
|   | Light & heat          | 8,560              | -                     | 8,560         | 7,710         |
|   | Sundry                | 2,786              | -                     | 2,786         | 4,080         |
|   | Insurance             | 2,565              | -                     | 2,565         | 1,615         |
|   | Telephone             | 1,804              | -                     | 1,804         | 975           |
|   | Subscriptions         | 1,860              | -                     | 1,860         | 1,407         |
|   | Accountancy           | 3,156              | -                     | 3,156         | 2,639         |
|   | Computer expenses     | 10                 | -                     | 10            | 865           |
|   | Motor running costs   | 2,664              | -                     | 2,664         | 1,815         |
|   |                       | <u>26,409</u>      | <u>-</u>              | <u>26,409</u> | <u>26,653</u> |
|   | Analysed between      |                    |                       |               |               |
|   | Charitable activities | <u>26,409</u>      | <u>-</u>              | <u>26,409</u> | <u>26,653</u> |

Within accountancy costs £1,500 (£1,250 - 2023) relates to the costs for Independent Examination, Remaining expenses relate to payroll and accountancy services provided.

### 7 Trustees

A Trustee, H. Rhodes was paid a sum of £8,420 (2023 - £7,440) to provide administrative services to the charity. H. Rhodes also provided a short term cashflow loan to the charity of £3,560, which does not accrue any interest and is repayable on demand. At the year end date, this loan has been wholly repaid.

H Rhodes was also paid £1,800 (2023 - £1,110) in reimbursement of reasonable travel expenses incurred in her role as a trustee of the charity.

### 8 Employees

| Employment costs   | 2024<br>£     | 2023<br>£     |
|--------------------|---------------|---------------|
| Wages and salaries | <u>38,154</u> | <u>17,832</u> |

No employees received emoluments over £60,000 furthermore, no employee of the charity received total employee benefit of over £10,000.

All employees of the charity worked in a part time capacity. These part time employees represent the equivalent of a two full time employees.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2024

### 8 Employees (Continued)

There were no employees whose annual remuneration was more than £60,000.

### 9 Other expenditure

|                 | Unrestricted<br>funds<br>2024<br>£ | Unrestricted<br>funds<br>2023<br>£ |
|-----------------|------------------------------------|------------------------------------|
| Financing costs | 399                                | 82                                 |
|                 | <u>399</u>                         | <u>82</u>                          |

### 10 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 11 Tangible fixed assets

|                                    | Leasehold<br>improvements<br>£ | Plant and<br>equipment<br>£ | Computers<br>£ | Motor<br>vehicles<br>£ | Total<br>£    |
|------------------------------------|--------------------------------|-----------------------------|----------------|------------------------|---------------|
| <b>Cost</b>                        |                                |                             |                |                        |               |
| At 5 April 2023                    | 7,370                          | 1,969                       | -              | 4,000                  | 13,339        |
| Additions                          | 929                            | -                           | 253            | -                      | 1,182         |
|                                    | <u>8,299</u>                   | <u>1,969</u>                | <u>253</u>     | <u>4,000</u>           | <u>14,521</u> |
| At 4 April 2024                    | 8,299                          | 1,969                       | 253            | 4,000                  | 14,521        |
| <b>Depreciation and impairment</b> |                                |                             |                |                        |               |
| At 5 April 2023                    | 150                            | 650                         | -              | 1,750                  | 2,550         |
| Depreciation charged in the year   | 1,383                          | 435                         | 106            | 563                    | 2,487         |
|                                    | <u>1,533</u>                   | <u>1,085</u>                | <u>106</u>     | <u>2,313</u>           | <u>5,037</u>  |
| At 4 April 2024                    | 1,533                          | 1,085                       | 106            | 2,313                  | 5,037         |
| <b>Carrying amount</b>             |                                |                             |                |                        |               |
| At 4 April 2024                    | <u>6,766</u>                   | <u>884</u>                  | <u>147</u>     | <u>1,687</u>           | <u>9,484</u>  |
| At 4 April 2023                    | <u>7,220</u>                   | <u>1,319</u>                | <u>-</u>       | <u>2,250</u>           | <u>10,789</u> |

### 12 Debtors

|   | 2024<br>£  | 2023<br>£ |
|---|------------|-----------|
| <b>Amounts falling due within one year:</b> |            |           |
| Other debtors                               | 697        | 68        |
|   | <u>697</u> | <u>68</u> |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2024

| 13 Loans and overdrafts | 2024<br>£ | 2023<br>£ |
|-------------------------|-----------|-----------|
| Bank loans              | 1,769     | 5,082     |
| Payable within one year | 1,769     | 2,877     |
| Payable after one year  | -         | 2,205     |

| 14 Creditors: amounts falling due within one year | Notes | 2024<br>£ | 2023<br>£ |
|---|-------|-----------|-----------|
| Bank loans  | 13    | 1,769     | 2,877     |
| Other taxation and social security                |       | 2,412     | 974       |
| Other creditors                                   |       | 1,383     | 6,180     |
| Accruals and deferred income                      |       | 4,365     | 3,286     |
|   |       | 9,929     | 13,317    |

| 15 Creditors: amounts falling due after more than one year | Notes | 2024<br>£ | 2023<br>£ |
|--|-------|-----------|-----------|
| Bank loans   | 13    | -         | 2,205     |

### 16 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

|                                  | At 5 April<br>2023<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | At 4 April<br>2024<br>£ |
|----------------------------------|-------------------------|----------------------------|----------------------------|----------------|-------------------------|
| SOS Core Costs Funding           | -                       | 10,000                     | (10,039)                   | 39             | -                       |
| SOS Staff Costs Funding          | -                       | 13,104                     | (13,104)                   | -              | -                       |
| Essex Community - Breakfast Club | -                       | 10,000                     | (10,000)                   | -              | -                       |
| SCIB - Overnight Support         | 8,397                   | -                          | (8,817)                    | 420            | -                       |
| SCIB - On Your Bike              | 1,320                   | -                          | (435)                      | -              | 885                     |
|                                  | 9,717                   | 33,104                     | (42,395)                   | 459            | 885                     |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2024

### 16 Restricted funds

(Continued)

| Previous year: | At 5 April<br>2022 | Incoming<br>resources | Resources<br>expended | Transfers         | At 4 April<br>2023 |
|----------------|--------------------|-----------------------|-----------------------|-------------------|--------------------|
|                | £                  | £                     | £                     | £                 | £                  |
|                | -                  | 34,671                | (25,635)              | 681               | 9,717              |
|                | <u>          </u>  | <u>          </u>     | <u>          </u>     | <u>          </u> | <u>          </u>  |

At the year-end date, the only remaining balance of restricted funds relates to the NBV of assets purchased with the funding received. This remaining balance is to be released as depreciation, in accordance with the accounting policies.

