

COLCHESTER ENGAGEMENT & NEXT STEPS LTD
(A COMPANY LIMITED BY GUARANTEE)

COMPANY NUMBER: 02475258
CHARITY NUMBER: 803328

ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021



COLCHESTER ENGAGEMENT & NEXT STEPS LTD

**ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

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The following pages do not form part of the statutory financial statements

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With special thanks to our supporters for their continued backing



**We support people and
communities to thrive.**

The National Lottery Community Fund



COLCHESTER ENGAGEMENT & NEXT STEPS LTD**TRUSTEES' ANNUAL REPORT**
FOR THE YEAR ENDED 31 MARCH 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the 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).

Introduction from the Chair of Trustees

This report covers the year 1 April 2020 to 31 March 2021.

For reasons that do not need restating the report this year is a slimmed down version compared to previous years and the Shelter has sadly been closed throughout the period. This report would normally include narrative from the respective managers responsible for particular areas of expertise within the Shelter. Staff were furloughed during the period covered by these accounts.

The report this year includes this introduction and an overarching report of our activities prepared by the Manager, Marina Woodrow. In addition, the accounts are presented in the usual way.

Marina remained employed to drive Trustees' proposals for extensive upgrading of the Shelter to provide single occupancy rooms and to upgrade all rooms to have bathroom facilities with a view to meeting Covid guidance at the time and provide a facility that would ensure continuity should there be future pandemics. The refurbishment was vital to enable the provision of a safe service going forward.

Marina has done a fantastic job of project managing the building work and ensuring that the Charity kept up-to date with Public Health and changes on the local and national political landscape throughout the period of closure.

On a positive note the Charity was able to continue to provide move- on accommodation in the recently purchased property next door to the shelter throughout the closure period.

The Charity will continue to work with the local Authorities to ensure that when the facility re-opens it will provide the services that best meet the needs of the homeless people in the community. This will include exploring other services that the Charity could introduce, as part of the upgrade, to the benefit of residents.

Throughout the year Trustees have continued to raise awareness and the profile of the charity in the local community. There is a March 4 CENS sponsored walk planned and Trustees have used the quieter period to focus on the online presence and Social Media.

The Trustees very much look forward to reopening and to be able to resume services for the homeless.

Alison Lovesee
Chair of Trustees

COLCHESTER ENGAGEMENT & NEXT STEPS LTD**TRUSTEES' ANNUAL REPORT**
FOR THE YEAR ENDED 31 MARCH 2021**REFERENCE AND ADMINISTRATIVE DETAILS**

TRUSTEES	<p>The trustees who served during the year and up to the date of this report were:</p> <p>Mr R G Ricks (Chair to 19 May 2021) Mrs A Lovesee (Chair from 19 May 2021) Mr R Baldwin (resigned 19 January 2021) Mr G O'Driscoll Mrs V English Ms L Hicks (appointed 28 July 2020, resigned 16 February 2021) Mr R Broadway (appointed 19 January 2021, resigned 27 July 2021) Mrs E Seddon (appointed 19 January 2021)</p>
CLERK TO THE CHARITY	Mrs Clare Heyes
REGISTERED OFFICE	39-41 Alexandra Road Colchester Essex CO1 1DG
REGISTERED COMPANY NUMBER	02475258 (England and Wales)
REGISTERED CHARITY NUMBER	803328
INDEPENDENT EXAMINER	Melinda Simpson Chartered Accountant Haines Watts Town Wall House Balkerne Hill Colchester Essex CO3 4AD
SOLICITORS	Birkett Long LLP Essex House 42 Crouch Street Colchester Essex CO3 3HH
BANKERS	National Westminster Bank plc 25 High Street Colchester Essex CO1 1DG

OBJECTIVES AND ACTIVITIES**Principal Activity**

The principal activity of the Colchester Engagements & Next Step in the year under review was that of provider of temporary night shelter accommodation for single, homeless persons in the Colchester area. However during this year we have been developing our successful day time activities to help build skills and confidence increasing the likelihood of residents being able to maintain a tenancy when they move on.

The objects of the Colchester Engagements & Next Step which are set out in the Articles of Association of the company are as follows;

"(for) the relief of poverty by the provision of emergency and other accommodation advice and assistance for persons who are deemed homeless and are in need of such accommodation, advice or assistance."

A copy of the full set of Memorandum and Articles of Association is available for inspection on application to the Secretary at the registered address.

Aims and Objectives

By following its objectives the charity aims to provide short-term emergency accommodation for the homeless and offer help and advice to enable them to find a permanent home. This is done by operating a direct access policy that includes an assessment of the individual's support needs and their willingness to engage to maximise the opportunities made available by the charity for the development of their lives.

