

Charity Name:-

**HOPE INTO ACTION -  
EPSOM**

Reg'd Charity  
No:-

**1E+06**

**CC16a**

## Receipts and payments accounts

For the period  
from

Period start  
date  
**01/09/2021**

To

Period end date  
**31/08/2022**

### Section A Receipts and payments

Unrestricted  
funds

to the  
nearest £

Restricted  
funds

to the  
nearest £

Endowment  
funds

to the nearest  
£

Total funds

to the nearest  
£

Last period

to the  
nearest £

#### A1 Receipts

Rental income	<b>9,660</b>	-	-	<b>9,660</b>	-
Donations	<b>17,714</b>	-	-	<b>17,714</b>	<b>10,083</b>
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	<b>27,374</b>	-	-	<b>27,374</b>	<b>10,083</b>

#### A2 Asset and investment sales, (see table).

	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-

**Total receipts**

**27,374**

-

-

**27,374**

**10,083**

#### A3 Payments

Advertising	<b>125</b>	-	-	<b>125</b>	-
General expenses	<b>1,366</b>	-	-	<b>1,366</b>	<b>65</b>

Bank charges	- 7	-	-	- 7	-
Licences	3,375	-	-	3,375	330
Light, power, heating	118	-	-	118	-
Repairs & servicing	80	-	-	80	-
Salaries	1,533	-	-	1,533	-
Staff training	45	-	-	45	-
Telephone & internet	141	-	-	141	-
Website hosting & maintenance	200	-	-	200	200
Equipment	1,623	-	-	1,623	-
Recruitment	-	-	-	-	165
	-	-	-	-	-
<b>Sub total</b>	<b>8,599</b>	<b>-</b>	<b>-</b>	<b>8,599</b>	<b>760</b>

<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Total payments**

<b>8,599</b>	<b>-</b>	<b>-</b>	<b>8,599</b>	<b>760</b>
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**Net of receipts/ (payments)**

<b>18,775</b>	<b>-</b>	<b>-</b>	<b>18,775</b>	<b>9,323</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>9,323</b>	<b>-</b>	<b>9,323</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>28,098</b>	<b>-</b>	<b>28,098</b>	<b>9,323</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Metro Bank account	28,098	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	28,098	-	-
	(agree balances with receipts and payments account(s))	OK Unrestricted funds	OK Restricted funds	OK Endowment funds
B2 Other monetary assets	<b>Details</b>	to nearest £	to nearest £	to nearest £
	Investors' cash held - Metro Bank	8,430	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>			
	Equipment	1,623	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	<b>Details</b>			
	Investors' monies	8,430	-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Neil Dallen</i>	Neil Dallen	14.03.23

## Trustees' Annual Report 2021-22 Year ended 31<sup>st</sup> August 2022



### Hope into Action – Epsom

Hope into Action – Epsom is a Charitable Incorporated Organisation (CIO)

Registered charity number 1190233

Registered Address: Epsom Methodist Church, 11-13 Ashley Road, Epsom, Surrey, KT18 5AQ

*Our aim is to partner with local churches to provide accommodation and ongoing support for homeless and vulnerably housed individuals, empowering them to take positive steps towards a brighter and more stable future.*

### Trustees

The Trustees during the year were:

- Chris Shaw (Chair, resigned in April 2022)
- Neil Dallen (New Chair)
- Peter Rice
- Reverend Sue Bull
- Adeshina Olalekan (Treasurer)
- Dr Jane Williams
- Andrew Jennings (resigned during the year)

Trustees are elected at our Annual General Meeting and typically serve for a term of three years. All Trustees give of their time freely and no Trustee remuneration was paid in the year, or in the prior year.

### Governance

Hope into Action – Epsom operates as a franchise of 'Hope into Action' (charity no. 1137686). The charity is led by a Management Team, comprising, in addition to the Trustees:

- Pam Brogan (Secretary)
- Rev Gill Long
- Michael Arthur (Property lead)
- Robin Calcutt (Empowerment Worker)

This team has been drawn from local churches – reflecting the ecumenical nature of the charity – and offers a valuable and broad range of expertise, experience and perspective. The Management Team meets monthly in respect to all aspects of the charity's activities.

### Review of the year

The first property in Epsom was purchased last year In May 2021. This property is owned by a consortium of twelve investors and, for a term of five years and subject to an annual return of up to 2%, is leased to Hope into Action – Epsom to be used as a home for up to four local homeless and vulnerably-housed single men. Initial refurbishment of the property was completed in the previous year in anticipation of receiving tenants in the current year.

Epsom Methodist Church (EMC) are the Supporting Church for this first home and offer ongoing support through prayer, financial giving and in other practical ways. Neil Dallen, a member of EMC, took over the project lead from Chris Shaw, who was moving out of the area to take up a new job, in April 2022.

The Trustees were delighted to welcome the first two tenants into the property in March 2022. Since then full occupancy has been achieved. The house is currently occupied by four tenants. To make contact with potential new tenants we are in contact with local referral agencies such as the local Council and ESOS (East Surrey Outreach Service). When a referral is passed on an assessment is completed of each person's suitability for the home.