### 17 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

|                | At 5 April<br>2023 | Incoming<br>resources | Resources<br>expended | Transfers         | At 4 April<br>2024 |
|----------------|--------------------|-----------------------|-----------------------|-------------------|--------------------|
|                | £                  | £                     | £                     | £                 | £                  |
| General funds  | (9,442)            | 306,257               | (265,148)             | (459)             | 31,208             |
|                | <u>          </u>  | <u>          </u>     | <u>          </u>     | <u>          </u> | <u>          </u>  |
| Previous year: | At 5 April<br>2022 | Incoming<br>resources | Resources<br>expended | Transfers         | At 4 April<br>2023 |
|                | £                  | £                     | £                     | £                 | £                  |
| General funds  | 9,679              | 127,227               | (145,667)             | (681)             | (9,442)            |
|                | <u>          </u>  | <u>          </u>     | <u>          </u>     | <u>          </u> | <u>          </u>  |

### 18 Analysis of net assets between funds

|   | Unrestricted<br>funds<br>2024 | Restricted<br>funds<br>2024 | Total<br>2024     |
|---|-------------------------------|-----------------------------|-------------------|
|   | £                             | £                           | £                 |
| Fund balances at 4 April 2024 are represented by: |                               |                             |                   |
| Tangible assets                                   | 8,599                         | 885                         | 9,484             |
| Current assets/(liabilities)                      | 22,609                        | -                           | 22,609            |
|   | <u>          </u>             | <u>          </u>           | <u>          </u> |
|   | 31,208                        | 885                         | 32,093            |
|   | <u>          </u>             | <u>          </u>           | <u>          </u> |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2024

### 18 Analysis of net assets between funds

(Continued)

|  | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
|--|------------------------------------|----------------------------------|--------------------|
| <b>Fund balances at 4 April 2023 are represented by:</b> |                                    |                                  |                    |
| Tangible assets  | 9,470                              | 1,319                            | 10,789             |
| Current assets/(liabilities)                             | (16,707)                           | 8,398                            | (8,309)            |
| Long term liabilities                                    | (2,205)                            | -                                | (2,205)            |
|  | <u>(9,442)</u>                     | <u>9,717</u>                     | <u>275</u>         |

### 19 Related party transactions

There were no disclosable related party transactions during the year (2023 - £6,930).

## Document Activity Report

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**STEPHEN'S PLACE**

England & Wales - Charity number 1189497

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# Accounts

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Charity registration number 1189497

**STEPHEN'S PLACE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 4 APRIL 2023**

# STEPHEN'S PLACE

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                             |  |
|-----------------------------|--|
| <b>Trustees</b>             | Ms H E Rhodes Bsc. Hons<br>Mr C Bain<br>Mrs A Waite                            |
| <b>Charity number</b>       | 1189497  |
| <b>Principal address</b>    | 17 Beresford Road<br>Southend on Sea<br>Essex<br>SS1 2TW                       |
| <b>Independent examiner</b> | TBL Accountants<br>457 Southchurch Road<br>Southend on Sea<br>Essex<br>SS1 2PH |

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# STEPHEN'S PLACE

## CONTENTS

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|                                   | <b>Page</b> |
|-----------------------------------|-------------|
| Trustees' report                  | 1 - 2       |
| Independent examiner's report     | 3           |
| Statement of financial activities | 4           |
| Balance sheet                     | 5           |
| Notes to the financial statements | 6 - 13      |

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# STEPHEN'S PLACE

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 4 APRIL 2023

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The trustees present their annual report and financial statements for the year ended 4 April 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

The charity's objects are the relief of poverty, social exclusion, hardship and distress of those who are in conditions of need while promoting and facilitating integration into society.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Achievements and performance**

The charity's work continues in partnership with Green Pastures CBS Ltd, a Christian social enterprise and has further progressed as Green pastures have provided a third house to enable Stephen's Place to increase the number of homeless they are able to house. The new house purchased by Green Pastures completed on 23<sup>rd</sup> December 2022 and increases our provision of places from 10 to 16. AS well as the partnership with Green Pastures, Stephen's Place has been given the lease to a house which provides a further 4 bed spaces. This comes from a private owner of a house which we will use for the most complex needs and the Lease commenced on 18<sup>th</sup> December 2022. This gives us 20 bed spaces all together. We still benefit from the expertise of Green Pastures and their partners nationwide who also house the homeless. Stephen's Place is also a partner of Green Pastures. The Licensed property had to be thoroughly refurbished as it was in need of a huge amount of repair. We were helped by the Community Investment Board, (CIB) who are appointed by Southend Council to distribute the money that is allocated to them for properties to house the homeless and help the community.

Since the beginning of the of the financial year commencing, April 5<sup>th</sup> 2022, the occupancy rate has been 95% and the charity has provided 5,412 available night spaces for 20 people from 10 people at the beginning of the year, totalling 5142 places taken.

At the beginning of the year, the charity employed 1 paid member of staff working 16 hours a week. In October 2022 we employed an additional full-time member of staff, working 40 hours a week and who is self-employed. We also employed another member of staff who worked 20 hours a week and was paid through PAYE and who concentrates fully on Admin. This was required due to the increase of paperwork as well as the new property that Green Pastures were in the process of purchasing. We also took on 4 volunteers who work a total of 40 hours per week. Further to this another charity, "Get the Kids Out" were paid by us as they provided mentoring and help with those of our residents who suffered from poor mental health including social anxiety.