COLCHESTER ENGAGEMENT & NEXT STEPS LTD

TRUSTEES' ANNUAL REPORT **FOR THE YEAR ENDED 31 MARCH 2021**

OBJECTIVES AND ACTIVITIES (continued)

How our activities deliver public benefit

The Trustees have complied with their duty in Section 4 of the Charities' Act 2011 to have due regard to guidance published by the Charities' Commission on public benefit. We meet our aims and objectives time and time again, and honour in full the requirements of the Charities Act, which requires that we demonstrate a public benefit; that is a benefit in which the whole population can share. All our charitable activities focus on the relief and prevention of homelessness and are undertaken to further our charitable purposes for the public benefit. Our main activities, and who we try to help are described below.

ACHIEVEMENTS AND PERFORMANCE

Summary of main achievements

The Charity was affected, like many other businesses, by the COVID pandemic which caused shelters nationwide to be closed. Trustees took the opportunity to remodel the shelter during the closure period and now provide en-suite, single occupancy rooms for all residents.

FINANCIAL REVIEW

Reserves Policy

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. The Trustee's policy is that the charity will build up free reserves sufficient to cover the operating costs of the charity for a typical half year, and that further reserves should be put in place to cover planned maintenance and refurbishment expenditure ahead of when it is needed.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The governing instrument of the charity is the Memorandum and Articles of Association of the company. The governing body of the company is the board of directors, the members of which are also the Trustees of the charity. The members of the company elect the directors and Trustees.

Recruitment and Appointment of New Trustees

Trustees for the charity are drawn from members of the public usually by word of mouth but also from the publicity that the charity receives in local churches, at other local charities and at the offices of local authorities. Trustees are appointed by the Board of Management once the Board is satisfied as to the suitability of the candidate. Trustees hold office for three years after which they are eligible for re-election for a further period of three years.

The Trustees give their time voluntarily and receive no benefits from the charity: they do not receive a wage and do not claim expenses.

To be effective in office the Trustees need a good understanding of the role and responsibilities of a charity trustee and must be aware of the legal rules on eligibility to serve as a charity trustee. All new Trustees have their duties and legal, financial and managerial responsibilities and liabilities explained to them. They are informed about the charity, its vision and values, its aims, its programme, its sources of income, and the context in which it operates and attend appropriate training.

The Trustees' Annual Report was approved by order of the board of trustees on 9 February 2022 and signed on its behalf by:

Alison Lovesee

.....
Chair of Trustees

INDEPENDENT EXAMINERS' REPORT
TO THE TRUSTEES OF COLCHESTER ENGAGEMENT & NEXT STEPS LTD
FOR THE YEAR ENDED 31 MARCH 2021

I report to the trustees on my examination of the accounts of the charitable company for the year ended 31 March 2021, which are set out on pages 5 to 15.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having been satisfied that the accounts of the company are not required to be audited under Pt.16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your Charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of these listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination which gives me cause to believe:

- the accounting records were not kept in respect of the company as required by section 386 of the 2006 Act;
- the accounts do not accord with those accounting records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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.
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

MELINDA SIMPSON
CHARTERED ACCOUNTANT
HAINES WATTS

Town Wall House
 Balmerne Hill
 Colchester
 Essex CO3 4AD

9 February 2022

COLCHESTER ENGAGEMENT & NEXT STEPS LTD

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted Funds		Restricted Funds		Total	
	Notes	General Fund		(see Note 5)			
		2021	2020	2021	2020	2021	2020
		£	£	£	£	£	£
INCOME AND ENDOWMENTS FROM:							
Donations and Legacies	6	32,366	56,640	22,223	240	54,589	56,880
Charitable Activities	7	72,348	228,447	174,434	26,856	246,782	255,303
Investment Income	8	63	380	-	-	63	380
TOTAL		104,777	285,467	196,657	27,096	301,434	312,563
EXPENDITURE ON:							
Raising Funds	9	516	471	-	-	516	471
Charitable Activities	10	151,899	269,843	21,948	52,309	173,847	322,152
TOTAL		152,415	270,314	21,948	52,309	174,363	322,623
NET INCOME/(EXPENDITURE)		(47,638)	15,153	174,709	(25,213)	127,071	(10,060)
TRANSFER BETWEEN FUNDS		-	(477)	-	477	-	-
NET MOVEMENT IN FUNDS		(47,638)	14,676	174,709	(24,736)	127,071	(10,060)
RECONCILIATION OF FUNDS:							
Total funds brought forward		234,747	220,071	492,034	516,770	726,781	736,841
Total funds carried forward		187,109	234,747	666,743	492,034	853,852	726,781

The Statement of Financial Activities includes all gains and losses recognised during the year.

