

**Charity  
Commission**  
For England & Wales

Charity Name:-

**HOPE INTO ACTION - EPSOM**

Reg'd Charity  
No:-

**1190233**

**CC16a**

**Receipts and payments accounts**

For the period  
from

Period start  
date  
**01/09/2022**

To

Period end  
date  
**31/08/2023**

**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>23,603</b>	-	-	<b>23,603</b>	<b>9,660</b>
Donations	<b>1,148</b>	-	-	<b>1,148</b>	<b>17,714</b>
<b>Sub total</b> (Gross income for AR)	<b>24,751</b>	-	-	<b>24,751</b>	<b>27,374</b>

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

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

**Total receipts**

**24,751**

-

-

**24,751**

**27,374**

**A3 Payments**

Interest paid to investors	<b>9,500</b>	-	-	<b>9,500</b>	-
Salaries	<b>6,951</b>	-	-	<b>6,951</b>	<b>1,533</b>
Council tax	<b>2,175</b>	-	-	<b>2,175</b>	-
Trustees insurance	<b>465</b>			<b>465</b>	-
Advertising	-	-	-	-	<sup>1</sup> <b>125</b>

General expenses	213		-		-	213	1,366
Bank charges	-		-		-	-	- 7
Licence & franchise fees	401		-		-	401	3,375
Light, power, heating	264		-		-	264	118
Repairs & servicing	423		-		-	423	80
Staff training	420		-		-	420	45
Telephone & internet	369		-		-	369	141
Website hosting & maintenance	200		-		-	200	200
TV license	159		-		-	159	-
Subscriptions	538		-		-	538	-
Water	365					365	-
Equipment	-		-		-	-	1,623
Sub total	22,443		-		-	22,443	8,599

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

<b>Total payments</b>	<b>22,443</b>	<b>-</b>	<b>-</b>	<b>22,443</b>	<b>8,599</b>
<b>Net of receipts/ (payments)</b>	<b>2,308</b>	<b>-</b>	<b>-</b>	<b>2,308</b>	<b>18,775</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>28,098</b>	<b>-</b>	<b>-</b>	<b>28,098</b>	<b>9,323</b>
<b>Cash funds this year end</b>	<b>30,406</b>	<b>-</b>	<b>-</b>	<b>30,406</b>	<b>28,098</b>

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

		Unrestricted funds	Restricted funds	Endowment funds
Categories	Details	to nearest £	to nearest £	to nearest £
B1 Cash funds	Metro Bank account	30,406	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	30,406	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets	Investors' cash held - Metro Bank	8,430	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-

		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

		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	10.10.23

# Trustees' Annual Report 2022-23

## Year ended 31<sup>st</sup> August 2023



### 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:

- Neil Dallen (Chair)
- Peter Rice
- Adeshina Olalekan
- Dr Jane Williams

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 prior years.

### 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)
- Keith Halstead (Treasurer)

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 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. Repairs and maintenance of the property are undertaken as required.

Epsom Methodist Church (EMC) is the Partner Church for this first home and offers ongoing support through prayer, financial giving and in other practical ways. Neil Dallen, a member of EMC, is Chair of the Trustees and the EMC nominated representative.

The Trustees were delighted to welcome the first two tenants into the property in March 2022. Full occupancy was achieved for a while but there have since been some changes in tenants and there are currently two tenants in occupation. 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.

Robin Calcutt has been our Empowerment Worker during the year after his appointment in September 2022. 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.

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. It is our aim for them to 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 experience being gained from our first home is proving to be invaluable.

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 £23,603 in rental receipts (2022 - £9,660) for the tenants in occupation. £1,148 (2022 - £17,714) in donations were received to help support the operations of the Charity. The Home is owned by the investors and does not form part of the finances of the Charity.

The Trustees 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 annual return of 2% payable to the investors, operating licence fees, Council Tax, salary of the Empowerment Worker, website fees, telephone and light & heat, Trustees' insurance, and general upkeep of the property. A surplus of receipts over payments of £2,308 (2022- £18,775) was achieved in the year. At the end of the year the Charity held funds of £30,406 (2022 -£28,098) to help cover future

costs. The charity also held unspent investors' funds of £8,430 (2022 - £8,430) at the end of the year. Investors' funds are available for future refurbishments and also insurance of the property.

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 £30,406 (2022: £29,721). 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. As the income of the charity did not exceed £25,000, the Trustees have taken the opportunity of not requiring an independent examination.

### **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. A comprehensive list of policies, supplied by the franchisor, covering all risks to which the charity might be exposed e.g. fire safety, confidentiality, Data Protection, safeguarding, hygiene etc., has been put in place and these policies are regularly checked for adherence.

### **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**

**10/10/23**