



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 01	Year 2022		Day 31	Month 12	Year 2022

## 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	
<b>Postcode</b>	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			
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7				
8				
9				
10				
11				
12				
13				
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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

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### 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.

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## 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 2022 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 at the Basildon site, where we continued to welcome users from as young as 3 and remained on the Early Years Register. 2022 saw pandemic restrictions coming to a close, although the normal holiday clubs could not run one week of Easter due to infections. Families were able to use the site with their child if they wished – which was a great opportunity to build these extended relationships.

We were delighted to explore the possibility of opening a second centre in Leigh-on-Sea as a day centre for the post 17s. This will be called The Active Lives Day Centre. During the first 6 months of the year The CEO located a site, agreed a lease and arranged the internal improvements to make the site ready for the first young people. A manager was recruited, and additional staff sought. In July, the first clients started using the service.

Our funding contract continued in 2022, which allowed us to continue to provide our services as far as possible to our families. The numbers attending the clubs continued to rise, with many new enquiries coming through. We were still proud to be part of the 'free school meal initiative' during the school holidays, which proved very popular. The young people enjoyed hydrotherapy sessions as well over the summer break. More than 100 families were using our services by the summer months. We were very pleased to be able to start using the garden area fully again as the weather improved, begin the off-site activities and develop sessions to meet individual needs.

#### Autumn / Winter

The second half of the year began very positively, with the Basildon site benefitting from a contract with Active Essex to deliver services. The free school meals initiative continued for those children with complex needs. Regular staff training continued in areas such as safeguarding and health and safety.

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

We were grateful for some donations this year, which allowed us to develop the Leigh site, and purchase a new trampoline for Basildon. The Leigh Day Centre continued to raise interest, with many trial sessions taking place for young people. Regular visits out took place to build life and social skills.

During this year Essex Short Breaks released a new tender, with the criteria changing for who could bid. ECC will streamline who receives funding and SHARE may not meet the criteria. Consortiums are being explored and other funding streams investigated.

The year ended with the usual Christmas celebrations, which were thoroughly enjoyed by all.

#### Fundraising

Donations were received from local businesses which were very beneficial to the developments.

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

## 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 11.01.2023



# Profit and Loss

## SHARE

For the year ended 31 December 2022

2022

### Turnover

Sales	227,367.00
<b>Total Turnover</b>	<b>227,367.00</b>

### Cost of Sales

Direct Expenses	2,871.76
Direct Wages	233,477.64
<b>Total Cost of Sales</b>	<b>236,349.40</b>

**Gross Profit** (8,982.40)

### Administrative Costs

Advertising & Marketing	195.00
Audit & Accountancy fees	2,920.00
Cleaning	4,489.28
Consumables	8,659.01
Cost of Fundraising	130.02
Entertainment - 0%	236.78
Entertainment-100% business	131.44
General Expenses	1,072.49
Insurance	9,309.06
IT Software and Consumables	2,993.07
Legal Expenses	1,803.60
Light, Power, Heating	8,764.84
Motor Vehicle Expenses	3,197.11
Pensions Costs	6,798.98
Postage, Freight & Courier	4.70
Printing & Stationery	4,681.40
Recruitment	500.40
Rent	31,208.98
Repairs & Maintenance	23,836.11
Staff Training	3,052.80
Subscriptions	1,546.05
Telephone & Internet	5,454.81
Travel - National	2,296.52
Utilities	3,296.06
<b>Total Administrative Costs</b>	<b>126,578.51</b>

**Operating Profit** (135,560.91)

### Other Income

Donations Received	24,930.50
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	2022
Funding	173,861.60
Total Other Income	198,792.10
Profit on Ordinary Activities Before Taxation	63,231.19
Profit after Taxation	63,231.19





Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Safe Haven & Respite Environment (SHARE)

On accounts for the year  
ended

December 2022

Charity no  
(if any)

270983

Set out on pages

(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 **31 12 2022**

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:

31/10/23

Name:

WESLEY SEARLES

Relevant professional  
qualification(s) or body

(if any):

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Address:

26 CORNEC CHASE
LEIGH ON SEA, ESSEX
SS95EW

## 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.

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