We received £10,000 from SAVS, (Southend Voluntary Services) in May 2022 for core costs which was used mainly for staff wages. We received a grant in November 2022 which was to buy bikes for our 10 residents to help keep them active. The amount we received was £4,150 and was from the CIB, (Community Investment Board). We were also given a Grant of £13,104, which is for wages for a full-time member of staff to deal with support and care for out of hours care and emergency care for our most vulnerable residents. This payment will be received every 6 months for 2 years making a total grant of £52,416.

Our breakfast club for the community continues to flourish and is sustained with donations from those receiving the breakfasts and by others in the Community and from grants. At present we are giving a free /by donation full cooked English Breakfast every Tuesday morning and are serving the most vulnerable people in Southend.

We ran a fund-raising Curry and Quiz night on 2<sup>nd</sup> July 2022 from which we received £353.00. Another fund-raising event was on 22<sup>nd</sup> February 2022 from which we raised £263.88 and was to celebrate the Jubilee. Christmas 2022 we invited the community to a free Christmas lunch with all the trimmings. This was funded by donations of food and cash to cover the expenses. Over 100 enjoyed a traditional Christmas lunch.

# STEPHEN'S PLACE

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 4 APRIL 2023**

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### **Financial review**

Incoming resources in the year have increased from £110,023 (2022) to £161,896 (2023) whilst expenditure has increased from 107,359 (2022) to £171,302 (2023). The increase in funding has been achieved mostly through the successful application of grant funding, external to the core funding for the housing of residents. The increase in expenditure relates to the acquisition and refurbishment of a third premises and the extension of support offered to residents. The charity made a deficit of £9,404 in the year compared to the surplus of £2,664 in 2022.

The charity has an established funding relationship with local authorities and an external support relationship with an established housing charity, Green Pastures. These relationships have allowed the charity to grow over the 2023 year and establish reasonable reserves, as discussed below. There is no indication that either relationship is likely to end within the next 12 months and so the Trustee consider the charity to represent a going concern.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. Having experienced a period of rapid growth, the charity has made steps towards this level and will continue to do so.

The costs incurred in bringing the new properties to a suitable standard has led to us taking two loans to support the unrestricted funds of the Charity thus ensuring that the Charity is not using restricted funds to support the Charity.

### **Structure, governance and management**

The charity is a charitable incorporation organisation.

The trustees who served during the year and up to the date of signature of the financial statements were:

Ms H E Rhodes Bsc. Hons

Mr C Bain

Mrs A Waite

Trustees are recruited from suitable volunteers, with due regard given to the skills knowledge and experience needed for effective administrations of the charity. All trustees, apart from the first trustees, must be appointed by a resolution passed at a properly convened meeting of the charity trustees.

The trustees' report was approved by the Board of Trustees.

.....  
Ms H E Rhodes Bsc. Hons

**Trustee**

Date: .....

# STEPHEN'S PLACE

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STEPHEN'S PLACE

---

I report to the trustees on my examination of the financial statements of Stephen's Place (the charity) for the year ended 4 April 2023.

### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

### **TBL Accountants**

457 Southchurch Road  
Southend on Sea  
Essex  
SS1 2PH

Dated: .....

# STEPHEN'S PLACE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 4 APRIL 2023**

|                                      | Notes | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ | Unrestricted<br>funds<br>2022<br>£ |
|--------------------------------------|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|
| <b>Income from:</b>                  |       |                                    |                                  |                    |                                    |
| Donations and legacies               | 3     | 118,361                            | 34,671                           | 153,032            | 110,023                            |
| Charitable activities                | 4     | 8,866                              | -                                | 8,866              | -                                  |
| <b>Total income</b>                  |       | <u>127,227</u>                     | <u>34,671</u>                    | <u>161,898</u>     | <u>110,023</u>                     |
| <b>Expenditure on:</b>               |       |                                    |                                  |                    |                                    |
| Charitable activities                | 5     | 145,585                            | 25,635                           | 171,220            | 107,359                            |
| Other expenditure                    | 10    | 82                                 | -                                | 82                 | -                                  |
| <b>Total expenditure</b>             |       | <u>145,667</u>                     | <u>25,635</u>                    | <u>171,302</u>     | <u>107,359</u>                     |
| <b>Net income/(expenditure)</b>      |       | (18,440)                           | 9,036                            | (9,404)            | 2,664                              |
| Transfers between funds              |       | (681)                              | 681                              | -                  | -                                  |
| <b>Net movement in funds</b>         | 7     | (19,121)                           | 9,717                            | (9,404)            | 2,664                              |
| <b>Reconciliation of funds:</b>      |       |                                    |                                  |                    |                                    |
| Fund balances at 5 April 2022        |       | 9,679                              | -                                | 9,679              | 7,015                              |
| <b>Fund balances at 4 April 2023</b> |       | <u>(9,442)</u>                     | <u>9,717</u>                     | <u>275</u>         | <u>9,679</u>                       |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# STEPHEN'S PLACE

## BALANCE SHEET

AS AT 4 APRIL 2023

|  |       | 2023            |                | 2022           |              |
|--|-------|-----------------|----------------|----------------|--------------|
|  | Notes | £               | £              | £              | £            |
| <b>Fixed assets</b>  |       |                 |                |                |              |
| Tangible assets  | 12    |                 | 10,789         |                | 3,000        |
| <b>Current assets</b>  |       |                 |                |                |              |
| Debtors  | 13    | 68              |                | 1,206          |              |
| Cash at bank and in hand                                       |       | 4,940           |                | 8,753          |              |
|  |       | <u>5,008</u>    |                | <u>9,959</u>   |              |
| <b>Creditors: amounts falling due within one year</b>          | 15    | <u>(13,317)</u> |                | <u>(3,280)</u> |              |
| <b>Net current (liabilities)/assets</b>                        |       |                 | <u>(8,309)</u> |                | <u>6,679</u> |
| <b>Total assets less current liabilities</b>                   |       |                 | 2,480          |                | 9,679        |
| <b>Creditors: amounts falling due after more than one year</b> | 16    |                 | <u>(2,205)</u> |                | <u>-</u>     |
| <b>Net assets excluding pension liability</b>                  |       |                 | 275            |                | 9,679        |
| <b>Net assets</b>  |       |                 | <u>275</u>     |                | <u>9,679</u> |
| <b>The funds of the charity</b>                                |       |                 |                |                |              |
| Restricted income funds  | 17    |                 | 9,717          |                | -            |
| Unrestricted funds   |       |                 | <u>(9,442)</u> |                | <u>9,679</u> |
|  |       |                 | <u>275</u>     |                | <u>9,679</u> |

The financial statements were approved by the trustees on .....

