

KING'S LYNN WINTER NIGHT SHELTER

**REPORT AND ACCOUNTS
FOR THE YEAR ENDED
30 JUNE 2020**

Charity Registration: 1175645

**KING'S LYNN WINTER NIGHT SHELTER
TRUSTEES REPORT
YEAR END 30 JUNE 2020**

OBJECTIVES

The objectives of the charity are :-

The object of King's Lynn Winter Night Shelter ("the Shelter") is to provide safe overnight accommodation for homeless persons in King's Lynn during the winter. It runs a night shelter in the town for the five winter months from November to March inclusive. Guests are given a hot evening meal, a bed for the night and breakfast the following morning with as much or as little socialising as the guest wants during his or her stay. Where appropriate the Shelter signposts guests to agencies able to help them exit rough sleeping.

ACHIEVEMENTS AND PERFORMANCE

These are detailed in the Shelter's Impact Report for the 2019/20 winter. The salient points to draw from that Report are as follows. We welcomed 104 different guests during the winter. Their lengths of stay covered the whole spectrum from one or two nights only all the way through to most of the winter. The covid 19 pandemic impacted on our work in the latter part of March 2020. Not only did we take special measures for our guests but also for some of our volunteers who had their own vulnerabilities. The Borough Council ensured that when we closed at the end of March our guests were given single room accommodation elsewhere. This has enabled many of our guests to make the transition to permanent accommodation much more quickly than would otherwise have happened. The Shelter was assisted by over 170 volunteers this year. Their time and commitment enables us to offer the service of the shelter as an economic option at a time when funds are scarce. At the end of this year we completed our move to St John's House, a larger and more flexible set of premises than our previous location.

FINANCIAL REVIEW

Full details are set out in the Statement of Financial Activity and the Balance Sheet. The income received in the year has covered the expenditure in the year. The Mercers Company of the City of London have supported the charity substantially this year and will continue to do so for the next two years. Our Borough Council and Homeless Links have also given us financial support during the year. We anticipate that much of the charities surplus will be spent on St John's House to bring it up to our requirements for operating the shelter successfully. The charity has maintained the policy of holding reserves equal to at least two winters months expenditure.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Shelter is a Charitable Incorporated Organisation constituted by a governing document dated 21st September 2017. The operation is led by the Project Co-ordinator assisted by the staff.

Direction is given by the Steering Group which comprises of the Project Co-ordinator, the Trustees and representatives of member churches of King's Lynn Churches Together. The Steering Group met regularly, as did the Trustees as a separate body.

Guests are admitted to the Shelter on two criteria: first, that they are homeless and secondly that they pass the Shelter's risk assessment in order to safeguard other guests, volunteers and staff.

MEMBERSHIP AND AFFILIATIONS

Kings Lynn Winter Night Shelter is affiliated with Churches Together in King's Lynn.

The charity is also a member of the Housing Justice Network and is accredited by Housing Justice.

**KING'S LYNN WINTER NIGHT SHELTER
TRUSTEES REPORT
YEAR END 30 JUNE 2020**

TRUSTEES

The Charity Trustees during the year were:

Rev Kevan Douglas Crane
Rev Rebecca Jane Rogers
Ms Kelly-Louise Bowen
Mr Julian Hallett
Rev Canon Adrian Roger Ling - Appointed 19 September 2019

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that 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 Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Board on 4th August 2020 and signed on its behalf by



Rev Canon Adrian Roger Ling

Chair of Trustee's

**KING'S LYNN WINTER NIGHT SHELTER
STATEMENT OF FINANCIAL ACTIVITIES
YEAR END 30 JUNE 2020**

| | 2020 £ Restricted | 2020 £ Unrestricted | 2020 £ Total | 2019 £ |
|------------------------------------|-------------------------|---------------------------|--------------------|----------------|
| INCOMING RESOURCES | | | | |
| Donations & Legacies | | | | |
| Donations | | 74,936 | 74,936 | 43,612 |
| Charitable Activities | | | | |
| Grants | 10,000 | 95,427 | 105,427 | 85,100 |
| Other Income | | | | |
| Tax Reclaimed | | 3,400 | 3,400 | - |
| Bank Interest | | 100 | 100 | 7 |
| Sundry Income | | | - | 15 |
| TOTAL INCOMING RESOURCES | 10,000 | 173,863 | 183,863 | 128,733 |
| RESOURCES EXPENDED | | | | |
| Charitable Activities | | | | |
| Wages | 5,000 | 56,581 | 61,581 | 49,630 |
| Staff Pension Costs | - | 958 | 958 | 604 |
| Recruitment | - | - | - | 60 |
| Employers National Insurance | - | 1,333 | 1,333 | 517 |
| Staff Training | - | 1,558 | 1,558 | 365 |
| Rent | 1,160 | 12,760 | 13,920 | 8,240 |
| Light and Heat | 66 | 4,459 | 4,525 | 7,324 |
| Food | 206 | 833 | 1,039 | 1,234 |
| Laundry | 2,712 | 9,949 | 12,661 | 11,048 |
| Insurance | 678 | - | 678 | 629 |
| Phone and Broadband | 43 | 448 | 491 | 510 |
| Computer Expenses | - | 48 | 48 | 54 |
| Legal and Professional Fees | - | 2,175 | 2,175 | 1,230 |
| Accountancy | 82 | 1,175 | 1,257 | 1,766 |
| Cleaning | - | 107 | 107 | 293 |
| Travelling | - | 432 | 432 | 209 |
| Repairs & Maintenance | 700 | 6,245 | 6,945 | 18,908 |
| Subscriptions | - | 478 | 478 | - |
| Printing, Postage & Stationery | 353 | 1,838 | 2,191 | 1,236 |
| General Expenses | - | 656 | 656 | 588 |
| Depreciation | - | 213 | 213 | - |
| TOTAL RESOURCES EXPENDED | 11,000 | 102,246 | 113,246 | 104,445 |
| NET INCOMING RESOURCES | (1,000) | 71,617 | 70,617 | 24,288 |
| TOTAL FUNDS BROUGHT FORWARD | 1,000 | 26,485 | 27,485 | 3,197 |
| TOTAL FUNDS CARRIED FORWARD | - | 98,102 | 98,102 | 27,485 |