All income and expenditure derive from continuing activities.

COLCHESTER ENGAGEMENT & NEXT STEPS LTD

BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2021

		<u>Unrestricted Funds</u>		<u>Restricted Funds</u>		<u>Total</u>	
	<u>Notes</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
		£	£	£	£	£	£
FIXED ASSETS							
Tangible Assets	14	222,092	226,612	614,560	451,897	836,652	678,509
CURRENT ASSETS							
Debtors	15	5,309	9,659	13,000	-	18,309	9,659
Cash at Bank and in hand		149,984	146,545	46,106	40,137	196,090	186,682
		155,293	156,204	59,106	40,137	214,399	196,341
CREDITORS							
Amounts falling due within one year	16	(13,358)	(17,127)	(6,923)	-	(20,281)	(17,127)
NET CURRENT ASSETS		141,935	209,339	52,183	64,960	194,118	274,299
NET ASSETS LESS CURRENT LIABILITIES		364,027	365,689	666,743	492,034	1,030,770	857,723
CREDITORS							
Amounts falling due after more than one year	17	(176,918)	(130,942)	-	-	(176,918)	(130,942)
NET ASSETS	19	187,109	234,747	666,743	492,034	853,852	726,781
FUNDS							
Restricted Funds	5	-	-	666,743	492,034	666,743	492,034
Unrestricted Funds							
General Fund		187,109	234,747	-	-	187,109	234,747
TOTAL FUNDS		187,109	234,747	666,743	492,034	853,852	726,781

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 9 February 2022 and were signed on its behalf by:

A Lovesee

Trustee

G O'Driscoll

Trustee

COLCHESTER ENGAGEMENT & NEXT STEPS LTD

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 MARCH 2021**

1. GENERAL INFORMATION

Colchester Engagements & Next Steps Ltd (formerly Colchester Emergency Night Shelter Ltd) is a charity registered with the Charity Commission with the Charity Number 803328. The Charity is incorporated as a company limited by guarantee at Companies House with the Company Number 0275258 and domiciled in the United Kingdom. Its registered office is 39-41 Alexandra Road, Colchester, Essex CO3 3DF.

The charity name was changed from Colchester Emergency Night Shelter Ltd to Colchester Engagements & Next Steps Ltd on 8 October 2020.

2. STATEMENT OF COMPLIANCE

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) issued October 2019 the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

3. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain assets.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Component Accounting is not applied since the replacement of those components of the freehold property which have a shorter useful life than the main structure is not capitalised but written off as incurred to the General Fund.

Going Concern

As a result of Covid-19 restrictions, the Charity's temporary accommodation requires alteration to enable it to continue to be used and it has therefore been closed. Funding for these alterations has been sought and works have commenced and the accounts are prepared on a going concern basis that the charity will continue to operate once these works are complete.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the purposes of Charity.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal. Further explanation of the nature and purpose of each restricted fund is included in the notes to the financial statements.

Income

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably. The following specific policies are applied to particular categories of income:

- income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.
- for legacies, entitlement is taken as the earlier of the date on which either: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that a distribution will be made, or when a distribution is received from the estate.
- donations and other voluntary income are reflected in the accounts for the period in which they are received. Donations in kind are recognised by the Charity when received except in the case of services provided free or undervalue by voluntary staff or others which are not reflected in the accounts.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and has been classified under headings of the Statement of Financial Activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities.
- expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to governance of the charity apportioned to charitable activities.

COLCHESTER ENGAGEMENT & NEXT STEPS LTD**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31 MARCH 2021**3. ACCOUNTING POLICIES (CONTINUED)****Expenditure (continued)**

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible Fixed Assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Freehold property is stated on the Balance Sheet at its revalued amount, being the fair value at the date of revaluation less any accumulated depreciation and impairment losses.

Fair values of freehold property are determined as – market value for existing use.

Revaluations are performed with sufficient regularity to ensure that the carrying amounts are not materially misstated.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Fixtures and Fittings	- 20% straight line
Computer and Office Equipment	- 20% straight line
Residents' IT Suite	- 20% straight line

Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at Bank and in Hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and Provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Cash Flow Statement

The Charity has taken advantage of the exemption provided for charities with income under £500,000 and has not prepared a Cash Flow Statement for the year.

4. LIMITED BY GUARANTEE

Colchester Engagements & Next Steps Ltd is a company limited by guarantee and accordingly does not have any share capital.

