

C4WS Homeless Project

Trustees' Report and Statement of Financial Activities for the year to 31 January 2023

Trustees' Report

The Trustees present their report for the year to 31 January 2023.

Structure and Governance

The Charity is a company limited by guarantee governed by articles of association. Its directors, during the year, who are the charity Trustees were:

Andrew Penny (Chair)
Henry Wilson (Treasurer)
Geoffrey Browne (resigned 16/03/23)
Fr. Jonathan Kester (resigned 23/06/22)
Max Mills
Lauren Pleydell-Pearce (appointed 29/09/22)
Nicholas Price CBE

The Trustees meet, including virtually, about four times a year and *ad hoc* as necessary.

Our Director Nikki Barnett was assisted by a Welfare Manager (Sabrina Palmer). In September, Shelter Coordinator Harry Bateman, Employment Support Coordinator Laszlo Bella and Welfare Coordinator Rachel Hamilton were replaced respectively by Lorraine Kinnear, Marc Mora Rodriguez and Curd de Vries. The following month, Project Worker Rahel Alvarado Tadesse moved from 3 days a week to full time working. Bernadette Dickson keeps the books.

Objects and Activities

The Charity's objects are:

The relief of poverty and in particular homelessness in the London Borough of Camden, by providing (a) immediate temporary accommodation and assistance to the homeless; and (b) longer term help in securing and maintaining stable housing for the homeless and those previously homeless.

Our core activity is the running of a cold weather shelter for 16 guests (homeless men and women (over 18)) at a time from November to March inclusive. In conjunction with the shelter, which provides dinner, a bed and breakfast, we also provide welfare help aimed at securing sustainable long term accommodation for each guest, ideally after 28 days. This may involve sorting out identity papers (passports etc.) and immigration status; ensuring that all entitlements to welfare benefits are claimed; English language tuition; and assisting in finding employment (the Jobs Club). Increasingly it has involved continuing help in the form of mentoring and a hosting scheme "Home from Home" (whereby guests stay in a volunteer's home for a more extended period). In conjunction with Kings Cross Methodist Church (since January 2023, with Chalk Farm Salvation Army) we also run a Friday Club, providing lunch, social contact and occasional summer trips to the seaside.

The shelter has traditionally been housed in churches and church halls of all denominations in Camden. The churches are organised into two rotas (November to January and January to March) of seven churches operating one night a week each. We returned to this model for the 2022/23 season, but for 2021/22, like the previous season, we were obliged by the restrictions to combat Covid 19, to house the shelter in The County Hotel in Upper Woburn Place. This enabled us to house more guests (a maximum of 20- only 16 are possible in the churches) and in greater comfort, each with his or her own room. Various clubs and activities were arranged to

encourage sociability, but isolation, by choice, in one room all day, exacerbated mental health problems in some cases. Being in a hotel also meant that it was harder to take advantage of the services provided by our many volunteers mostly from church congregations. We are grateful to those volunteers, both from churches and independent, who could help and on whom we relied to run the shelter (and Friday club). We returned to the churches for the next season, 2022/3, whilst trying to replicate some of the comforts and convenience of the hotel.

We accommodated 64 guests over the 2021/2 season whose average length of stay was 26 nights. Of the guests willing to engage with the welfare help we could offer, 90% were found sustainable accommodation. We continued to look after a growing number of ex-guests after their stay with us ended. In the 2022/3 season we accommodated 65 guests whose average length of stay was 21 nights.

For most of the year the Friday club could only offer hot soup and takeaway food, but sit down meals for a reduced number (30 down from 50) resumed in November 2021 and we were warmed by the guests' loyalty to the club. Following the move to the Salvation Army in Chalk Farm in January 2023, we have seen numbers rise steadily from around 20 members in the initial weeks, to approaching 40 as the club has become more established in its new venue.

We also took on a significant building project, in the vacant foodbank adjacent to the C4WS staff offices on Lancing Street. This space, the C4WS Community Room, has been fully kitted out with shower, laundry, luggage and document storage facilities to replicate some of the benefits we no longer have access to now that the shelter has returned to a rotating church model. The room has been divided in two, with the larger space to be used for events throughout the summer, informed by the needs of ex-guests, and for running programmes in the winter alongside the shelter.

Public Benefit

The Trustees are aware of the Charity Commission's guidance on public benefit and believe their activities and the figures showing their impact demonstrate clear compliance.

Financial review

In the year to 31 January 2023, the Charity received grants and donations of £265,259, earned interest of £3,093 and incurred expenditure of £370,905, representing a funding shortfall of £102,553. £50,096 of 2022-23 expenditure relates to the incremental cost of hosting the cold weather shelter in The County Hotel in February and March 2022, a cost not currently expected to be incurred in the future.

Reserves Policy

The Trustees believe that to safeguard the charity's services and meet obligations to staff and creditors in the event of delays in the receipt of grants or donations, approximately six months' running costs (around £175,000) should be held in free reserves (unrestricted reserves less leasehold improvements and office & IT equipment). At 31/01/23, C4WS had £194,174 of free reserves.

Investment Policy

C4WS does not have any investments but places funds not required in the short term on deposit, in notice and fixed term bank accounts. Amounts on deposit are reviewed regularly to ensure that funds will always be available when required.

Risk Policies

The Trustees' policies on financial risk are kept under review. Risk in the cold weather shelter, in the Home from Home scheme, and in the Friday Club is closely monitored.

