

THE BROMLEY HOMELESS SHELTER

**TRUSTEES' REPORT
AND
ACCOUNTS**

YEAR ENDED 30 JUNE 2018

Registered Charity Number: 1163353

THE BROMLEY HOMELESS SHELTER

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

REFERENCE AND ADMINISTRATIVE DETAILS

TRUSTEES

Ed Tree, Chair
John Warren, Treasurer
Felix Corley
Mark Draycott
Anne Horner-Tree (resigned 17 March 2018)
Julia Low (appointed 8 September 2017)
Angela Short
Mitul Mehta (appointed 16 August 2017)
Rev Simon Jones (resigned 28 July 2017)
Sandra Taylor (appointed 14 May 2018)

PRINCIPAL ADDRESS

Bromley United Reformed Church
20 Widmore Road
Bromley
Kent
BR1 1RY

CHARITY REGISTRATION NUMBER

1163353

GOVERNING INSTRUMENT

Charitable Incorporated Organisation Constitution dated 12 August 2015
(registered with the Charity Commission on 1 September 2015)

INDEPENDENT EXAMINER

D J Clark
Chartered Accountant
1st Floor, Church House
61 College Road
Bromley,
BR1 3QG

BANK

Metro Bank plc
72 – 76 High Street
Bromley
Kent
BR1 1EG

THE BROMLEY HOMELESS SHELTER

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Bromley Homeless Shelter was established as a Charitable Incorporated Organisation (CIO) by means of a constitution dated 12 August 2015. It was registered with the Charity Commission on 1 September 2015. The CIO took over the assets, charitable activities and affairs of a predecessor organisation which was an unregistered association.

Objectives

The objects of the charity are

“The relief of poverty by the provision of emergency and other accommodation, advice and assistance for persons in need who are deemed to be homeless and require such accommodation, advice or assistance, as an expression of Christian faith.”

Trustees

The affairs of the CIO are managed by the trustees of whom there must be at least five. During the financial year ending 30th June 2018, one Trustee retired due to excessive other commitments and one Trustee retired when leaving the area. Three additional Trustees were appointed to make a total of eight Trustees. The maximum number of Trustees permitted under the Constitution is nine. At every subsequent AGM, one-third of the trustees shall retire by rotation. Trustees retiring by rotation are eligible for re-appointment. Vacancies arising from the retirement of trustees by rotation may be filled by the decision of the members at the AGM. In addition, the members or the trustees may at any time decide to appoint a new trustee.

The Trustees are responsible for the policies, activities and assets of the Charity. They meet as the need arises, to review developments in connection with the Charity and its activities and to make important decisions. They keep abreast of developments in charity-related matters as appropriate and seek the advice of the Charity's professional advisors as required.

Members

Membership of the CIO is open to:

- Churches within Churches Together in Bromley; and
- by invitation of the trustees:
 - Churches within Churches Together in England
 - Individuals involved in the operation of the CIO

provided that they are interested in furthering the CIO's purposes and have indicated their agreement to become a member and accept the duties of members as set out in the constitution.

PUBLIC BENEFIT

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing the charity's aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

THE BROMLEY HOMELESS SHELTER

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2018

POLICIES AND ACTIVITIES

The Bromley Homeless Shelter is a project run by the 'Churches Together in Central Bromley' to help homeless people, giving preference to those who have a connection to the Bromley Borough. During the coldest and most difficult time of the year the Charity operates a Winter Night Shelter. Additionally, the Charity provides advice to those who are homeless or about to become homeless.

The Bromley Homeless Shelter is supported by a number of local churches and many local residents. The Winter Night Shelter was open from November 22nd 2017 to 13th March 2018 to homeless people. There are no exclusions due to sex, sexual orientation, gender reassignment, race, nationality, religion, or belief.