Every member of the company undertakes to contribute to the assets of the company in the event of the same being wound up whilst he or she is a member, or within one year after he or she ceases to be a member, for the payment of debts and liabilities of the company contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories amongst themselves, such amount as may be required, not exceeding £1.

COLCHESTER ENGAGEMENT & NEXT STEPS LTD

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

5. RESTRICTED FUNDS

	Income and Endowments		Expenditure		Transfers Between Funds		Net Movement In Funds		Fund Balances Brought Forward		Fund Balances Carried Forward	
	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
	£	£	£	£	£	£	£	£	£	£	£	£
National Lottery Charities Board Fund	-	-	-	-	-	-	-	-	250,179	250,179	250,179	250,179
Freehold Property Revaluation Reserve	-	-	-	-	-	-	-	-	199,821	199,821	199,821	199,821
39-41 Alexandra Road Covid Adaptations	183,417	-	-	-	-	-	183,417	-	-	-	183,417	-
Residents Deposit Guarantee Scheme	-	-	-	-	-	-	-	-	8,699	8,699	8,699	8,699
Keys for Keeps	-	-	-	(1,100)	-	-	-	(1,100)	5,665	6,765	5,665	5,665
Colchester Borough Council – Voluntary Welfare Grant	-	-	(424)	(6,047)	-	-	(424)	(6,047)	9,838	15,885	9,414	9,838
Colchester Borough Homes – Homeless Prevention Grant	13,000	26,000	(18,914)	(24,708)	-	-	(5,914)	1,292	5,914	4,622	-	5,914
Lockton	-	-	(1,605)	(1,514)	-	-	(1,605)	(1,514)	5,195	6,709	3,590	5,195
Resident ID Fund	240	240	-	(21)	-	-	240	219	683	464	923	683
Anglia Community Trust – Residents IT Suite Fund	-	-	(1,005)	(875)	-	-	(1,005)	(875)	3,788	4,663	2,783	3,788
Gannett Foundation Grant – Allotment Fund	-	-	-	-	-	-	-	-	1,396	1,396	1,396	1,396
Colchester Borough Council – Drug and Alcohol Worker Grant	-	-	-	(18,044)	-	477	-	(17,567)	-	17,567	-	-
Winter Resilience Fund	-	856	-	-	-	-	-	856	856	-	856	856
	196,657	27,096	(21,948)	(52,309)	-	477	174,709	(24,736)	492,034	516,770	666,743	492,034

The transfer between the Colchester Borough Council – Drug and Alcohol Worker Grant and the General Fund was to cover the deficit arising on the fund.

National Lottery Charities Board Fund
Freehold Property Revaluation Reserve
39-41 Alexandra Road Covid Adaptations
Residents Deposit Guarantee Scheme and Keys for Keeps
Colchester Borough Council – Voluntary Welfare Grant
Colchester Borough Council – Homeless Prevention Grant
Lockton
Resident ID Fund
Anglia Community Trust – Residents IT Suite Fund
Gannett Foundation Grant – Allotment Fund
Colchester Borough Council – Drug and Alcohol Worker Grant
Winter Resilience Fund

To fund the purchase and refurbishment of the freehold property at 39-41 Alexandra Road.
The gain on revaluation of the freehold property.
To fund the improvements of the freehold property at 39-41 Alexandra Road to provide en-suite facilities to all bedrooms.
To fund the payment of deposits to landlords to facilitate resettlement of residents.
To fund the costs to support residents in 2018 and specifically to fund the cost of residents drug and alcohol testing in 2019 and 2020.
To fund salary, on costs and associated expenses of a Tenancy Sustainment Officer to work with resettled residents.
To fund the database ancillary requirements, IT expenditure and the depreciation of computer equipment.
To fund the purchase of ID documentation for residents.
To fund the purchase of an IT suite and computers for the use by residents.
To fund the purchase of equipment and supplies for a residents' allotment.
To fund salary, on costs and associated expenses of a Drug and Alcohol worker who is employed to increase the referrals of rough sleepers in Colchester.
To fund resident gym, swimming and basketball activities.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

5. RESTRICTED FUNDS (CONTINUED)**Income and Endowments from**

	Donations and Legacies		Charitable Activities Grant Income		Total	
	2021	2020	2021	2020	2021	2020
	£	£	£	£	£	£
Colchester Borough Council – Homeless Prevention Grant	-	-	13,000	26,000	13,000	26,000
Resident ID Fund	240	240	-	-	240	240
Winter Resilience Fund	-	-	-	856	-	856
39-41 Alexandra Road Covid Adaptations	21,983	-	161,434	-	183,417	-
	22,223	240	174,434	26,856	196,657	27,096