The charity is supported by a Friendship and Support Team drawn from local churches, some of whom help with the running of the home in practical ways (for example, gardening) and others who will offer personal ongoing support to the tenants. They have all received training from Hope into Action and DBS checks have been pursued as required. Our Friendship and Support Team is overseen by Peter Rice.

The first Empowerment Worker, Anthonette, was appointed in December 2021. This is an employed position of 10 hours per week. For Empowerment Workers training is provided and safeguarding and DBS checks are pursued. Empowerment Workers are line-managed by Neil Dallen, and are partly office-based at Epsom Methodist Church. Anthonette left her role in early April 2022 as it was no longer compatible with her work commitments elsewhere. However, the Trustees were delighted to appoint a new Empowerment Worker, Robin, in September 2022.

Tenants will stay at the property for up to two years and the aim is during that time (through support given by the Empowerment Worker and the Friendship and Support Team) for them to grow in confidence and in their sense of wellbeing and will take positive steps towards a brighter and more stable future, including giving thought to their own hopes and aspirations and setting goals for themselves (such as undertaking training/education, seeking employment, or processing – with support – any relevant personal issues and struggles).

We continue to raise awareness of the issue of homelessness locally and the work of Hope into Action – Epsom, through coffee mornings, visits to local churches, and speaking engagements.

There are long term plans to take steps towards the opening of a second home.

The Trustees and management team are in regular contact with Hope into Action, the franchisor, for support and guidance.

### **Financial Review**

Please see the attached Receipts and Payments Accounts which constitutes part of this Annual Report.

During the year the Charity received £9,660 in rental receipts (2021 - £nil) for the tenants in occupation. £17,714 (2021 - £10,083) in donations were received to help support the operations of the Charity. This included a generous donation of £12,000 from Christian Outreach for Epsom, a local charity based in Epsom. The Home is owned by the investors and does not form part of the finances of the Charity.

The Trustee's and Management Committee use the funds to support the fitting out of the home and the provision of support services to the residents within the home, and to cover the administration costs of Hope into Action – Epsom.

Expenses within the year include the operating licence fee, Council charges, salary of the Empowerment Worker, website fees, telephone and light & heat. A surplus of receipts over payments of £18,775 (2021- £9,323) was achieved in the year. At the end of the year the Charity held funds of £28,098 (2021 -£9,323) to help cover future costs. The charity also held unspent investors' funds of £8,430 (2021 - £18,079) at the end of the year. Investors' funds are available for future refurbishments and also insurance of the property. The charity has registered with HMRC and will be claiming Gift Aid where possible on donations.

All funds are held in a Bank account with Metro Bank in Epsom.

The Charity stands in a strong financial position for the year ahead to continue providing a secure home for its tenants.

### **Reserves policy**

The Charity currently has unrestricted reserve funds of £29,721 (2021: £9,323). The unrestricted reserves are considered to be sufficient for the short term. The charity aims to keep between three and six months' core running costs in reserves at all times. This is to ensure the Charity is able to meet all of its legal obligations should all funding be withdrawn.

### **Exemption from audit**

The trustees have taken advantage of the exemptions available to small charities, including the audit exemption. In accordance with the Charity Commission's guidelines, Trustees must arrange for an independent person or accountancy firm to carry out either an independent examination of the charity's accounts in cases where a charity's annual income is in excess of £25,000 but less than £1 million. An Examiner was appointed to do an independent examination of the charity accounts with the purpose of giving the charity's Trustees, supporters, beneficiaries and the wider public some independent assurance that the charity's money has been properly accounted for and accurate accounting records have been kept.

**Risk management**

The Trustees have considered the major risks to which the Charity is exposed and have reviewed those risks and established procedures to manage those risks. Guidance from the Charity Commission is followed. The Trustees consider the variability of contributions, as well as the dependency on a number of volunteer workers and churches, to constitute the Charity's major risks.

**Going concern**

The Charity's activities, together with the factors likely to affect its future development, its financial position and its exposures to liquidity and cash flow risk are described in this Trustees' Report. The Charity has sufficient financial resources and reserves to fund its activities for the foreseeable future. As a consequence, the Trustees believe that the Charity is well placed to manage its business risks successfully and will have sufficient time to adjust its activities in line with any change in contributions. Accordingly, they continue to adopt the going concern basis in preparing the annual report and accounts.

**Public Benefit**

The trustees have complied with the duty in the Charities Act 2011, to have due regard to guidance published by the Charity Commission on public benefit.

*Neil Dallen*

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Neil Dallen

***Chair of the Trustees***

***14/03/2023***



## **Independent examiner's report to the trustees of Hope Into Action - Epsom Charitable Incorporated Organisation ('the CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 August 2022.

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

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed: *K.E. Halstead*

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Name: **Keith Erik Halstead MA (Oxon) FCA**

Relevant professional qualification(s) or membership of professional bodies (if any):  
**Institute of Chartered Accountants in England & Wales**

Address: 60, Woodcote Hurst, Epsom, Surrey KT18 7DT

Date: 14th March 2023