During the winter season we provided 1204 bed nights to guests; an increase (39%) over the 867 in the previous year. The occupancy rate was 95%. Volunteers worked a total of 4708 hours, equivalent to £49,669 at the London Living Wage of £10.55 per hour. We were able to expand our support and signposting service to our guests through the deployment and training of volunteers. 40 guests were referred to the shelter. 7 of whom only stayed one night; five stayed for more than 60 days. The median length of stay was 22 nights.

The majority of guests had a local connection to Bromley Borough.

27 (67%) guests entered more permanent housing. The shelter operated in partnership with the local authority, LATCH, local churches, Thames Reach, Oxleas Mental Health Trust, Bromley Drug and Alcohol Service, Bromley Starter Pack Scheme, Housing Justice, Emmaus, Crisis, Community Links Bromley, various Rotary Clubs and other similar organisations. We took steps to raise awareness of the charity by speaking at various events such as Rotary Clubs, churches, schools, et cetera. This increased awareness led to a wide range of donors providing financial support to the charity.

REVIEW OF DEVELOPMENTS DURING THE YEAR TO 30 JUNE 2018

A stronger financial position allowed us, on 1st March 2018 to extend the days worked by the office based advice from one to two days a week.

FINANCIAL REVIEW OF THE YEAR TO 30 JUNE 2018

The charity's principal source of income is donations. In the year to 30 June 2018 these amounted to £53.1k, a significant rise on the previous year's figure of £27.6k. A small amount of bank interest is earned.

With the charity having become more active in the previous year its expenditure levels rose quite significantly but have since dropped back slightly. In 2017-18 total payments were £14.7k (2017: £16.8k).

As a result, the charity generated a healthy surplus. The surplus for the year was £38.4k compared to £10.9k in 2016-17. This has been added to cash reserves to give a carry forward figure of just over £86k.

The charity has no assets other than its cash at bank and in hand. The charity has no material liabilities or commitments.

RESERVES

At 30 June 2018, the charity's general reserves of cash stood at £86k. This represents a little over five years' expenditure held in reserve at current levels. However, since the year-end, the charity has expanded its operations with the opening of a second night shelter. This means that expenditure levels will inevitably rise in 2018-19 and thus a larger capital base will be required.

At a minimum, the trustees consider that approximately two years' expenditure should be held in reserve to ensure that they can meet all of the charity's liabilities and commitments as and when they fall due as well as to provide a cushion against any unforeseen contingencies. In view of how new the charity is and the extent to which its work is already expanding, they feel that it is also prudent to maintain additional funds to provide them with a capital base which will enable them to develop the services of the charity further, should the need and/or opportunity to do so arise in future.

THE BROMLEY HOMELESS SHELTER

TRUSTEES' ANNUAL REPORT (Continued)

FOR THE YEAR ENDED 30 JUNE 2018

FUTURE PLANS

The current operations of the charity will continue. The increase in homelessness in this area means that there will be more demand for homelessness services and therefore the charity's services need to be extended, with the possibility of employing a part time coordinator.

There is uncertainty over the future availability of the currently free venues for meal and overnight accommodation which could lead to substantially increased expenditure, and strong financial reserves must be established for this possibility.

The uncertainty over the availability of the current accommodation and the desire to increase our services to meet demand led to a search for additional accommodation. A community hall in the north-west of Bromley was identified and plans begun to open a second winter night shelter in this location.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Charities Act 2011 requires the trustees to prepare for each financial year financial statements which give a true and fair view of the charity's financial activities during the year and of its financial position at the year end. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charity Commission guidelines for the preparation of accounts using the Receipts and Payments basis
- make judgements and estimates that are reasonable and prudent; and
- adopt the going concern basis unless it is inappropriate to presume that the charitable company will continue on that basis.

The trustees are responsible for ensuring proper accounting records are kept which disclose, with reasonable accuracy at any time, the financial position of the Charity and enable them to ensure that the financial statements comply with the CIO's constitution and the disclosure regulations. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of error, fraud and other irregularities.