Expenditure

	Staff and Volunteer Costs		Residents Supplies and Activities		Office Expenses and Other Costs		Payments to Landlords		Depreciation of Fixed Assets		Professional Fees		Total	
	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
Keys for Keeps	-	-	-	-	-	-	-	1,100	-	-	-	-	-	1,100
Colchester Borough Council – Voluntary Welfare Grant	-	-	257	6,005	-	-	-	-	167	42	-	424	6,047	-
Colchester Borough Council – Homeless Prevention Grant	18,564	24,375	-	-	-	-	-	-	-	-	350	18,914	24,708	-
Lockton	-	-	-	-	648	648	-	-	957	866	-	1,605	1,514	-
Resident ID Fund	-	-	-	21	-	-	-	-	-	-	-	-	21	-
Anglia Community Trust – Residents IT Suite Fund	-	-	-	-	-	-	-	-	1,005	875	-	1,005	875	-
Colchester Borough Council – Drug and Alcohol Worker Grant	-	17,794	-	-	-	-	-	-	-	-	-	250	-	18,044
	18,564	42,169	257	6,026	648	648	-	1,100	2,129	1,783	350	21,948	52,309	

COLCHESTER ENGAGEMENT & NEXT STEPS LTD

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

6. DONATIONS AND LEGACIES

	<u>Unrestricted</u> <u>Funds</u>		<u>Restricted</u> <u>Funds</u>		<u>Total</u>	
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
	£	£	£	£	£	£
Donations and Gifts	31,866	55,840	22,223	240	54,089	56,080
Grants	500	800	-	-	500	800
	32,366	56,640	22,223	240	54,589	56,880

7. INCOME FROM CHARITABLE ACTIVITIES

	<u>Unrestricted</u> <u>Funds</u>		<u>Restricted</u> <u>Funds</u>		<u>Total</u>	
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
	£	£	£	£	£	£
Provision of Temporary Accommodation						
Accommodation Income	-	154,072	-	-	-	154,072
Essex County Council Housing Related Support	-	55,727	51,757	-	51,757	55,727
Residents Fees	-	15,818	-	-	-	15,818
Colchester Borough Council – Homeless Prevention Grant	-	-	13,000	26,000	13,000	26,000
Winter Resilience Fund	-	-	-	856	-	856
Big Lottery Fund – 39-41 Alexandra Road Covid Adaptations	-	-	109,677	-	109,677	-
Government Grants – Job Retention Scheme	48,111	-	-	-	48,111	-
	48,111	225,617	174,434	26,856	222,545	252,473
Provision of Move On Accommodation						
Accommodation Income	22,570	2,575	-	-	22,570	2,575
Residents Fees	1,667	255	-	-	1,667	255
	24,237	2,830	-	-	24,237	2,830
	72,348	228,447	174,434	26,856	246,782	255,303

8. INVESTMENT INCOME

	<u>Unrestricted</u> <u>Funds</u>		<u>Restricted</u> <u>Funds</u>		<u>Total</u>	
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
	£	£	£	£	£	£
Bank Deposit Account Interest Receivable	63	380	-	-	63	380

9. RAISING FUNDS

	<u>Unrestricted</u> <u>Funds</u>		<u>Restricted</u> <u>Funds</u>		<u>Total</u>	
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
	£	£	£	£	£	£
Just Giving Fees	516	471	-	-	516	471

COLCHESTER ENGAGEMENT & NEXT STEPS LTD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

10. EXPENDITURE ON CHARITABLE ACTIVITIES

	<u>Unrestricted</u>		<u>Restricted</u>		<u>Total</u>	
	<u>Funds</u>		<u>Funds</u>			
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
	£	£	£	£	£	£
Provision of Temporary Accommodation						
Staff and Volunteer Costs	104,760	185,835	18,564	42,169	123,324	228,004
Residents' Supplies and Activities	1,039	11,328	257	6,026	1,296	17,354
Property and Equipment Repairs and Renewals	6,144	21,911	-	-	6,144	21,911
Property Utilities	3,494	10,774	-	-	3,494	10,774
Insurances	7,062	6,784	-	-	7,062	6,784
Office Expenses and Other Costs	9,592	10,359	648	648	10,240	11,007
Payments to Landlords	-	-	-	1,100	-	1,100
Depreciation of Fixed Assets	2,525	3,273	2,129	1,783	4,654	5,056
	134,616	250,264	21,598	51,726	156,224	301,990
Support Costs – Governance Costs						
Independent Examination Fee	1,590	1,545	-	-	1,590	1,545
Accountancy Fees	2,930	2,455	-	-	2,930	2,455
Professional Fees	2,107	3,077	350	583	2,457	3,660
Trustees' Meeting Expenses	-	1,189	-	-	-	1,189
	141,243	258,530	21,948	52,309	163,191	310,839
Provision of Move On Accommodation						
Property and Equipment Repairs and Renewals	190	4,591	-	-	190	4,591
Property Utilities	3,544	1,789	-	-	3,544	1,789
Insurances	73	167	-	-	73	167
Office Expenses and Other Costs	5,978	4,483	-	-	5,978	4,483
Depreciation of Fixed Assets	871	283	-	-	871	283
	10,656	11,313	-	-	10,656	11,313
	151,899	269,843	21,948	52,309	173,847	322,152

