



## Trustees' Annual Report for the period

Period start date

**From**

Period end date

**To**

Day  
01  
Month  
01  
Year  
2021

Day  
31  
Month  
12  
Year  
2021

## 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)

Paul Westenhofer  
Chair

1

Clare Manghan  
Secretary

2

Michelle Westenhofer

3

Brandon King-Rowe

4

5

7

8

9

10



16

17

18

19

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**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.

## **Section D**

## **Achievements and performance**

**Summary of the main achievements of the charity during the year**Spring / Summer

We once again started 2021 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 clubs were still extremely busy supporting young people. These ran mainly at the Basildon site due to Covid-19 with the Seevic site often being used as 'meet and greet'. Basildon continued to welcome users from as young as 3 and remained on the Early Years Register.

We started 2021 within the pandemic, which had a huge impact on our processes with an overwhelming focus on safety.

The clubs were able to continue running, with this focus and also considering 'opportunity for all'. Covid secure processes were rigorous, with all recommendations in place. The Basildon site was used during the national lockdown periods.

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

We were pleased to have our funding contract extended until September 2021 due to Covid-19, which allowed us to continue to provide our services as far as possible to our families. As restrictions slowly reduced, the numbers attending the clubs quickly rose, with many new enquiries coming through. We were proud to be part of the 'free school meal initiative' during the school holidays, which proved very popular. We were also pleased to start using the Seevic site once again and run clubs at a local school. The young people enjoyed hydrotherapy sessions as well at this school over the summer break. More than 100 families were using our services by the summer months.

We were very pleased to be able to upgrade the garden facilities for the young people, re-open the refreshed soft-play area and offer other activities such as horse riding.

Autumn / Winter

The second half of the year began very positively, with a grant being awarded to maintain the swimming sessions which are much-loved. The free school meals initiative continued, and SHARE was recognised for its good quality service.

Regular staff training continued in areas such as safeguarding and health and safety, and the CEO completing her level 5 qualification.

The clubs continued to run to current capacity, with new referrals and queries arising.

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

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

The year ended with the usual Christmas celebrations, carefully managed but still thoroughly enjoyed by all.

Fundraising

Due to Covid-19, fundraising events were at a minimum, but some outdoor events were able to take place and very well

received.

We were grateful for the support from our three wonderful volunteers through the year – huge thanks for all they do.

**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 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

	<b>Position (eg Secretary, Chair, etc)</b>
Chair	
11.01.2021	
	<b>Date</b>

# Profit and Loss

## SHARE

For the year ended 31 December 2021

	2021
<b>Turnover</b>	
Sales	121,018.50
<b>Total Turnover</b>	<b>121,018.50</b>
<b>Cost of Sales</b>	
Direct Expenses	2,237.32
Direct Wages	151,467.84
<b>Total Cost of Sales</b>	<b>153,705.16</b>
<b>Gross Profit</b>	<b>(32,686.66)</b>
<b>Administrative Costs</b>	
Audit & Accountancy fees	1,360.41
Cleaning	1,928.01
Consumables	9,306.44
Cost of Fundraising	280.04
Entertainment - 0%	159.00
Entertainment-100% business	364.67
General Expenses	720.16
Insurance	7,814.21
IT Software and Consumables	1,021.16
Light, Power, Heating	5,364.81
Motor Vehicle Expenses	1,734.80
Pensions Costs	5,617.20
Postage, Freight & Courier	20.92
Printing & Stationery	2,052.75
Recruitment	657.70
Rent	2,875.01
Repairs & Maintenance	3,735.75
Staff Training	3,582.92
Subscriptions	1,263.05
Telephone & Internet	3,451.03
Travel - National	2,422.16
Utilities	610.63
<b>Total Administrative Costs</b>	<b>56,342.83</b>
<b>Operating Profit</b>	<b>(89,029.49)</b>
<b>Other Income</b>	
Donations Received	3,834.59
Funding	174,341.67
Fundraising	75.00

	2021
JRS Grant	2,134.24
Total Other Income	180,385.50
<b>Profit on Ordinary Activities Before Taxation</b>	<b>91,356.01</b>
<b>Profit after Taxation</b>	<b>91,356.01</b>





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

SHARE

On accounts for the year  
ended

31<sup>st</sup> December 2021

Charity no  
(if any)

279083

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> December 2021.

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:

31<sup>st</sup> October 2022

Name:

Rhys Taylor

Relevant professional  
qualification(s) or body

(if any):

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*