



Trustees' Annual Report for the period

	Period start date				Period end date		
From	Day 01	Month 01	Year 2023	To	Day 31	Month 12	Year 2023

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				
8				
9				
10				
11				
12				
13				
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 2023 in a stable financial position thanks to extremely careful budgeting and the very hard work of the CEO and staff at SHARE.

Again this year the national picture of reduced funding available remained the same, but the clubs have continued to be extremely busy supporting young people.

Our Short Breaks funding contract with Essex County Council ended in March, we have continued to support with the Government HAF programme providing free holiday clubs and hot meals to those families that are in receipt of free school meals. A slight fee increase has been put in place to cover the Short Breaks funding shortfall, this has not affected the numbers of children attending the clubs and we are still receiving many referrals from our local Social care teams at Essex, Thurrock and The London Borough of Havering. The level of need that we are receiving referrals from has increased with a higher percentage of 1:1, 2:1 and 3:1 supporting requirements. The Basildon centre continues to be oversubscribed. Holiday and weekend clubs continue to be very busy, this year we extended the weekend services to include Sunday sessions, which have proved to be popular. The children have continued to enjoy hydrotherapy sessions after school and during all school holidays and we continue to have offsite visits into the local community.

The Active Lives day centre (our second setting) has continued to thrive and with an increase in the numbers of young adults attending. Staffing levels have increase due to the complex needs that are being supported there. We continue to work with all the young adults developing life and social skills, accessing the local community each day.

In a review meeting with Day Opportunities procurement team it was recognised that the work of the day centre is supporting the gap between leaving school and leaving home, moving into supported or residential care settings. Assisting our service user to remain in the family home for an extended period of time.

Autumn / Winter

We have continued to provide holiday, after school and weekend clubs, Sundays have been a huge success and these sessions have continued following a trial earlier in the year. We have continued to support Active Essex to deliver the HAF programme during school holidays for those children with complex needs.

The clubs continued to be so oversubscribed and we made enquiries with the local authority to hire the community centre next door to the Basildon setting, we were able to book all future holiday and Saturday dates and register the Hall with Ofsted, so have been able to deliver additional capacity, however we have still had to operate a waiting list for new referrals. The additional clubs that have operated in the community hall have been successful and we will continue to book the space into the next year.

Regular staff training continued to support our therapeutic approach as well as safeguarding and various health and safety.

The Leigh Day Centre continued to raise interest, continuing with regular visits out building on life and social skills.

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

Fundraising

We have been grateful to receive funding raised by The Lifestyle Fitness Gym, which will support towards some building repairs at the Basildon centre.

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 continue to work towards maintaining a safe reserve amount which will cover 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 11.10.2024

Profit and Loss

SHARE

For the year ended 31 December 2023

2023

Turnover

Sales	512,885.89
Total Turnover	512,885.89

Cost of Sales

Direct Expenses	9,149.81
Direct Wages	349,766.78
Total Cost of Sales	358,916.59

Gross Profit

153,969.30

Administrative Costs

Advertising & Marketing	1,039.50
Audit & Accountancy fees	2,845.42
Cleaning	5,208.67
Consumables	9,127.18
Cost of Fundraising	151.69
Entertainment - 0%	384.25
Entertainment-100% business	625.38
General Expenses	213.00
Insurance	8,516.37
IT Software and Consumables	1,679.90
Light, Power, Heating	10,541.41
Motor Vehicle Expenses	13,789.34
Pensions Costs	11,125.23
Postage, Freight & Courier	7.49
Printing & Stationery	4,363.04
Recruitment	1,552.31
Rent	25,379.29
Repairs & Maintenance	24,542.22
Staff Training	4,183.64
Subscriptions	1,756.33
Telephone & Internet	5,767.22
Travel - National	2,666.63
Utilities	559.86
Total Administrative Costs	136,025.37

Operating Profit

17,943.93

Other Income

Donations Received	17,785.14
Funding	80,397.00
Total Other Income	98,182.14

	2023
Profit on Ordinary Activities Before Taxation	116,126.07
Profit after Taxation	116,126.07



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity name

Safe Haven & Respite Environment (SHARE)

On accounts for the year ended

31st Decembre 2023

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 / 2023.

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:

31/10/2024

Name:

Wesley Searles

Relevant professional
qualification(s) or body
(if any):

Address:	26 Cornec Chase
	Leigh on Sea, Essex
	SS9 5EW

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.

--