

THE BROMLEY HOMELESS SHELTER

**TRUSTEES' REPORT
AND
ACCOUNTS**

YEAR ENDED 30 JUNE 2016

Registered Charity Number: 1163353

THE BROMLEY HOMELESS SHELTER

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2016

REFERENCE AND ADMINISTRATIVE DETAILS

TRUSTEES

Anne Horner-Tree
Rev Simon Jones
Mrs Angela Short
Ed Tree
John Warren

PRINCIPAL ADDRESS

Bromley Baptist Church
Park Road
Bromley
Kent
BR1 3HJ

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 2016

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. Five trustees were appointed upon the establishment of the CIO and they will retire at the first Annual General Meeting (AGM) of the CIO. 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.

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. We are supported by a number of local churches and many local residents.

The Shelter was open from December 2nd to 17th March to homeless people. There are no exclusions due to sex, sexual orientation, gender reassignment, race, nationality, religion, or belief.

THE BROMLEY HOMELESS SHELTER

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 JUNE 2016

REVIEW OF DEVELOPMENTS DURING THE YEAR TO 30 JUNE 2016

The Bromley Homeless Shelter became a registered charity with the Charity Commission on first of September 2015. During the winter season we offered 768 bed nights to guests and volunteers worked a total of 4287 hours. We were able to expand our support and signposting service to our guests through the deployment and training of volunteers. 39 guests were referred to the shelter, of which 17 entered more permanent housing during the season.

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. We also refreshed our online presence through an improved website and use of social media.

FINANCIAL REVIEW OF THE YEAR TO 30 JUNE 2016

The CIO took over the affairs of the predecessor organisation during the period. Both the predecessor organisation and the CIO present accounts for the financial year ending 30 June and therefore accounts have been drawn up for the year ended 30 June 2016 with comparative figures for the year ended 30 June 2015 also disclosed.

The balance of cash transferred from the predecessor organisation was a little under £18.9k and total receipts for the year amounted to over £27k (2015: £12.1k). Expenditure was £8.9k (2015: £6k) and thus there was a healthy surplus of income over expenditure of nearly £18.6k (2015: £6.1k). This has been added to cash reserves to give a carry forward figure of nearly £37.5k.

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 2016, the charity's general reserves of cash stood at just under £37.5k. This represents approximately four years' expenditure in reserve at current levels.

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, they feel that it is also prudent to maintain additional funds to provide them with a capital base which might enable them to expand the services of the charity should the need and/or opportunity to do so arise in future.

FUTURE PLANS

We will continue the current operations of the charity. In addition to this we are looking at how to provide year-round support to the homeless and potentially homeless in the borough.

There is uncertainty over the future availability of the current accommodation which could lead to substantially increased expenditure and means that we must establish strong financial reserves for this possibility. We are also exploring the possibility of employing a coordinator for the shelter.

THE BROMLEY HOMELESS SHELTER

TRUSTEES' ANNUAL REPORT (Continued)

FOR THE YEAR ENDED 30 JUNE 2016

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 21 February 2017 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 on the accounts of the Trust for the year ended 30 June 2016, which are set out on pages 6 to 8.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145 (5) (b) of the 2011 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 you as 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

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn 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

21 February 2017

THE BROMLEY HOMELESS SHELTER

RECEIPTS & PAYMENTS ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2016

	Notes	Unrestricted £	2016 Restricted £ (Note 5)	Total £	2015 Total £
RECEIPTS					
Grants and donations		26,219	1,780	27,999	12,108
Bank deposit interest		26	-	26	-
		<u>26,245</u>	<u>1,780</u>	<u>28,025</u>	<u>12,108</u>
PAYMENTS					
Cost of charitable activities	3	7,921	1,780	9,701	6,009
Other costs		-	-	-	-
	3	<u>7,921</u>	<u>1,780</u>	<u>9,701</u>	<u>6,009</u>
Excess of Receipts over Payments/ (Payments over Receipts)		18,324	-	18,324	6,099
Cash at bank and in Hand					
Brought forward at beginning of year		-	-	-	12,786
Transfer from predecessor / (to successor) organisation		18,885	-	18,885	(18,885)
Carried forward at end of year		<u>£37,209</u>	<u>£-</u>	<u>£37,209</u>	<u>£ -</u>

Approved by the Trustees on 21 February 2017 and signed on their behalf by

John Warren
Treasurer and Trustee

THE BROMLEY HOMELESS SHELTER
STATEMENT OF ASSETS & LIABILITIES
AS AT 30 JUNE 2016

	2016 Total £	2015 Total £
CASH AT BANK & IN HAND		
Deposit Accounts	10,026	10,000
Current Accounts and cash in hand	27,183	8,885
	<u>£37,209</u>	<u>£18,885*</u>
	<u><u>£37,209</u></u>	<u><u>£18,885*</u></u>
* The balance of cash at bank and in hand at the end of June 2015 was transferred to the new charity with effect from that date.		
OTHER MONETARY ASSETS		
Debtors and prepayments	£ -	£ -
	<u>£ -</u>	<u>£ -</u>
LIABILITIES		
Creditors and accruals	£ -	£ -
	<u>£ -</u>	<u>£ -</u>
	<u><u>£ -</u></u>	<u><u>£ -</u></u>

THE BROMLEY HOMELESS SHELTER

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2016

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. ANALYSIS OF PAYMENTS

	2016	2015
	£	£
Guests' food & showers	2,741	2,701
Travel & mentoring	422	119
Support of individuals (one person)	5,017	1,893
Light and heat	-	250
Telephone	182	143
Postage & stationery	316	-
Consumables & IT costs	43	-
Training	52	-
Advertising	64	-
Memberships	-	150
Insurance	197	191
Repairs & renewals	667	562
	<u>£9,701</u>	<u>£6,009</u>

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

3. TRANSACTIONS WITH TRUSTEES

During the year one trustee was reimbursed expenses incurred on behalf of the charity amounting to £1,291.

No trustee received any form of remuneration from the charity.

4. STAFF COSTS

All of the activities of the charity are carried out by volunteers and it has no employees. Therefore no staff costs fall to be recorded in the accounts.

5. RESTRICTED FUNDS

Monies have been received to provide specifically for the upkeep throughout the year of a homeless individual. All such income has been spent during the year for the specified purposes and thus no restricted fund fell to be carried forward at the end of the year.