.....  
Ms H E Rhodes Bsc. Hons  
Trustee

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 4 APRIL 2023

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#### 1 Accounting policies

##### Charity information

Stephen's Place is an unincorporated charitable organisation.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2023

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                        |  |
|------------------------|--|
| Leasehold improvements | Enter depreciation rate via StatDB - cd99988 |
| Plant and equipment    | 33% reducing balance                         |
| Motor vehicles         | 25% reducing balance                         |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price including transaction costs. Financial assets classified as receivable within one year are not amortised.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2023

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised at transaction price.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Income from donations and legacies

|                     | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ | Unrestricted<br>funds<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ |
|---------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Donations and gifts | 6,299                              | -                                | 6,299              | 7,723                              | -                                | 7,723              |
| Grants receivable   | 112,062                            | 34,671                           | 146,733            | 102,300                            | -                                | 102,300            |
|                     | <u>118,361</u>                     | <u>34,671</u>                    | <u>153,032</u>     | <u>110,023</u>                     | <u>-</u>                         | <u>110,023</u>     |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2023

### 4 Income from charitable activities

|                          | Unrestricted<br>funds<br>2023<br>£ | Unrestricted<br>funds<br>2022<br>£ |
|--------------------------|------------------------------------|------------------------------------|
| <b>Charitable income</b> |                                    |                                    |
| Other income             | 8,866                              | -                                  |

### 5 Charitable activities

|                                     | Charitable<br>expenditure |                |
|-------------------------------------|---------------------------|----------------|
|                                     | 2023<br>£                 | 2022<br>£      |
| Staff costs                         | 17,832                    | 8,484          |
| Depreciation and impairment         | 1,550                     | 1,000          |
| Charitable expenditure              | 101,448                   | 76,490         |
| Freelance labour                    | 20,252                    | -              |
| Premises repairs and renewals       | 3,300                     | -              |
| Rates                               | 185                       | -              |
|                                     | <u>144,567</u>            | <u>85,974</u>  |
| Share of support costs (see note 6) | 26,653                    | 21,385         |
|                                     | <u>171,220</u>            | <u>107,359</u> |
| <b>Analysis by fund</b>             |                           |                |
| Unrestricted funds                  | 145,585                   | 107,359        |
| Restricted funds                    | 25,635                    | -              |
|                                     | <u>171,220</u>            | <u>107,359</u> |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2023

### 6 Support costs

|   | Support costs | Governance costs | 2023          | 2022          |
|---|---------------|------------------|---------------|---------------|
|   | £             | £                | £             | £             |
| Repairs                                   | 535           | -                | 535           | 5,839         |
| Rates                                     | 5,012         | -                | 5,012         | 4,797         |
| Light & heat                              | 7,710         | -                | 7,710         | 3,336         |
| Sundry                                    | 4,080         | -                | 4,080         | 1,632         |
| Insurance                                 | 1,615         | -                | 1,615         | 1,048         |
| Telephone                                 | 975           | -                | 975           | 652           |
| Subscriptions                             | 1,407         | -                | 1,407         | 1,607         |
| Accountancy                               | 2,639         | -                | 2,639         | 1,298         |
| Computer expenses                         | 865           | -                | 865           | 347           |
| Motor running costs                       | 1,815         | -                | 1,815         | 829           |
|   | <u>26,653</u> | <u>-</u>         | <u>26,653</u> | <u>21,385</u> |
| Analysed between<br>Charitable activities | <u>26,653</u> | <u>-</u>         | <u>26,653</u> | <u>21,385</u> |

### 7 Net movement in funds

|   | 2023         | 2022         |
|---|--------------|--------------|
|   | £            | £            |
| The net movement in funds is stated after charging/(crediting): |              |              |
| Depreciation of owned tangible fixed assets                     | <u>1,550</u> | <u>1,000</u> |

### 8 Trustees

A Trustee, H. Rhodes was paid a sum of £7,440 (2022 - £5,310) to provide administrative services to the charity. H. Rhodes also provided a short term cashflow loan to the charity of £5,250, which does not accrue any interest and is repayable on demand. At the year end date, this loan holds a balance of £5,000.

H Rhodes was also paid £1,110 (2022 - £490) in reimbursement of reasonable travel expenses incurred in her role as a trustee of the charity.

### 9 Employees

| Employment costs   | 2023          | 2022         |
|--------------------|---------------|--------------|
|                    | £             | £            |
| Wages and salaries | <u>17,832</u> | <u>8,484</u> |

No employees received emoluments over £60,000 furthermore, no employee of the charity received total employee benefit of over £10,000.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2023

### 9 Employees

(Continued)

All employees of the charity worked in a part time capacity. These part time employees represent the equivalent of a single full time employee.

There were no employees whose annual remuneration was more than £60,000.

### 10 Other expenditure

|                 | Unrestricted<br>funds<br>2023<br>£ | Unrestricted<br>funds<br>2022<br>£ |
|-----------------|------------------------------------|------------------------------------|
| Financing costs | 82                                 | -                                  |

### 11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 12 Tangible fixed assets

|                                    | Leasehold<br>improvements<br>£ | Plant and<br>equipment<br>£ | Motor<br>vehicles<br>£ | Total<br>£ |
|------------------------------------|--------------------------------|-----------------------------|------------------------|------------|
| <b>Cost</b>                        |                                |                             |                        |            |
| At 5 April 2022                    | -                              | -                           | 4,000                  | 4,000      |
| Additions                          | 7,370                          | 1,969                       | -                      | 9,339      |
| At 4 April 2023                    | 7,370                          | 1,969                       | 4,000                  | 13,339     |
| <b>Depreciation and impairment</b> |                                |                             |                        |            |
| At 5 April 2022                    | -                              | -                           | 1,000                  | 1,000      |
| Depreciation charged in the year   | 150                            | 650                         | 750                    | 1,550      |
| At 4 April 2023                    | 150                            | 650                         | 1,750                  | 2,550      |
| <b>Carrying amount</b>             |                                |                             |                        |            |
| At 4 April 2023                    | 7,220                          | 1,319                       | 2,250                  | 10,789     |
| At 4 April 2022                    | -                              | -                           | 3,000                  | 3,000      |