11. STAFF AND VOLUNTEER COSTS

	<u>Unrestricted</u>		<u>Restricted</u>		<u>Total</u>	
	<u>Funds</u>		<u>Funds</u>			
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
	£	£	£	£	£	£
Wages and Salaries	95,812	154,606	17,719	37,974	113,531	192,580
Social Security Costs	5,344	9,693	591	2,881	5,935	12,574
Pension Contributions	2,202	3,035	254	927	2,456	3,962
Volunteer Matters Costs	-	15,204	-	-	-	15,204
Council Tax (VM Flats)	1,193	1,151	-	-	1,193	1,151
Staff Training	-	1,096	-	207	-	1,303
Other Staff and Volunteer Costs	209	1,050	-	180	209	1,230
	104,760	185,835	18,564	42,169	123,324	228,004

The average monthly number of employees during the year was as follows:

	<u>2021</u>	<u>2020</u>
Management and Administration	4	3
Project Workers	2	7
Volunteering Matters Volunteers	-	2
	6	12

COLCHESTER ENGAGEMENT & NEXT STEPS LTD**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31 MARCH 2021**11. STAFF AND VOLUNTEER COSTS (CONTINUED)**

No employees received emoluments in excess of £60,000 during the year ended 31 March 2021 or the year ended 31 March 2020.

Pension costs relate to a defined contribution scheme. The contributions during the year ended 31 March 2021 were £2,456 (2020 £3,962) and at 31 March 2021 contributions of £232 (2020 £863) were outstanding and are included in creditors.

The key management personnel of the Charity are considered to be the Trustees, the Manager and the Housing Manager. The total employee benefits of key management personnel amount to £67,907 for the year ended 31 March 2021 (£79,782 for the year ended 31 March 2020 relating to the Trustees, the Manager and the Housing Manager).

Termination payments, being compensation for loss of employment, amounted to £6,151 during the year ended 31 March 2021 (£Nil for the year ended 31 March 2020).

12. NET INCOME

	<u>2021</u>	<u>2020</u>
	£	£
Net income is stated after charging/(crediting):		
Amounts payable to independent examiner		
Independent examination	1,590	1,545
Accountancy fees	2,930	2,455
Depreciation – owned assets	5,525	5,339

13. TRUSTEES' REMUNERATION AND EXPENSES

No trustees were remunerated or reimbursed expenses during the year ended 31 March 2021 or the year ended 31 March 2020.

14. TANGIBLE FIXED ASSETS

	<u>Freehold</u>	<u>Fixtures</u>	<u>Computer</u>	<u>Residents'</u>	<u>Total</u>
	<u>Property</u>	<u>and</u>	<u>and Office</u>	<u>IT Suite</u>	<u></u>
	£	£	£	£	£
COST OR VALUATION					
At 1 April 2020	663,226	21,191	7,354	4,736	696,507
Additions	163,668	-	-	-	163,668
Disposals	-	(114)	(368)	(622)	(1,104)
At 31 March 2021	826,894	21,077	6,986	4,114	859,071
DEPRECIATION					
At 1 April 2020	-	11,572	3,587	2,839	17,998
Charge for year	-	3,150	1,370	1,005	5,525
On Disposals	-	(114)	(368)	(622)	(1,104)
At 31 March 2021	-	14,608	4,589	3,222	22,419
NET BOOK VALUE					
At 31 March 2021	826,894	6,469	2,397	892	836,652
At 31 March 2020	663,226	9,619	3,767	1,897	678,509

COLCHESTER ENGAGEMENT & NEXT STEPS LTD

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

14. TANGIBLE FIXED ASSETS (CONTINUED)Freehold Property

39-41 Alexandra Road, Colchester was purchased for £250,179 during 1997 with help from the National Lottery Charities Board and, for the following seventy-five years from the date of purchase, may not be sold or used as security for a loan without their consent. The property was revalued at £450,000 by Fenn Wright Chartered Surveyors as at 12 February 2015 on the basis set out in the accounting policies. The improvements of the property commenced during the year ended 31 March 2021 to make adaptations to provide en-suite bathrooms to all bedrooms.

