

Charity Registration No. 289596

BOGNOR HOUSING TRUST
FINANCIAL STATEMENTS
AND
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED
31 MARCH 2021

BOGNOR HOUSING TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Ray Kaveney
Stephen McConnell
Tony Dines
Kitty Grove
Margaret Burrow
Pat Unwin
Anne Shrewsbury

Charity number

289596

Principal address

Cornerways
25 Glamis Street
Bognor Regis
West Sussex
PO22 1DH

Independent Examiner

Norman Birkett
Reporting Accountant
37 Marine Park
Nyewood Lane
Bognor Regis
West Sussex
PO21 2QN

Bankers

Lloyds Bank plc
Bognor Regis Branch
33-37 High Street
Bognor Regis
West Sussex
PO21 1RS

BOGNOR HOUSING TRUST

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BOGNOR HOUSING TRUST

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and accounts for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019)

Objectives and activities

The charity's objects and principal activities are:

- To manage and improve in Bognor Regis and elsewhere houses and hostels for persons specified in the Constitution, and to provide them with care and security to which they are entitled
- To educate such persons to develop their physical, mental and spiritual capacities, so that they may develop full maturity as responsible individuals and members of society and so that their conditions of life may be improved
- To have secure premises that serves their purpose
- To maintain financial sustainability and work towards addressing the numbers of people that are homeless in our society

We strive to provide high quality services that meet the aspirations and needs of single homeless people from all backgrounds, creed and colour.

Achievements and performance

Bognor Housing Trust continues with its work to help address the problems that homelessness creates in our society, and unfortunately the need for our services continues to increase. Occupancy rates throughout the year have continued at a high level despite the effects of Covid-19, although the amount of move ons was determined by abiding by the Covid-19 guidelines.

Throughout the year our 25 supported units were occupied by a total of 50 clients (2020: 69 clients). I am pleased to report that there were 25 (2020: 44) client moves from our accommodation during the year, of which 88% (2020: 82%) were planned, thus enabling 23 (2020:36) positive outcomes as a result of our support programme. The work that we do does change lives, and this is supported by the many positive testimonials that residents give when they move on from our supported accommodation.

We continue to maintain our properties to a very high standard, and although we have a continual schedule of maintenance works that keep our properties in an excellent condition this has been affected by the pandemic. We hope to catch up on any outstanding items of improvement/maintenance in the current year. Our properties ensure that our residents are living in a safe, secure and clean environment. Their wellbeing is also enhanced by the support and encouragement that our staff give, to enable them to eventually move on to independent living.

Since the Supporting People Programme commenced many years ago, we have constantly staffed our projects at a much higher rate than that which has been funded by WSCC. Our contract with WSCC runs until 30th September 2022, with a permitted extension of up to two further years. Although the contract was for a lower sum than previously, it does enable us to give continuity with the valuable service that we provide.

We have again throughout the year continued to help a significant number of people to integrate back into mainstream society, and to move on to independent living. We are extremely grateful to our team for the dedication and support that is shown to all of our residents, often in the most difficult of circumstances. I am pleased to report that we have continued to deliver our services throughout the Covid pandemic, and are doing everything possible to ensure that our residents are protected and kept safe at this time.

BOGNOR HOUSING TRUST

TRUSTEES' REPORT (CONTINUED)

We are also grateful to our Trustees who give their valuable time freely and make Bognor Housing Trust an organization that we are all proud of, and glad to support.

Financial review

The results of the charity are set out in the Statement of Financial Activities.

I am pleased to report that we received £41,161 in restricted grants from WSCC Infection Control Fund to assist with increased expenditure to cope with the Covid-19 pandemic – details of this are shown in the financial statements.

The total income in the year was £341,713, an increase of £45,756 over the previous year. The total expenditure was £275,042, being an increase of £24,220 over the previous year. The overall increase in funds in the year was £66,671, and the total of unrestricted reserves at the year-end amounted to £1,455,315 of which £946,494 represented Fixed Assets.

Reserves policy

It is the policy of the charity that unrestricted liquid funds which have not been designated for a specific use should be maintained at a level equivalent to at least twelve month's expenditure; this is to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services. This level of reserves is currently in place.

Principal funding sources

The principal funding sources for the charity are currently by way of rental income (either direct or through housing support) and from a contract with WSCC for Supported Housing Services.

Risks and uncertainties

The trustees have assessed the major risks to which the charity is exposed (including those posed by Covid-19), and are satisfied that systems are in place or specific actions agreed to mitigate exposure to these major risks. A risk register has been established and is updated at least annually.

Plans for the future

The charity plans continuing with those activities outlined above, which are still ongoing, in the forthcoming years subject to satisfactory funding arrangements. In addition the Trustees continue to review the possibilities in acquiring further property, or carrying out other services which would enhance and extend the services currently available.