### 13 Debtors

|   | 2023<br>£ | 2022<br>£ |
|---|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| Other debtors                               | 68        | 1,206     |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2023

### 14 Loans and overdrafts

|                         | 2023<br>£ | 2022<br>£ |
|-------------------------|-----------|-----------|
| Bank loans              | 5,082     | -         |
| Payable within one year | 2,877     | -         |
| Payable after one year  | 2,205     | -         |

### 15 Creditors: amounts falling due within one year

|                                    | Notes | 2023<br>£ | 2022<br>£ |
|------------------------------------|-------|-----------|-----------|
| Bank loans                         | 14    | 2,877     | -         |
| Other taxation and social security |       | 974       | -         |
| Other creditors                    |       | 6,180     | 2,280     |
| Accruals and deferred income       |       | 3,286     | 1,000     |
|                                    |       | 13,317    | 3,280     |

### 16 Creditors: amounts falling due after more than one year

|            | Notes | 2023<br>£ | 2022<br>£ |
|------------|-------|-----------|-----------|
| Bank loans | 14    | 2,205     | -         |

### 17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

| At 5 April<br>2022<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | At 4 April<br>2023<br>£ |
|-------------------------|----------------------------|----------------------------|----------------|-------------------------|
| -                       | 34,671                     | (25,635)                   | 681            | 9,717                   |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2023

### 18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

|                       | At 5 April<br>2022         | Incoming<br>resources         | Resources<br>expended         | Transfers        | At 4 April<br>2023         |
|-----------------------|----------------------------|-------------------------------|-------------------------------|------------------|----------------------------|
|                       | £                          | £                             | £                             | £                | £                          |
| General funds         | 9,679                      | 127,227                       | (145,667)                     | (681)            | (9,442)                    |
|                       | <u>9,679</u>               | <u>127,227</u>                | <u>(145,667)</u>              | <u>(681)</u>     | <u>(9,442)</u>             |
| <b>Previous year:</b> | <b>At 5 April<br/>2021</b> | <b>Incoming<br/>resources</b> | <b>Resources<br/>expended</b> | <b>Transfers</b> | <b>At 4 April<br/>2022</b> |
|                       | £                          | £                             | £                             | £                | £                          |
| General funds         | 7,015                      | 110,023                       | (107,359)                     | -                | 9,679                      |
|                       | <u>7,015</u>               | <u>110,023</u>                | <u>(107,359)</u>              | <u>-</u>         | <u>9,679</u>               |

### 19 Analysis of net assets between funds

|                              | Unrestricted<br>funds<br>2023 | Restricted<br>funds<br>2023 | Total<br>2023  |
|------------------------------|-------------------------------|-----------------------------|----------------|
|                              | £                             | £                           | £              |
| <b>At 4 April 2023:</b>      |                               |                             |                |
| Tangible assets              | 9,470                         | 1,319                       | 10,789         |
| Current assets/(liabilities) | (16,707)                      | 8,398                       | (8,309)        |
| Long term liabilities        | (2,205)                       | -                           | (2,205)        |
|                              | <u>(9,442)</u>                | <u>9,717</u>                | <u>275</u>     |
|                              | <u>9,470</u>                  | <u>9,717</u>                | <u>10,789</u>  |
|                              | <u>(16,707)</u>               | <u>8,398</u>                | <u>(8,309)</u> |
|                              | <u>(2,205)</u>                | <u>-</u>                    | <u>(2,205)</u> |
|                              | <u>(9,442)</u>                | <u>9,717</u>                | <u>275</u>     |
|                              | <u>9,470</u>                  | <u>9,717</u>                | <u>10,789</u>  |
|                              | <u>(16,707)</u>               | <u>8,398</u>                | <u>(8,309)</u> |
|                              | <u>(2,205)</u>                | <u>-</u>                    | <u>(2,205)</u> |
|                              | <u>(9,442)</u>                | <u>9,717</u>                | <u>275</u>     |
|                              | <u>9,470</u>                  | <u>9,717</u>                | <u>10,789</u>  |
|                              | <u>(16,707)</u>               | <u>8,398</u>                | <u>(8,309)</u> |
|                              | <u>(2,205)</u>                | <u>-</u>                    | <u>(2,205)</u> |
|                              | <u>(9,442)</u>                | <u>9,717</u>                | <u>275</u>     |
|                              | <u>9,470</u>                  | <u>9,717</u>                | <u>10,789</u>  |
|                              | <u>(16,707)</u>               | <u>8,398</u>                | <u>(8,309)</u> |
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|                              | <u>(9,442)</u>                | <u>9,717</u>                | <u>275</u>     |
|                              | <u>9,470</u>                  | <u>9,717</u>                | <u>10,7</u>    |

## Document Activity Report

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**STEPHEN'S PLACE**

England & Wales - Charity number 1189497

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# Accounts

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Charity Registration No. 1189497

**STEPHEN'S PLACE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 4 APRIL 2022**

# STEPHEN'S PLACE

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                             |  |                                |
|-----------------------------|--|--------------------------------|
| <b>Trustees</b>             | Ms H E Rhodes Bsc. Hons<br>Mr C Bain<br>Mrs A Waite                            | (Appointed 21 October<br>2021) |
| <b>Charity number</b>       | 1189497  |                                |
| <b>Principal address</b>    | 17 Beresford Road<br>Southend on Sea<br>Essex<br>SS1 2TW                       |                                |
| <b>Independent examiner</b> | TBL Accountants<br>457 Southchurch Road<br>Southend on Sea<br>Essex<br>SS1 2PH |                                |

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# STEPHEN'S PLACE

## CONTENTS

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|                                   | <b>Page</b> |
|-----------------------------------|-------------|
| Trustees' report                  | 1 - 2       |
| Independent examiner's report     | 3           |
| Statement of financial activities | 4           |
| Balance sheet                     | 5           |
| Notes to the financial statements | 6 - 11      |

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# STEPHEN'S PLACE

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 4 APRIL 2022**

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The trustees present their annual report and financial statements for the year ended 4 April 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

### **Objectives and activities**

The charity's objects are the relief of poverty, social exclusion, hardship and distress of those who are in conditions of need while promoting and facilitating integration into society.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

### **Achievements and performance**

The charity's works in partnership with Green Pastures CBS Ltd, a Christian social enterprise, has progressed as Green pastures have provided a second house to enable Stephen's Place to increase the number of homeless they are able to house. Stephen's Place still benefit from the expertise of Green Pastures and their partners nationwide who also house the homeless. Stephen's Place is also a partner of Green Pastures. The second house was purchased by Green Pastures on 10th May 2021 and on the 24th May the first resident moved into the second house used by Stephen's Place.