Approved by the Trustees on

2019 and signed as authorised on their behalf by:

Edwin L. Tree
Chairman of Trustees

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

THE BROMLEY HOMELESS SHELTER

I report to the trustees on my examination of the accounts of the Bromley Homeless Shelter CIO (the CIO) for the year ended 30 June 2018.

RESPONSIBILITIES AND BASIS OF THE REPORT

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the 2011 Act").

I report in respect of my examination of the CIO'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 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that **no** material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the CIO as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records.

I have **no** concerns and 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.

D.J. Clark
Chartered Accountant

1st Floor, Church House
61 College Road
Bromley
BR1 3QG

THE BROMLEY HOMELESS SHELTER
RECEIPTS & PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2018

	Notes	2018 Total £	2017 Total £
RECEIPTS			
Grants and donations		53,012	27,598
Bank deposit interest		75	21
		<u>53,087</u>	<u>27,619</u>
PAYMENTS			
Charitable activities	2	14,673	16,750
Other costs		-	-
		<u>14,673</u>	<u>16,750</u>
	2	<u>14,673</u>	<u>16,750</u>
Excess of Receipts over Payments		38,414	10,869
Cash at bank and in Hand			
Brought forward at beginning of year		48,078	37,209
		<u>48,078</u>	<u>37,209</u>
Carried forward at end of year		<u>£86,492</u>	<u>£48,078</u>

Approved by the Trustees on

2019 and signed on their behalf by

John Warren
Treasurer and Trustee

THE BROMLEY HOMELESS SHELTER
STATEMENT OF ASSETS & LIABILITIES
AS AT 30 JUNE 2018

	2018		2017	
	£	£	£	£
CASH AT BANK & IN HAND (see note below)				
Current and Deposit Accounts	86,116		48,073	
Cash in hand	376		5	
	<u> </u>	86,492	<u> </u>	48,078
OTHER MONETARY ASSETS				
Debtors and prepayments		-		-
		<u> </u>		<u> </u>
		86,492		48,078
CURRENT LIABILITIES				
Creditors and accruals		-		(246)
		<u> </u>		<u> </u>
		-		(246)
NET CURRENT ASSETS		<u> </u>		<u> </u>
		£86,492		£47,832
		<u> </u>		<u> </u>

Note

The Bromley Homeless Shelter does not - and does not intend to in the immediate future - maintain long-term investments to generate funds for future work. Funds are held for short- and medium-term spending only. For that reason, such funds are held by mainstream British financial institutions allowing reasonable access to meet short- and medium-term aid commitments consonant with maximising interest.

THE BROMLEY HOMELESS SHELTER

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2018

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with the Charities Act 2011 and Charity Commission guidelines for the preparation of accounts using the Receipts and Payments basis.

2. DETAILS OF EXPENDITURE

	2018	2017
	£	£
Guest Food, showers & laundry	2,902	3,540
Guests' travel & miscellaneous expenses	1,168	472
Advice & advocacy centre	6,163	2,963
Support of individuals (one person)	-	5,188
Telephone	155	184
Postage & stationery	-	202
Consumables & IT costs	187	362
Advertising	11	-
Memberships	175	150
Insurance and Security	700	314
Repairs & renewals	521	35
Volunteer training	198	-
Venue rental	210	-
Donations for use of facilities	1,810	1,090
Donations to other Charities (see Note 3)	-	2,250
Meetings and events	373	-
Miscellaneous expenses	100	-
	<u>£14,673</u>	<u>£16,750</u>

There were no Independent examination fees paid or payable as the Independent Examiner acts in an honorary capacity.

During the year, no remuneration was received by the Trustees. Reimbursed travelling and other expenses of £nil (2016: £nil) were paid to the Trustees.

3. DONATIONS

	2018	2017
	£	£
Included in payments are the following donations made:		
Starter Pack Scheme (Bromley Parish Church)	-	750
CAP Bromley Partnership	-	1,500
	<u>£-</u>	<u>£2,250</u>