38 Alexandra Road, Colchester was purchased in September 2019 for £213,226 to be used as Move On Accommodation and has been financed by a loan from National Westminster Bank and the Charity's own resources.

Management considered the value of the Freehold properties as at 31 March 2021 and did not alter the value of the freehold properties held.

The original cost of the buildings was £627,073.

Impairment reviews are undertaken annually to ensure that the carrying values reflect fair values. No impairments have been recognised during the year ended 31 March 2021 or the year ended 31 March 2020.

Included within Tangible fixed assets are assets represented by restricted funds amounting to £614,560 (2020 £451,897) of which £892 (2020 £1,897) relates to a computer suite for the residents funded by Anglian Community Trust.

15. DEBTORS

	<u>Unrestricted</u> <u>Funds</u>		<u>Restricted</u> <u>Funds</u>		<u>Total</u>	
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
	£	£	£	£	£	£
Trade Debtors	597	3,604	13,000	-	13,597	3,604
Other Debtors	4,134	5,976	-	-	4,134	5,976
Prepayments	578	79	-	-	578	79
	5,309	9,659	13,000	-	18,309	9,659

16. CREDITORS: Amounts falling due within one year

	<u>Unrestricted</u> <u>Funds</u>		<u>Restricted</u> <u>Funds</u>		<u>Total</u>	
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
	£	£	£	£	£	£
Bank Loans (see note 18)	4,454	3,530	-	-	4,454	3,530
Taxation and Social Security Creditors	1,382	319	-	-	1,382	319
Other Creditors	2,147	10,655	6,923	-	9,070	6,655
Accruals	5,375	2,623	-	-	5,375	6,623
	13,358	17,127	6,923	-	20,281	17,127

17. CREDITORS: Amounts falling due in more than one year

	<u>Unrestricted</u> <u>Funds</u>		<u>Restricted</u> <u>Funds</u>		<u>Total</u>	
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
	£	£	£	£	£	£
Bank Loans (see note 18)	176,918	130,942	-	-	176,918	130,942

COLCHESTER ENGAGEMENT & NEXT STEPS LTD

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

18. BANK LOANS

A loan of £136,000 was advanced from the National Westminster Bank in September 2019. The loan is subject to interest at a fixed rate of 4.53% and is repayable over 25 years. The loan is secured by a charge on the freehold property at 38 Alexandra Road, Colchester.

A bounce back loan of £50,000 was advanced from the National Westminster Bank in February 2021. The loan is interest free for 12 months and then subject to interest at a fixed rate of 2.5% and is repayable over 5 years after the interest free period ends.

The loan repayments are as follows

	2021		2020	
	£	£	£	£
Due Within One Year		4,454		3,530
Due in One to Two Years	12,882		4,242	
Due in Two to Five Years	42,417		11,116	
Due in More Than Five Years	121,619		115,584	
	176,918			130,942
	181,372			134,472

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets		Net Current Assets Less Long Term Loan		Total	
	2021	2020	2021	2020	2021	2020
	£	£	£	£	£	£
Restricted Funds						
National Lottery Charities Board Fund	250,179	250,179	-	-	250,179	250,179
Freehold Property Revaluation Reserve	199,821	199,821	-	-	199,821	199,821
39-41 Alexandra Road Covid Adaptations	163,668	-	19,749	-	183,417	-
Residents Deposit Guarantee Scheme	-	-	8,699	8,699	8,699	8,699
Keys for Keeps	-	-	5,665	5,665	5,665	5,665
Colchester Borough Council – Voluntary Welfare Grant	-	-	9,414	9,838	9,414	9,838
Colchester Borough Council – Homeless Prevention Grant	-	-	-	5,914	-	5,914
Lockton	-	-	3,590	5,195	3,590	5,195
Resident ID Fund	-	-	923	683	923	683
Anglia Community Trust – Residents IT Suite Fund	892	1,897	1,891	1,891	2,783	3,788
Gannett Foundation Grant – Allotment Fund	-	-	1,396	1,396	1,396	1,396
Winter Resilience Fund	-	-	856	856	856	856
	614,560	451,897	52,183	40,137	666,743	492,034
Unrestricted Fund						
General Fund	222,092	226,612	(34,983)	8,135	187,109	234,747
	836,652	678,509	17,200	48,272	853,852	726,781

20. RELATED PARTY TRANSACTIONS

There were no related party transactions with the Charity Trustees during the years ended 31 March 2021 or 31 March 2020.