Since the beginning of the of the financial year commencing, April 5th 2021, the occupancy rate has been 95% and the charity has provided 3650 available night spaces for 10 people, totalling 3488 places taken.

The charity employed one paid member of staff working 16 hours a week On 29<sup>th</sup> September 2021. The charity pays the employee through PAYE. Another person was employed on 28<sup>th</sup> January 2022, working 20 hours a week and paid through PAYE. We also employ a cleaner who works 5 hours a week.

In December 2021, a second hand conservatory was purchased and erected at our Gainsborough Drive house.

We received £1000 from SAVS, (Southend Voluntary Services) for emergency care and supplies. From the money we received we bought clothes for new residents moving in who had been on the streets or in prison, providing food parcels for those in the same predicament also bedding was purchased. With the money over we bought food for our Breakfast club which serves the Community with a full English Breakfast every Tuesday morning. Many of our clients are homeless, vulnerable and in poverty.

### **Financial review**

Incoming resources in the year have increased from £40,233 (2021) to £110,023 (2022) whilst expenditure has increased from £33,216 (2021) to £107,359 (2022). This increase in both income and expenditure is directly proportionate to the additional residents aided through the addition of the second house in May 2021, as described above. The charity made a surplus of £2,664 in the year compared to the surplus of £7,015 in 2021, which continues to build the charity's reserves (£9,679 at 5th April 2022)

The charity has an established funding relationship with local authorities and an external support relationship with an established housing charity, Green Pastures. These relationships have allowed the charity to grow over the 2022 year and establish reasonable reserves, as discussed below. There is no indication that either relationship is likely to end within the next 12 months and so the Trustee consider the charity to represent a going concern.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. Having experienced a period of rapid growth, the charity has made steps towards this level and will continue to do so.

# STEPHEN'S PLACE

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 4 APRIL 2022**

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### **Structure, governance and management**

The charity is a charitable incorporation organisation.

The trustees who served during the year and up to the date of signature of the financial statements were:

Ms H E Rhodes Bsc. Hons

Mr C Bain

Mrs A Waite

(Appointed 21 October 2021)

Trustees are recruited from suitable volunteers, with due regard given to the skills knowledge and experience needed for effective administrations of the charity. All trustees, apart from the first trustees, must be appointed by a resolution passed at a properly convened meeting of the charity trustees.

The trustees' report was approved by the Board of Trustees.

.....  
Ms H E Rhodes Bsc. Hons  
Trustee

Date: .....

# STEPHEN'S PLACE

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STEPHEN'S PLACE

---

I report to the trustees on my examination of the financial statements of Stephen's Place (the charity) for the year ended 4 April 2022.

### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

  
TBL Accountants

457 Southchurch Road  
Southend on Sea  
Essex  
SS1 2PH

Dated: 8/6/2022

# STEPHEN'S PLACE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 4 APRIL 2022

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|   |       | Unrestricted funds | Unrestricted funds |
|---|-------|--------------------|--------------------|
|   | Notes | 2022               | 2021               |
|   |       | £                  | £                  |
| <b><u>Income from:</u></b>                                |       |                    |                    |
| Donations and legacies                                    | 3     | 110,023            | 40,233             |
|   |       | <hr/>              | <hr/>              |
| <b><u>Expenditure on:</u></b>                             |       |                    |                    |
| Charitable activities                                     | 4     | 107,359            | 33,218             |
|   |       | <hr/>              | <hr/>              |
| <b>Net income for the year/<br/>Net movement in funds</b> |       | 2,664              | 7,015              |
| Fund balances at 5 April 2021                             |       | 7,015              | -                  |
|   |       | <hr/>              | <hr/>              |
| <b>Fund balances at 4 April 2022</b>                      |       | 9,679              | 7,015              |
|   |       | <hr/> <hr/>        | <hr/> <hr/>        |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# STEPHEN'S PLACE

## BALANCE SHEET

AS AT 4 APRIL 2022

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|   | Notes | 2022<br>£      | £            | 2021<br>£      | £            |
|---|-------|----------------|--------------|----------------|--------------|
| <b>Fixed assets</b>                                   |       |                |              |                |              |
| Tangible assets                                       | 8     |                | 3,000        |                | -            |
| <b>Current assets</b>                                 |       |                |              |                |              |
| Debtors   | 9     | 1,206          |              | -              |              |
| Cash at bank and in hand                              |       | 8,753          |              | 9,550          |              |
|   |       | <u>9,959</u>   |              | <u>9,550</u>   |              |
| <b>Creditors: amounts falling due within one year</b> | 10    | <u>(3,280)</u> |              | <u>(2,535)</u> |              |
| Net current assets                                    |       |                | <u>6,679</u> |                | <u>7,015</u> |
| <b>Total assets less current liabilities</b>          |       |                | <u>9,679</u> |                | <u>7,015</u> |
| <b>Income funds</b>                                   |       |                |              |                |              |
| Unrestricted funds                                    |       |                | <u>9,679</u> |                | <u>7,015</u> |
|   |       |                | <u>9,679</u> |                | <u>7,015</u> |

The financial statements were approved by the Trustees on .....