Public Benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The trustees consider that the charity's activities reflect our aims and objectives, and that they are designed to provide accessible services and activities that benefit the appropriate sector of the public in accordance with our charitable objectives. We are proud of all of our services and the report above explains the work we undertake.

Structure, governance and management

The charity is governed by its own Constitution and was established to provide short term supportive sheltered housing for single homeless people with particular needs, such as ex-prisoners and others who require some rehabilitation care to enable them eventually to live independently in the wider community.

The trustees of the charity are responsible for the overall management and control of the charity and receive reports and recommendations from the Treasurer and other members of staff at regular Executive Committee Meetings. Trustees of the charity hold office from the time of appointment by the Executive Committee. The Chairman and other officers of the charity must seek re-election at every third annual general meeting thereafter.

The trustees who served during the year were:

Ray Kaveney
Stephen McConnell
Tony Dines
Kitty Grove
Margaret Burrow
Pat Unwin
Anne Shrewsbury

BOGNOR HOUSING TRUST

TRUSTEES' REPORT (CONTINUED)

All serving trustees are already familiar with the practical work of the charity. Potential new trustees, who are selected for their strengths and diversity that they will be able to bring to the Board, are invited and encouraged to spend some time at our premises to familiarize themselves with the charity and the context within which it operates. New trustees will be made fully aware of:

- The obligations of Trustees
- The eligibility of Trustees
- The main documents which set out the operational framework for the charity including the Constitution of Bognor Housing Trust
- The current financial position, including a copy of the latest published accounts
- Future plans and objectives
- The Charity Commission's role, and the publications that can be obtained therefrom such as their guide 'the Essential Trustee'

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

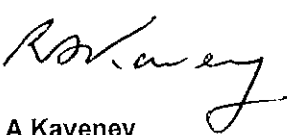
The trustees are required to prepare accounts for each financial year showing the incoming resources and application of resources, including the income and expenditure of the charity for that year.

In preparing these accounts, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.


R A Kaveney
(Chairman) 12th October 2021

BOGNOR HOUSING TRUST

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of the Trust for the Year Ended 31 March 2021, which are set out on pages 4 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). The charity's trustees consider that an audit is not required for this year under section 144 of the 2011 Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

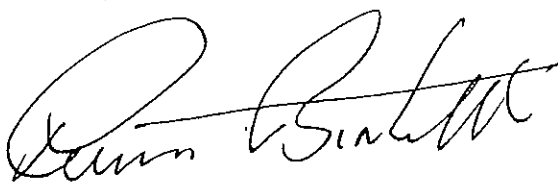
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention with the examination 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 the 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.

Norman Birkett
Reporting Accountant
37 Marine Park
Nyewood Lane
Bognor Regis
West Sussex
PO21 2QN



Dated: 7¹⁰/2021
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BOGNOR HOUSING TRUST
(Charity Number 289596)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

		<u>Restricted</u> <u>Funds</u> £	<u>Unrestricted</u> <u>Funds</u> £	<u>Total</u> <u>2021</u> £	<u>2020</u> <u>Unrestricted</u> £
	Notes				
<u>Incoming Resources</u>					
Rental and associated income		0	294,158	294,158	294,826
Donations and legacies	3	0	1,150	1,150	533
Bank Interest		0	244	244	598
WSCC Grant - Infection Control Fund		41,161	0	41,161	0
WSCC Grant - Foodbank		0	5,000	5,000	0
Total incoming resources		<u>41,161</u>	<u>300,552</u>	<u>341,713</u>	<u>295,957</u>
<u>Resources expended</u>					
Employment Costs	4	0	147,088	147,088	147,592
Rates		0	9,855	9,855	7,422
Light and Heat		0	8,775	8,775	10,226
Insurance		0	6,153	6,153	5,585
Telephone & Television		0	3,444	3,444	3,508
Computer & IT Expenses		378	8,719	9,097	6,694
Printing, Postage and Stationery		743	2,205	2,948	2,623
Staff Training		0	732	732	1,111
Property Maintenance		19,950	12,175	32,125	20,412
Equipment Maintenance and Renewals		7,811	2,846	10,657	7,554
Cleaning & Gardening		6,409	4,913	11,322	5,577
Personal Protective Equipment		5,870	0	5,870	0
Travelling Expenses		0	898	898	1,161
Professional Fees		0	20,019	20,019	19,186
Independent Examiners Fees		0	1,680	1,680	1,560
Mortgage Interest		0	1,057	1,057	5,894
Loss on Sale of Property		0	0	0	367
Miscellaneous		0	2,007	2,007	2,597
Depreciation	5	0	1,315	1,315	1,753
Total resources expended		<u>41,161</u>	<u>233,881</u>	<u>275,042</u>	<u>250,822</u>
Net incoming/(outgoing) resources		0	66,671	66,671	45,135
Balance at 1 April 2020		0	1,388,644	1,388,644	1,343,509
Balance at 31 March 2021		<u>0</u>	<u>£1,455,315</u>	<u>1,455,315</u>	<u>£1,388,644</u>

All of the charity's operations are classed as continuing. Movements on reserves and all recognised gains and losses are shown above.