21. CAPITAL COMMITMENTS

	2021	2020
	£	£
Authorised and Contracted for:		
Improvements to 39-41 Alexandra Road	128,752	-

COLCHESTER ENGAGEMENT & NEXT STEPS LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	<u>2021</u>		<u>2020</u>	
	£	£	£	£
INCOME AND ENDOWMENTS FROM				
Donations and Legacies				
Donations	54,089		56,080	
Grants Receivable – Other	500		800	
		54,589		56,880
Investment Income				
Deposit Account Interest Receivable		63		380
Charitable Activities – Provision of Temporary Accommodation				
Accommodation Income	-		154,072	
Essex County Council Housing Related Support	51,757		55,727	
Residents Fees	-		15,818	
Grants Receivable				
Colchester Borough Council – Homeless Prevention Grant	13,000		26,000	
Big Lottery Fund – 39-41 Alexandra Road Covid Adaptations	109,677		-	
Government Grants – Job Retention Scheme	48,111		-	
Winter Resilience Fund – Resident Activities Grant	-		856	
		222,545		252,473
Charitable Activities – Provision of Move On Accommodation				
Accommodation Income	22,570		2,575	
Residents Fees	1,667		255	
		24,237		2,830
TOTAL INCOME		301,434		312,563
EXPENDITURE				
Raising Funds				
Just Giving Fees		516		471
Charitable Activities – Provision of Temporary Accommodation				
Staff and Volunteer Costs				
Wages and Salaries	113,531		192,580	
Social Security Costs	5,935		12,574	
Pension Contributions	2,456		3,962	
Volunteering Matters Costs	-		15,204	
Council Tax (VM Flats)	1,193		1,151	
Staff Training	-		1,303	
Other Staff and Volunteer Costs	209		1,230	
		123,324		228,004
Residents' Supplies and Activities				
Food and Provisions	637		8,783	
Cleaning Supplies	57		857	
Residents Activities, Support and Computer Supplies	345		1,688	
Drug and Alcohol Testing and Related Costs	257		6,005	
Residents Identity Documentation	-		21	
		1,296		17,354
Property and Equipment Repairs and Renewals				
Property Repairs	3,664		2,838	
Repairs and Renewals	295		2,204	
Household Cleaning and Waste Disposal	2,185		16,869	
		6,144		21,911
Property Utilities				
Water Rates	66		2,362	
Light and Heat	3,428		8,412	
		3,494		10,774
Carried Forward		134,774		278,514

COLCHESTER ENGAGEMENT & NEXT STEPS LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	<u>2021</u>	<u>2020</u>
EXPENDITURE (CONTINUED)		
Brought Forward	134,774	278,514
Charitable Activities – Provision of Temporary Accommodation (continued)	7,062	6,784
Insurances		
Office Expenses and Other Costs		
Telephone	5,358	4,023
Postage and Stationery	32	1,120
IT Services	1,088	1,085
Database Costs	648	648
Replacement Office Equipment	-	255
Subscriptions	578	784
Bank Charges	600	936
Storage Costs	1,888	1,764
Sundry Expenses	48	392
	<u>10,240</u>	<u>11,007</u>
Payments to Landlords	-	1,100
Depreciation of Fixed Assets		
Fixtures and Fittings	2,279	3,007
Computer and Office Equipment	1,370	1,174
Residents IT Suite	1,005	875
	<u>4,654</u>	<u>5,056</u>
Charitable Activities – Provision of Move Accommodation		
Property and Equipment Repairs and Renewals		
Property Repairs	190	4,591
Property Utilities		
Council Tax	1,789	981
Water Rates	626	70
Light and Heat	1,129	738
	<u>3,544</u>	<u>1,789</u>
Insurance	73	167
Office Expenses and Other Costs		
Cost of Obtaining Finance	-	995
Bank Loan Interest Charges	5,978	3,488
	<u>5,978</u>	<u>4,483</u>
Depreciation of Fixed Assets		
Fixtures and Fittings	871	283
Support Costs – Governance Costs		
Independent Examination Fees	1,590	1,545
Accountancy Fees	2,930	2,455
Professional Fees	2,457	3,660
Trustee Meeting Expenses	-	1,189
	<u>6,977</u>	<u>8,849</u>
TOTAL EXPENDITURE	<u><u>174,363</u></u>	<u><u>322,623</u></u>
NET INCOME/(EXPENDITURE)	<u><u>127,071</u></u>	<u><u>(10,060)</u></u>