.....  
Ms H E Rhodes Bsc. Hons  
Trustee

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 4 APRIL 2022

---

#### 1 Accounting policies

##### Charity information

Stephen's Place is an unincorporated charitable organisation.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2022

---

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                |                      |
|----------------|----------------------|
| Motor vehicles | 25% reducing balance |
|----------------|----------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price including transaction costs. Financial assets classified as receivable within one year are not amortised.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2022

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised at transaction price.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

|                     | Unrestricted<br>funds | Unrestricted<br>funds |
|---------------------|-----------------------|-----------------------|
|                     | 2022                  | 2021                  |
|                     | £                     | £                     |
| Donations and gifts | 7,723                 | 6,136                 |
| Grants receivable   | 102,300               | 34,097                |
|                     | <u>110,023</u>        | <u>40,233</u>         |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 4 APRIL 2022

### 4 Charitable activities

|                                     | Charitable<br>Expenditure<br>Heading 1 |               |
|-------------------------------------|--|---------------|
|                                     | 2022                                   | 2021          |
|                                     | £                                      | £             |
| Depreciation and impairment         | 1,000                                  | -             |
| Charitable expenditure              | 76,490                                 | 24,697        |
|                                     | <u>77,490</u>                          | <u>24,697</u> |
| Share of support costs (see note 5) | 29,869                                 | 8,521         |
|                                     | <u>107,359</u>                         | <u>33,218</u> |

### 5 Support costs

|   | Support<br>costs | Governance<br>costs | 2022          | 2021         |
|---|------------------|---------------------|---------------|--------------|
|   | £                | £                   | £             | £            |
| Staff costs                               | 8,484            | -                   | 8,484         | -            |
| Repairs                                   | 5,839            | -                   | 5,839         | 3,527        |
| Rates                                     | 4,797            | -                   | 4,797         | 1,229        |
| Light & heat                              | 3,336            | -                   | 3,336         | 156          |
| Sundry                                    | 1,632            | -                   | 1,632         | 1,848        |
| Insurance                                 | 1,048            | -                   | 1,048         | 617          |
| Telephone                                 | 652              | -                   | 652           | 213          |
| Subscriptions                             | 1,607            | -                   | 1,607         | 231          |
| Accountancy                               | 1,298            | -                   | 1,298         | 600          |
| Computer expenses                         | 347              | -                   | 347           | 100          |
| Motor running costs                       | 829              | -                   | 829           | -            |
|   | <u>29,869</u>    | <u>-</u>            | <u>29,869</u> | <u>8,521</u> |
| Analysed between<br>Charitable activities | <u>29,869</u>    | <u>-</u>            | <u>29,869</u> | <u>8,521</u> |

### 6 Trustees

A Trustee, H. Rhodes was paid a sum of £5,310 to provide administrative services to the charity and another, M. Bain, was paid a sum of £2,310 for repair and maintenance services provided to the charity.

H Rhodes was also paid £490 in reimbursement of reasonable travel expenses incurred in her role as a trustee of the charity.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 4 APRIL 2022

### 7 Employees

| Employment costs   | 2022<br>£ | 2021<br>£ |
|--------------------|-----------|-----------|
| Wages and salaries | 8,484     | -         |

No employees received emoluments over £60,000 furthermore, no employee of the charity received total employee benefit of over £10,000.

All employees of the charity worked in a part time capacity. These part time employees represent the equivalent of a single full time employee.

There were no employees whose annual remuneration was more than £60,000.

### 8 Tangible fixed assets

|                                    | Motor vehicles<br>£ |
|------------------------------------|---------------------|
| <b>Cost</b>                        |                     |
| Additions                          | 4,000               |
| At 4 April 2022                    | 4,000               |
| <b>Depreciation and impairment</b> |                     |
| Depreciation charged in the year   | 1,000               |
| At 4 April 2022                    | 1,000               |
| <b>Carrying amount</b>             |                     |
| At 4 April 2022                    | 3,000               |

### 9 Debtors

|   | 2022<br>£ | 2021<br>£ |
|---|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| Other debtors                               | 1,206     | -         |

### 10 Creditors: amounts falling due within one year

|                              | 2022<br>£ | 2021<br>£ |
|------------------------------|-----------|-----------|
| Other creditors              | 2,280     | 1,935     |
| Accruals and deferred income | 1,000     | 600       |
|                              | 3,280     | 2,535     |

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 4 APRIL 2022**

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### 11 Related party transactions

As at 4th April 2022 the charity owed £2,129.75 to two trustee in respect of initial costs paid by the trustee and charity expenses paid by Trustees. This amount owed can be attributed as follows:

- H. Rhodes: £1,393
- C. Bains: £737

## Document Activity Report

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**STEPHEN'S PLACE**

England & Wales - Charity number 1189497

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# Accounts

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Charity Registration No. 1189497

**STEPHEN'S PLACE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 4 APRIL 2021**

# STEPHEN'S PLACE

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                          |  |  |
|--------------------------|--|--|
| <b>Trustees</b>          | Ms H E Rhodes Bsc. Hons<br>Mr C Bain<br>Mrs A Waite                            | (Appointed 1 June 2020)<br>(Appointed 1 June 2020)<br>(Appointed 21 October<br>2021) |
| <b>Charity number</b>    | 1189497  |  |
| <b>Principal address</b> | 17 Beresford Road<br>Southend on Sea<br>Essex<br>SS1 2TW                       |  |
| <b>Accountants</b>       | TBL Accountants<br>457 Southchurch Road<br>Southend on Sea<br>Essex<br>SS1 2PH |  |

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# **STEPHEN'S PLACE**

## **CONTENTS**

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|                                   | <b>Page</b> |
|-----------------------------------|-------------|
| Trustees' report                  | 1           |
| Accountants' report               | 2           |
| Statement of financial activities | 3           |
| Balance sheet                     | 4           |
| Notes to the financial statements | 5 - 8       |

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# STEPHEN'S PLACE

## TRUSTEES' REPORT

**FOR THE PERIOD ENDED 4 APRIL 2021**

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The trustees present their annual report and financial statements for the period ended 4 April 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

### Objectives and activities

The charity's objects are the relief of poverty, social exclusion, hardship and distress of those who are in conditions of need while promoting and facilitating integration into society.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

### Achievements and performance

The charity works in partnership with Green Pastures CBS Limited, a Christian social enterprise, which gives the charity access to the combined expertise of not only Green Pastures but also Green Pastures partners nationwide, all housing the homeless. The first house to be used by Stephen's Place was purchased by Green Pastures 15th July 2020 and our first resident moved in 4th August.

