

THE BROMLEY HOMELESS SHELTER

**TRUSTEES' REPORT
AND
ACCOUNTS**

YEAR ENDED 30 JUNE 2019

Registered Charity Number: 1163353

THE BROMLEY HOMELESS SHELTER

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2019

REFERENCE AND ADMINISTRATIVE DETAILS

TRUSTEES

Ed Tree (Chair until 30 March 2019)
Angela Short (Chair from 30 March 2019)
John Warren, Treasurer
Felix Corley
Mark Draycott
Julia Low
Mitul Mehta
Sandra Taylor

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 2019

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, with the maximum number of Trustees permitted under the Constitution being nine. During the financial year ending 30 June 2019, three trustees stood for re-election, Mark Draycott, Felix Corley and Angela Short, maintaining a total of eight Trustees. On 30 March 2019, Ed Tree retired from the position of Chair; Angela Short was elected into the position of Chair. At every AGM, one-third of the trustees 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 2019

POLICIES AND ACTIVITIES

The Bromley Homeless Shelter is a project run by 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 21 November 2018 to 26 March 2019 to homeless people. There are no exclusions due to sex, sexual orientation, gender reassignment, race, nationality, religion, or belief.

Approximately two thirds of our guests had a local connection to Bromley Borough or adjoining authority and around half moved on into more permanent housing. The shelter operated in partnership with the local authority, LATCH, local churches, Thames Reach, Living Well, 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 2019

Last winter season we opened a second night shelter in the north west of the Borough, providing at least 12 more bed spaces per night during the coldest months (January to March 2019). To help with the operation of this we were able to employ a part-time co-ordinator.

A number of particularly vulnerable guests remained homeless as the shelter closed and we were able to offer continued support by facilitating temporary provision via a nearby hostel.

The advice service continued to support vulnerable guests through the night shelter season and continues to support new clients that present throughout the year. We also partnered with Living Well who helped support the guests during the operational period of the second night shelter.

FINANCIAL REVIEW OF THE YEAR TO 30 JUNE 2019

The charity's principal source of income is donations. In the year to 30 June 2019 these amounted to £88.8k, a significant rise on the previous year's figure of £53.0k. A small amount of bank interest is earned.

With the charity having become more active than in the previous year, because of opening a second shelter, its expenditure levels rose quite significantly to £33.7k, compared to total payments in the previous year of £14.7k.

As a result, the charity generated a healthy surplus. The surplus for the year was £55.4k compared to £38.4k in the previous year. This has been added to cash reserves to give a carry forward figure of just over £141k.

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 2019, the charity's general reserves of cash stood at £141k, of which just over £5k relates to restricted funds. This represents a little over four 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 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 2019

FUTURE PLANS

The current operations of the charity will continue however we recognize the need to meet the rising challenges of homelessness and some of the complex needs associated with that. It can take some time for accommodation options to become available and in order to provide a safe and supportive environment to individuals whilst they are supported into their own homes or other suitable 'move on' options we aspire to extend the operational months of night shelter provision. With this in mind we are currently talking with a group of churches in the Orpington area.

We are continuing to look at ways in which we can more effectively help to support those with addictions and have begun talks with partner agencies as to how we may best go about this.

With the increase in number of people facing homelessness we are seeking to expand our advice service and hope to employ an additional part time advocate to initially support our activity in the north west of the Borough.

There remains 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 are important to cover this possibility.

THANK YOU

The work undertaken by the Bromley Homeless Shelter would not be possible without the many volunteers, who are happy to give their time, the local churches and community halls which make their facilities available and the many donors, in both cash and in kind, who provide essential support. On behalf of our many guests, the Trustees wish to acknowledge with heartfelt thanks the professionalism and commitment of all who contribute and the generosity of donors.

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 5 October 2019 and signed as authorised on their behalf by:

Angela Short
Chair 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 2019.

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

October 2019

THE BROMLEY HOMELESS SHELTER
RECEIPTS & PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2019

	Notes	Unrestricted £	2019 Restricted £ (Note 3)	Total £	2018 Unrestricted & Total £
RECEIPTS					
Grants and donations		72,849	16,000	88,849	53,012
Bank deposit interest		211	-	211	75
		<u>73,060</u>	<u>16,000</u>	<u>89,060</u>	<u>53,087</u>
PAYMENTS					
Charitable activities	2	22,774	4,372	27,146	14,673
Capital payments		-	6,533	6,533	-
	2	<u>22,774</u>	<u>10,905</u>	<u>33,679</u>	<u>14,673</u>
Excess of Receipts over Payments		50,286	5,095	55,381	38,414
Cash at bank and in Hand					
Brought forward at beginning of year		86,492	-	86,492	48,078
Carried forward at end of year		<u>£136,778</u>	<u>£5,095</u>	<u>£141,873</u>	<u>£86,492</u>

Note

In the year to 30 June 2018, no restricted funds were received. Therefore all receipts and payments related to unrestricted funds.

Approved by the Trustees on 5 October 2019 and signed on their behalf by

John Warren
Treasurer and Trustee

THE BROMLEY HOMELESS SHELTER
STATEMENT OF ASSETS & LIABILITIES
AS AT 30 JUNE 2019

	2019			2018
	Unrestricted	Restricted	Total	Unrestricted & Total
	£	£	£	£
CASH AT BANK & IN HAND (see note below)				
Current and Deposit Accounts	136,304	5,095	141,399	86,116
Cash in hand	474	-	474	376
	<u>136,778</u>	<u>5,095</u>	<u>141,873</u>	<u>86,492</u>
OTHER MONETARY ASSETS				
Debtors and prepayments	-	-	-	-
	<u>136,778</u>	<u>5,095</u>	<u>141,873</u>	<u>86,492</u>
CURRENT LIABILITIES				
Creditors and accruals	-	-	-	-
NET CURRENT ASSETS	<u><u>£136,778</u></u>	<u><u>£5,095</u></u>	<u><u>£141,873</u></u>	<u><u>£86,492</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 2019

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

	Unrestricted £	Restricted £	2019 £	2018 £
Guest Food, showers & laundry	4,328	-	4,328	2,902
Guests' travel & miscellaneous expenses	1,817	-	1,817	1,168
Guest emergency accommodation	-	2,017	2,017	-
Advice & advocacy centre	10,035	-	10,035	6,163
Coordinator	-	2,355	2,355	-
Telephone	163	-	163	155
Postage & stationery	70	-	70	-
Consumables & IT costs	478	-	478	187
Advertising & fundraising	1,010	-	1,010	11
Memberships	-	-	-	175
Insurance and Security	855	-	855	700
Repairs & renewals	153	-	153	521
Volunteer training	91	-	91	198
Venue rental	270	-	270	210
Donations for use of facilities	2,026	-	2,026	1,810
Donations to other Charities (Acorn House)	1,000	-	1,000	-
Meetings and events	478	-	478	373
Miscellaneous expenses	-	-	-	100
	<u>22,774</u>	<u>4,372</u>	<u>27,146</u>	<u>14,673</u>
Capital expenditure	-	6,533	6,533	-
	<u>£22,774</u>	<u>£10,905</u>	<u>£33,679</u>	<u>£14,673</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 (2018: £nil) were paid to the Trustees.

THE BROMLEY HOMELESS SHELTER

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2019

3. RESTRICTED FUNDS

In the year the charity received £16,000 (2018: Nil) from Housing Justice for use in connection with the establishment of the second night shelter in the north-west of the borough. Of this, £10,905 (2018; Nil) was spent in the year giving a balance to carry forward at the end of June 2019 of £5,095 (2018: Nil). This was held entirely as cash at bank.