**KING'S LYNN WINTER NIGHT SHELTER
STATEMENT OF ASSETS AND LIABILITIES
YEAR END 30 JUNE 2020**

| | 2020 £ | 2019 £ |
|----------------------------------|---------------|---------------|
| FIXED ASSETS | | |
| Tangible fixed assets | 637 | - |
| | <u>637</u> | <u>-</u> |
| CURRENT ASSETS | | |
| Debtors | 2,872 | 1,708 |
| Cash at bank and in hand | 95,263 | 27,271 |
| TOTAL CURRENT ASSETS | <u>98,135</u> | <u>28,979</u> |
| CURRENT LIABILITIES | | |
| Creditors | 602 | 994 |
| Payroll Taxation | 68 | 391 |
| Pension Fund | - | 109 |
| TOTAL CURRENT LIABILITIES | <u>670</u> | <u>1,494</u> |
| NET ASSETS | <u>98,102</u> | <u>27,485</u> |
| FUNDS OF THE CHARITY | | |
| Unrestricted Funds | 98,102 | 26,485 |
| Restricted Funds | - | 1,000 |
| | <u>98,102</u> | <u>27,485</u> |

Approved by the Board of Trustees on 4th August 2020 and signed on its behalf by;

A.R. King
Trustee

**KING'S LYNN WINTER NIGHT SHELTER
NOTES TO THE FINANCIAL STATEMENTS
YEAR END 30 JUNE 2020**

1. Principal Accounting Policies

1.1 Basis of Preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.
- and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 Change in basis of accounting

There has been no change to the accounting policies since last year.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years.

2. Accounting Policies

2.1 Incoming Resources

All income is recognised in full in the Statement of Financial Activities in the year in which it is received.

No income is shown net of expenditure.

2.2 Fund Accounting

General funds are unrestricted which are available for use as the discretion of the trustees in furtherance of general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes of the financial statements.

2.3 Resources Expended

All expenditure is included on an accruals basis and is recognised when the obligation is present.

The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

**KING'S LYNN WINTER NIGHT SHELTER
NOTES TO THE FINANCIAL STATEMENTS
YEAR END 30 JUNE 2020**

2.4 Depreciation

Depreciation is calculated to write off the costs of each asset over its estimated useful life at the following rates:-

Plant & Machinery - 25% reducing balance basis

3. Staff Costs and Numbers

| | 2020 | 2019 |
|-----------------|---------------|---------------|
| Salaries | 61,581 | 49,630 |
| Social Security | 1,333 | 517 |
| Pension | 958 | 604 |
| | 63,872 | 50,752 |

There were ten employees in the year.

No employee received remuneration of more than £60,000.

Trustees are not remunerated. No expenses are reimbursed to Trustees.

4. Control

The charity is controlled by its board of trustees.

5. Fixed Assets

| | Plant & Machinery | Total |
|-----------------------------------|----------------------------------|--------------|
| | £ | £ |
| Cost: | | |
| At 1 July 2019 | - | - |
| Additions | 850 | 850 |
| Disposals | - | - |
| At 30 June 2020 | 850 | 850 |
| Depreciation: | | |
| At 1 July 2019 | - | - |
| Charge for the year | 213 | 213 |
| On disposals | - | - |
| At 30 June 2020 | 213 | 213 |
| Net book value at 30 June 2020 | 637 | 637 |
| Net book value at 30 June 2019 | - | - |

6. Debtors

| | 2020 | 2019 |
|---------------|--------------|--------------|
| Debtors | 387 | 352 |
| Prepayments | 1,296 | - |
| Other Debtors | 1,189 | 1,356 |
| | 2,872 | 1,708 |

**KING'S LYNN WINTER NIGHT SHELTER
NOTES TO THE FINANCIAL STATEMENTS
YEAR END 30 JUNE 2020**

7. Creditors

| | 2020 | 2019 |
|-----------|-------------|-------------|
| Creditors | - | 42 |
| Accruals | 602 | 952 |
| | 602 | 994 |

8. Restricted Funds

| | B/fwd | Income | Expenditure | Transfers | Bal C/fwd |
|--------------|--------------|---------------|--------------------|------------------|------------------|
| Orsted Grant | - | 5,000 | 5,000 | - | - |
| NCF Grant | - | 5,000 | 5,000 | - | - |
| NCF Fund | 1,000 | | 1,000 | - | - |
| | 1,000 | 10,000 | 11,000 | - | - |

Orsted Grant

NCF Grant

NCF Fund

- to contribute towards the cost of wages for the night shelter
- to contribute towards general expenses for the night shelter
- to contribute towards the cost of laundry for the night shelter

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
KING'S LYNN WINTER NIGHT SHELTER
YEAR END 30 JUNE 2020**

I report on the accounts of Kings Lynn Winter Night Shelter for the year ended 30 June 2020, which are set out on pages 1 and 3.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to :-

examine the accounts under section 145 of the Charities Act;

to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Companies Act; and

to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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:
 - a) to keep accounting records in accordance with section 130 of the Charities Act; and
 - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

**Kezia Benefer FCCA
Hayhow and Co
Chartered Certified Accountants
and Business Advisers
19 King Street
King's Lynn
Norfolk**

Date: 12 August 2020

Signed.....