The analysis between restricted and unrestricted funds is shown above.

The notes on the following pages form part of these financial statements.

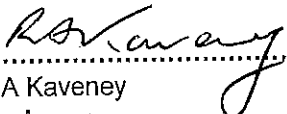
BOGNOR HOUSING TRUST

(Charity Number 289596)

BALANCE SHEET AS AT 31 MARCH 2021

		£	£	£	<u>2020</u> £
	Notes				
Fixed assets	5		946,494		947,809
Current assets					
Debtors and payments in advance	8	18,689		29,722	
Cash at Bank - Lloyds TSB		476,365		408,030	
Triodos Bank Deposit		75,262		75,042	
Charity Bank		10,294		10,271	
Cash in hand		169		721	
		<u>580,779</u>		<u>523,786</u>	
Creditors: amounts falling due within one year	9	<u>16,139</u>		<u>8,539</u>	
Net current assets			<u>564,640</u>		<u>515,247</u>
Total assets less current liabilities			1,511,134		1,463,056
Long term liabilities					
Triodos Bank (secured)	6	55,819		74,412	
		<u>55,819</u>		<u>74,412</u>	
Net assets			<u>£1,455,315</u>		<u>£1,388,644</u>
Represented by:					
Income funds					
Unrestricted funds			1,455,315		1,388,644
			<u>£1,455,315</u>		<u>£1,388,644</u>

The accounts were approved by the Trustees on 12th October 2021



 R A Kaveney
 Chairman

BOGNOR HOUSING TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The financial statements have been prepared in accordance with the charity's governing document and Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (as amended for accounting periods commencing from 1 January 2016).

The charity constitutes a public benefit entity as defined by FRS102.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Incoming resources

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Resources expended

All expenditure is accounted for on an accruals basis and includes attributable VAT which cannot be recovered.

Tangible fixed assets

Depreciation on Fixtures and Fittings is calculated at rates considered necessary to write the cost of the asset off over its estimated useful life as follows: 25% reducing balance basis.

Freehold buildings are maintained to such a standard that their residual value is at least equal to their book value at any given time. Consequently no depreciation has been included in the year.

Taxation

The charity is exempt from tax on its charitable activities.

Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

2. PAYMENTS TO TRUSTEES

No trustee was reimbursed any expenses in the year (2020 – £0).

R A Kaveney FCA was paid £20,019 (2020: £19,186) for professional fees in the year relating to accountancy and payroll services supplied by his company. Such payment is authorised in the Constitution of Bognor Housing Trust.

3. DONATIONS AND LEGACIES

All of the income under this heading was unrestricted

BOGNOR HOUSING TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

4 EMPLOYEES

Number of employees

During the year there were two full-time employees, three part-time employees and one freelance worker. (2020 - 2 FT 3 PT 1F)

	<u>£</u>	<u>2020</u> <u>£</u>
Employment costs		
Wages and salaries	126,477	127,531
Social security costs	11,244	10,465
Employers Pension Contributions	9,367	9,596
	<u>£147,088</u>	<u>£147,592</u>

There were no employees whose annual remuneration was £60,000 or more.

5 FIXED ASSETS

	<u>FREEHOLD</u> <u>£</u>	<u>FIXTURES & FITTINGS</u> <u>£</u>	<u>TOTAL</u> <u>£</u>
At Cost	985,780	62,822	1,048,602
<u>Cost at 31/03/2021</u>	<u>985,780</u>	<u>62,822</u>	<u>1,048,602</u>
Depreciation, brought forward	43,231	57,562	100,793
Charge for the Year	0	1,315	1,315
<u>Depreciation as at 31/03/2021</u>	<u>43,231</u>	<u>58,877</u>	<u>102,108</u>
<u>Net book value 31/03/2021</u>	<u>£942,549</u>	<u>£3,945</u>	<u>£946,494</u>

6 MORTGAGES OUTSTANDING AT 31 MARCH 2021 (TRIADOS BANK)

	<u>£</u>	<u>2020</u> <u>£</u>
27 Glamis Street	52,261	62,411
25 Glamis Street	3,558	12,001
	<u>£55,819</u>	<u>£74,412</u>

BOGNOR HOUSING TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

	<u>£</u>	<u>2020</u> <u>£</u>
8 DEBTORS AND PREPAYMENTS		
Trade Debtors	16,641	24,009
Prepayments	2,048	5,713
	<u>£18,689</u>	<u>£29,722</u>
9 CREDITORS: amounts falling due within one year		
Taxes and social security costs	0	2,701
Accruals	16,139	5,838
	<u>£16,139</u>	<u>£8,539</u>