

THE BROMLEY HOMELESS SHELTER

**TRUSTEES' REPORT
AND
ACCOUNTS**

YEAR ENDED 30 JUNE 2017

Registered Charity Number: 1163353

THE BROMLEY HOMELESS SHELTER

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

REFERENCE AND ADMINISTRATIVE DETAILS

TRUSTEES

Felix Corley (appointed 22nd June 2017)
Mark Draycott (appointed 23rd June 2017)
Anne Horner-Tree
Ms Julia Low (appointed 8 September 2017)
Mrs Angela Short
Mitul Mehta (appointed 16 August 2017)
Ed Tree
John Warren
Rev Simon Jones (resigned 28th July 2017)

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 2017

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 all retired and were re-elected at the first Annual General Meeting (AGM) of the CIO. Subsequently, one Trustee retired when leaving the area and four 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 2017

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.

We are supported by a number of local churches and many local residents. The Winter Night Shelter was open from December 1st 2016 to 14th March 2017 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 867 bed nights to guests; an increase over the 768 in the previous year. Volunteers worked a total of 4059 hours, equivalent to £34,975 at the London Living Wage of £9.75 per hour. We were able to expand our support and signposting service to our guests through the deployment and training of volunteers. 29 guests were referred to the shelter, of which 16 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 2017

A stronger financial position allowed us to open an office based advice service in the United Reformed Church in Widmore Road, Bromley. We also signed a consulting agreement to provide the charity with expertise to help resolve housing and benefits problems as part of this development. As a result, the Charity now provides advice throughout the year to those who are homeless or about to become homeless.

FINANCIAL REVIEW OF THE YEAR TO 30 JUNE 2017

The CIO took over the affairs of the predecessor organisation during the period to 30 June 2016 and took over its balance of cash at bank of a little under £18.9k.

The charity's principal source of income is donations and in 2016-17 these amounted to £27.6k compared to £28k in the period to 30 June 2016. A small amount of bank interest is earned.

With the charity becoming more active its expenditure levels have risen. In 2016-17 total payments increased to £16.8k from £9.7k in the previous period. Nonetheless this still enabled the charity to generate a healthy surplus; this amounted to £10.9k (2016: £18.3k). This has been added to cash reserves to give a carry forward figure of just over £48k.

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 2017, the charity's general reserves of cash stood at £48k. This represents a little under three years' expenditure held 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 and the extent to which its work has already expanded, they feel that it is also prudent to maintain additional funds to provide them with a capital base which might 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 2017

FUTURE PLANS

We will continue the current operations of the charity. The increase in homelessness in the country means that there will be more demand for our services. We are looking at ways to expand our services. We are also exploring the possibility of employing a coordinator for the shelter.

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.

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

2018 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 2017.

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

2018

THE BROMLEY HOMELESS SHELTER
RECEIPTS & PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2017

	Notes	2017 Total £	2016 Total £
RECEIPTS			
Grants and donations		27,598	27,999
Bank deposit interest		21	26
		<u>27,619</u>	<u>28,025</u>
PAYMENTS			
Charitable activities	2	16,750	9,701
Other costs		-	-
		<u>16,750</u>	<u>9,701</u>
	2	<u>16,750</u>	<u>9,701</u>
Excess of Receipts over Payments		10,869	18,324
Cash at bank and in Hand			
Brought forward at beginning of year		37,209	-
Transfer from predecessor organisation		-	18,885
		<u>£48,078</u>	<u>£37,209</u>
Carried forward at end of year		<u><u>£48,078</u></u>	<u><u>£37,209</u></u>

Approved by the Trustees on

2018 and signed on their behalf by

John Warren
Treasurer and Trustee

THE BROMLEY HOMELESS SHELTER
STATEMENT OF ASSETS & LIABILITIES
AS AT 30 JUNE 2017

	2017		2016	
	£	£	£	£
CASH AT BANK & IN HAND (see note below)				
Deposit Accounts	48,073		37,089	
Current Accounts and cash in hand	5		120	
	<u> </u>	48,078	<u> </u>	37,209
OTHER MONETARY ASSETS				
Debtors and prepayments		-		-
		<u> </u>		<u> </u>
		48,078		37,209
CURRENT LIABILITIES				
Creditors and accruals	(246)		-	
	<u> </u>	(246)	<u> </u>	-
NET CURRENT ASSETS		<u> </u>		<u> </u>
		<u>£47,832</u>		<u>£37,209</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 2017

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

	2017	2016
	£	£
Guests' food & showers	3,540	2,741
Miscellaneous Guest Expenses	472	-
Travel & mentoring	2,963	422
Support of individuals (one person)	5,188	5,017
Telephone	184	182
Postage & stationery	202	316
Consumables & IT costs	362	43
Training	-	52
Advertising	-	64
Memberships	150	-
Insurance	314	197
Repairs & renewals	35	667
Donations for use of facilities	1,090	-
Donations to other Charities (see Note 3)	2,250	-
	<u>£16,750</u>	<u>£9,701</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

	2017	2016
	£	£
Included in payments are the following donations made:		
Starter Pack Scheme (Bromley Parish Church)	750	-
CAP Bromley Partnership	1,500	-
	<u>£2,250</u>	<u>£-</u>