



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 01	Year 2020		Day 31	Month 12	Year 2020

Section A Reference and administration details

Charity name Safe Haven and Respite Environment

Other names charity is known by SHARE

Registered charity number (if any) 279083

Charity's principal address

The Fryth	
Basildon	
Essex	
Postcode	SS14 2RR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul Westenhofer	Chair		
2	Clare Manghan	Secretary		
3	Michelle Westenhofer			
4	Brandon King-Rowe			
5				
7				
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9				
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12				
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14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Michelle Westenhofer

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	CONSTITUTION ADOPTED 12 OCTOBER 1979 AS AMENDED 16 DECEMBER 2007 AND 30 JUNE 2008
How the charity is constituted (e.g. trust, association, company)	A Trust
Trustee selection methods (e.g. appointed by, elected by)	Elected by the Committee

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide services for any young person, with physical, mental or learning disabilities within Essex to improve self-esteem, confidence and social skills, through a variety of methods including creative learning and physical activities.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The focus of our activities remains as providing high quality respite environments for disabled young people, planning and facilitating creative and physical activities in safe, secure and stimulating environments. This benefits the young people who attend by raising self-esteem and confidence and helping them develop their social skills and independence. They are able to use a variety of materials and equipment in supportive environments, with a great deal of consideration given to their individual physical and emotional needs. Parents and carers benefit from the knowledge that their disabled children are being cared for in a safe, secure environment supported by experienced staff. We welcome all disabled young people regardless of background, faith, gender or personal circumstances, working hard to cater for each individual need.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Spring / Summer

We once again started 2020 in a stable financial position thanks to extremely careful budgeting and the very hard work of the CEO and staff at SHARE. The national picture of reduced funding available remained the same, but the two clubs were still extremely busy supporting young people. These ran at the Basildon site and Seevic site. Seevic was for users aged between 16 and 25. Basildon continued to welcome users from as young as 3 and remained on the Early Years Register.

We started 2020 with our usual enthusiasm and forward thinking, planning for more staffing, trips out, and keeping up with the usual repairs and updating of the premises at Basildon. There were also plans for the attendees at the Seevic Club to start age-appropriate trips based on their interests, e.g., bowling or the cinema.

However, in March 2020 Covid-19 hit, and like other providers, it had a devastating impact on the plans for SHARE.

All external events were cancelled due to the restrictions, and those who were fund raising had to put their efforts on hold.

The Seevic site closed to all external lettings on 17th March which unfortunately meant that club had to close immediately. The Basildon club changed dramatically at that point also but was able to stay open for part of the season for a small number of children from key worker families or vulnerable settings. Numbers of staff at any one time were kept to a minimum and a rigorous risk assessment was put into place.

Admin staff and the CEO were able to work from home where possible.

In June we were told to, more or less, close due to school bubbles and could only stay open for specific children using the outdoor area only.

When schools closed for the summer break, we were permitted to open again, with all our Covid secure measures in place.

Autumn / Winter

The second half of the year began with much more hope! Although the Seevic site remained 'on hold', the Basildon club was able to open with restrictions in place. New families were coming forward all year, so we were pleased to welcome them to the club once the site was open. Staff training resumed, with colleagues working on qualifications between level 2 and level 5.

Capital funding allowed us to create an outdoor shelter and buy much needed outdoor equipment – which the children all love.

The Covid secure measures remained, with careful arrangements for dropping off/collecting young people to avoid any unnecessary close contact.

Unfortunately, the soft play area remained closed, but this gave us the opportunity for much needed repairs to take place.

The staff were committed to provide the usual stimulating and supportive environment for the users throughout this time, and despite the external events not being able to take place, the young people still benefited greatly from attending the clubs.

We were, of course, impacted again by the second lockdown in November, but were able to remain open in this manner, with carefully managed numbers as the service is so relied upon.

Fundraising

Sadly, this year, due to Covid-19, fundraising events could not take place. We were very grateful to local businesses who supplied and fitted our new boiler and fitted our new kitchen – a wonderful replacement for the centre. Thank you!

Section E Financial review

Brief statement of the charity's policy on reserves

We are currently making arrangements to enable us to maintain a safe reserve amount, which will enable us to cover for unplanned events.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) P Westenhofer

Full name(s) Paul Westenhofer

Position (eg Secretary, Chair, etc) Chair

Date 27.10.2021

Profit and Loss

SHARE

For the year ended 31 December 2020

	2020
Turnover	
Interest Income	80.00
Sales	89,707.50
Total Turnover	89,787.50
Cost of Sales	
Direct Expenses	6,004.46
Direct Wages	130,433.17
Total Cost of Sales	136,437.63
Gross Profit	(46,650.13)
Administrative Costs	
Advertising & Marketing	27.75
Audit & Accountancy fees	1,005.83
Cleaning	630.00
Consumables	4,559.74
Cost of Fundraising	260.04
Entertainment - 0%	157.84
Entertainment-100% business	96.19
General Expenses	751.67
Insurance	7,347.14
IT Software and Consumables	797.53
Light, Power, Heating	3,986.34
Motor Vehicle Expenses	2,067.21
Pensions Costs	4,751.23
Postage, Freight & Courier	14.34
PPE	642.47
Printing & Stationery	2,815.86
Recruitment	56.00
Rent	516.66
Repairs & Maintenance	8,482.39
Staff Training	404.83
Subscriptions	870.22
Telephone & Internet	3,761.67
Travel - National	4,570.81
Utilities	618.73
Total Administrative Costs	49,192.49
Operating Profit	(95,842.62)
Other Income	
Donations Received	621.75

	2020
Funding	147,332.00
Fundraising	1,074.77
JRS Grant	6,255.36
SSP Grant	378.08
Total Other Income	155,661.96
Profit on Ordinary Activities Before Taxation	59,819.34
Profit after Taxation	59,819.34

Balance Sheet

SHARE

As at 31 December 2020

31 DEC 2020

Fixed Assets	
Tangible Assets	
Computer Equipment	354.16
Garden / Play Equipment	14,334.85
Motor Vehicles	25,045.00
Office Equipment	1,720.34
Total Tangible Assets	41,454.35
Total Fixed Assets	41,454.35
Current Assets	
Cash at bank and in hand	
BUSINESS CURRENT ACCOUNT	8,613.06
Petty Cash	912.36
Total Cash at bank and in hand	9,525.42
Accounts Receivable	55,014.20
B/Bfwd	(31.51)
Total Current Assets	64,508.11
Creditors: amounts falling due within one year	
Historical Adjustment	28,871.51
NIC Payable	(22,868.46)
PAYE Payable	(17,963.82)
Penalties and Interest	(491.21)
Rounding	10.00
VAT	(9,220.90)
Total Creditors: amounts falling due within one year	(21,662.88)
Net Current Assets (Liabilities)	86,170.99
Total Assets less Current Liabilities	127,625.34
Net Assets	127,625.34
Capital and Reserves	
Current Year Earnings	59,819.34
Retained Earnings	67,806.00
Total Capital and Reserves	127,625.34

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

SHARE

**On accounts for the year
ended**

31st December 2020

**Charity no
(if any)**

279083

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2020

**Responsibilities and
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

**Independent
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

** Please delete the words in the brackets if they do not apply.*

Signed:



Date:

30/10/2021

Name:

Rhys Taylor

**Relevant professional
qualification(s) or body**

(if any):

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Address:

148 Shoebury Road, Southend on Sea, Essex. SS1 3RL

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None