Approved by the Trustees and signed by



Mr A H Penny on 18 July 2023

Administrative Information

Company Number 12433154

Charity Number 1189622

Registered Address and Office:

St Pancras Church House

1, Lancing Street

London NW1 1NA

www.c4wshomelessproject.org

Banker:

CAF Bank Ltd

25 Kings Mill Avenue

Kings Mill

West Malling

ME19 4JQ

Independent Examiner's Report to the Trustees of the C4WS Homeless Project ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 January 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

The Company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no matters have come to my attention giving me cause to believe:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the relevant accounting requirements under section 396 of the 2006 Act 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mai Charissa Tran-Ringrose ACA
54 Cheyne Court
London
SW3 5TS

Statement of Financial Activities for the year to 31 January 2023

<u>Income & Expenditure</u>	Note	Unrestricted funds	Restricted funds	Year to 31 Jan 2023	Year to 31 Jan 2022
		£	£	£	£
Grants and Donations					
Grants		23,664	196,132	219,795	269,483
Donations		39,498	5,966	45,464	223,559
Total		63,162	202,097	265,259	493,042
Interest Income		3,093		3,093	
Operating expenses	2	195,687	175,218	370,905	394,150
Net Income		(129,432)	26,879	(102,553)	98,892

<u>Balance Sheet</u>	Note	31 Jan 2023	31 Jan 2022
		£	£
Fixed Assets	5	100,519	13,931
Current Assets			
Cash		107,009	601,555
Cash on deposit		390,024	
Prepayments		2,326	
VAT recoverable			13,423
		499,359	614,978
Creditors falling due within one year			
Pension		220	6,049
Lease liabilities		25,899	
Trade creditors			656
Other			82
		26,120	6,787
Net Current Assets		473,239	608,191
Creditors falling due after more than one year			
Lease liabilities		54,189	
Net Assets		519,569	622,122

Funds	Unrestricted	Restricted	31 Jan 2023	31 Jan 2022
	£	£	£	£
Brought forward	344,231	277,892	622,122	523,230
Net income for year	(129,432)	26,879	(102,553)	98,892
	214,798	304,771	519,569	622,122

For the year ending 31 January 2023, the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The Trustees have not required the Charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 18 July 2023 and were signed on its behalf by:



18 Jul 23

Mr A H Penny, Trustee

Notes to the Financial Statements for the year to 31 January 2023

1. Accounting Policies

Basis of preparing the financial statements

The financial statements of the Charity, which is a public benefit entity as defined by FRS 102, have been prepared under the historical cost convention with items recognised at cost or transaction value. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Income recognition

All income is recognised once the Charity has entitlement to it, it is probable that it will be received, and the amount receivable can be measured reliably.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

Fixed Assets: Lease Right of Use

The Charity entered into an agreement to lease the extended premises at Lancing Street for 3 years from 1 January 2023 for £2,500 per month. In line with IFRS 16 Leases accounting standard, the lease was reported on balance sheet as a Right of Use asset and a Lease Liability in the amount of £82,178, being the 3 years' rental payments discounted at the Charity's estimated borrowing rate of 6%. The asset will be fully depreciated over the term of the lease and rental payments will be reported as interest expense and repayments of the lease liability. This is the first time the Charity has applied IFRS 16.

Fixed Assets: Leasehold Improvements and Office & IT Equipment

Depreciation is charged on Leasehold Improvements at 33% (per annum) to write them off over the terms of the current lease. Office & IT Equipment is depreciated at 25% to write it off over its estimated useful life.

Restricted and unrestricted Funds

Restricted funds can be used only in accordance with specific restrictions imposed by the donor. Unrestricted funds can be used for any purpose in furtherance of the Charity's objectives.

Pension costs

The Charity operates defined contribution pension schemes. Contributions payable to the schemes are charged to the Statement of Financial Activities in the period to which they relate.

Taxation

The Charity is exempt from corporation tax.

2. Operating expenses	Note	2022/3	2021/22
		£	£
Shelter & guest costs		91,169	164,367
Staff costs	3	215,742	181,188
Office costs		25,049	27,292
Professional fees		11,447	1,748
Insurance		3,892	3,814
Travel & subsistence		3,288	5,720
Subscriptions & training		1,014	854
Donations		992	1,724
Bank charges		515	106
Marketing		3,696	3,820
Depreciation	5	13,691	3,516
Lease interest expense		411	
		<u>370,905</u>	<u>394,149</u>

3. Staff Costs	2022/23	2021/22
	£	£
Salaries & wages	187,548	159,285
Employer's National Insurance co	14,451	10,570
Employer's pension contributions	11,102	9,460
Recruitment costs	1,639	1,299
Payroll fees	538	493
Staff entertainment	464	82
	<u>215,742</u>	<u>181,188</u>

4. Trustees' Remuneration & Benefits

There were no Trustees' remuneration, benefits or expenses paid in the year to 31 January 2023.

5. Fixed Assets	Lease Right of Use £	Leasehold Improvements £	Office & IT Equipment £	Total £
Cost 1 February 2022		10,273	8,180	18,453
Additions	82,178	18,102		100,279
Cost 1 February 2023	<u>82,178</u>	<u>28,375</u>	<u>8,180</u>	<u>118,732</u>
Depreciation 1 February 2022		899	3,623	4,522
Charge in year	2,283	33% 9,364	25% 2,045	13,691
Depreciation 1 February 2023	<u>2,283</u>	<u>10,263</u>	<u>5,668</u>	<u>18,213</u>
Net Book Value 1 February 2022		9,374	4,557	13,931
Net Book Value 1 February 2023	79,895	18,112	2,512	100,519