Since the beginning of this project, the occupancy rate has been 100% and as of 27th March 2021 the charity has provided 238 available nights for five people totalling 1190 nights of accommodation.

### Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the period.

### Structure, governance and management

The charity is a charitable incorporation organisation.

The trustees who served during the period and up to the date of signature of the financial statements were:

Ms H E Rhodes Bsc. Hons

(Appointed 1 June 2020)

Mr C Bain

(Appointed 1 June 2020)

Mrs A Waite

(Appointed 21 October 2021)

The trustees' report was approved by the Board of Trustees.

  
.....  
Ms H E Rhodes Bsc. Hons

Trustee

Date: 22/3/22.....

## STEPHEN'S PLACE

### CHARTERED CERTIFIED ACCOUNTANTS' REPORT TO THE TRUSTEES ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF STEPHEN'S PLACE FOR THE PERIOD ENDED 4 APRIL 2021

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In order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the financial statements of Stephen's Place for the period ended 4 April 2021, which comprise the statement of financial activities and the related notes from the charity's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <https://www.accaglobal.com/gb/en/member/standards/rules-and-standards/rulebook.html>.

This report is made to the charity's trustees, as a body, in accordance with the terms of our engagement letter dated 22 February 2022. Our work has been undertaken solely to prepare for your approval the financial statements of Stephen's Place and state those matters that we have agreed to state to the charity's trustees, as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at [https://www.accaglobal.com/content/dam/ACCA\\_Global/Technical/fact/technical-factsheet-163.pdf](https://www.accaglobal.com/content/dam/ACCA_Global/Technical/fact/technical-factsheet-163.pdf). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Stephen's Place and the charity's trustees as a body, for our work or for this report.

It is your duty to ensure that Stephen's Place has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and surplus of Stephen's Place. You consider that Stephen's Place is exempt from the statutory audit requirement for the period, and is not required to obtain an independent examiner's report.)

We have not been instructed to carry out an audit or a review of the financial statements of Stephen's Place. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

  
TBL Accountants

Chartered Certified Accountants

22/3/2022  
.....

457 Southchurch Road  
Southend on Sea  
Essex  
SS1 2PH

## STEPHEN'S PLACE

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 4 APRIL 2021

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|   | Notes | Unrestricted<br>funds<br>2021<br>£ |
|---|-------|------------------------------------|
| <b>Income from:</b>   |       |                                    |
| Donations and legacies                                      | 3     | 40,233                             |
| <b>Expenditure on:</b>                                      |       |                                    |
| Charitable activities                                       | 4     | 33,218                             |
| <b>Net income for the period/<br/>Net movement in funds</b> |       | 7,015                              |
| Fund balances at 14 May 2020                                |       | -                                  |
| <b>Fund balances at 4 April 2021</b>                        |       | <u>7,015</u>                       |

The statement of financial activities includes all gains and losses recognised in the period.

All income and expenditure derive from continuing activities.

# STEPHEN'S PLACE

## BALANCE SHEET

AS AT 4 APRIL 2021

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|   | Notes | 2021<br>£      | £            |
|---|-------|----------------|--------------|
| <b>Current assets</b>                                 |       |                |              |
| Cash at bank and in hand                              |       | 9,550          |              |
| <b>Creditors: amounts falling due within one year</b> | 8     | <u>(2,535)</u> |              |
| Net current assets                                    |       |                | <u>7,015</u> |
| <b>Income funds</b>                                   |       |                |              |
| Unrestricted funds                                    |       |                | <u>7,015</u> |
|   |       |                | <u>7,015</u> |

The financial statements were approved by the Trustees on 22/3/22



Ms H E Rhodes Bsc. Hons  
Trustee

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 4 APRIL 2021

---

### 1 Accounting policies

#### Charity Information

Stephen's Place is an unincorporated charitable organisation.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE PERIOD ENDED 4 APRIL 2021

---

#### 1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price including transaction costs. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised at transaction price.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 4 APRIL 2021

### 3 Donations and legacies

|                     | Unrestricted<br>funds |
|---------------------|-----------------------|
|                     | 2021<br>£             |
| Donations and gifts | 6,136                 |
| Grants receivable   | 34,097                |
|                     | <u>40,233</u>         |

### 4 Charitable activities

|                                     | 2021<br>£     |
|-------------------------------------|---------------|
| Charitable expenditure              | 24,697        |
| Share of support costs (see note 5) | 8,521         |
|                                     | <u>33,218</u> |

### 5 Support costs

|   | Support<br>costs<br>£ | Governance<br>costs<br>£ | 2021<br>£    |
|---|-----------------------|--------------------------|--------------|
| Repairs                                   | 3,527                 | -                        | 3,527        |
| Rates                                     | 1,229                 | -                        | 1,229        |
| Light & Heat                              | 156                   | -                        | 156          |
| Sundry                                    | 1,848                 | -                        | 1,848        |
| Insurance                                 | 617                   | -                        | 617          |
| Telephone                                 | 213                   | -                        | 213          |
| Subscriptions                             | 231                   | -                        | 231          |
| Accountancy                               | 600                   | -                        | 600          |
| Computer Expenses                         | 100                   | -                        | 100          |
|   | <u>8,521</u>          | <u>-</u>                 | <u>8,521</u> |
| Analysed between<br>Charitable activities | <u>8,521</u>          | <u>-</u>                 | <u>8,521</u> |

### 6 Trustees

# STEPHEN'S PLACE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 4 APRIL 2021

---

### 6 Trustees

(Continued)

One of the trustees was paid a sum of £3,120 to provide administrative services to the charity and two of them were reimbursed a total of £650 travelling expenses.

### 7 Employees

There are no employees.

### 8 Creditors: amounts falling due within one year

|                              | 2021        |
|------------------------------|-------------|
|                              | £           |
| Other creditors              | 1,935       |
| Accruals and deferred income | 600         |
|                              | <hr/>       |
|                              | 2,535       |
|                              | <hr/> <hr/> |

### 9 Related party transactions

As at 4th April 2021 the charity owed £1,935 to a trustee in respect of initial costs paid by the trustee.