

The Booth Centre
Report and Financial Statements
31 March 2020

The Booth Centre
Edward Holt House
Pimblett Street
Manchester
M3 1FU

Registered Charity No. 1062674

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The Booth Centre Trustees' Annual Report

Legal and Administrative Details

Constitution

The Booth Centre was established as a charitable trust, constituted by a trust deed, on 18 April 1997 and on 1 June 1997 the Trust took over the running of the Booth Centre.

The Booth Centre Trust is registered with the Charities Commission (Registration Number 1062674). The Trust is managed by a board of trustees, who act as the administrative body.

Trustees

The trustees who have served during this period are:-

Joe Gravett (Chair)

Andrew Mullen (Vice Chair)

Catherine Bowen-Colthurst – appointed 18 February 2020

David Briggs – appointed 18 February 2020

Elena Fowler (Treasurer)

John Garrard

David Holgate

Joshua McGarey – appointed 13 August 2019

Andrew Morris – appointed 18 February 2020

Antonia Phoenix

Nishi Tailor

Joanne Wilson

Juliet Mitchell – resigned 13 August 2019

Address

The Trust's address is:-

The Booth Centre

Edward Holt House

Pimblett Street

Manchester

M3 1FU

Bankers

The Trust's principal bankers are:-

The Co-operative Bank plc

Olympic House

6 Olympic Court

Salford

M5 2QP

The Booth Centre Trustees' Annual Report

Legal and Administrative Details – continued

Independent Examiner

J.E. Atherden FCA

Appointment of Trustees

The Trustees may convene and appoint a new Trustee to hold office for a period of five years. Trustees are appointed through residence, occupation, employment or otherwise have specialist knowledge of the area of benefit or who are able by virtue of their personal or professional qualifications to make a contribution to the pursuit of the objectives or management of the charity.

New Trustees undergo an induction which covers the history of the centre, our Vision, Mission and Values, the main policies, guidelines and working practices. Each Trustee receives an induction pack which includes their role and responsibilities as Trustees and includes information from the Charities Commission. They also spend time in the Centre learning how the Centre works on a day to day basis and meeting staff, volunteers and people who come to the Centre.

Risk Assessment

The trustees have a risk management strategy which is reviewed quarterly by the Strategic Sub Group and includes a review of the principal risks and uncertainties that the charity faces; the establishment of policies systems and procedures to mitigate those risks identified and, the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is always going to be a priority to avoid any financial risk to the charity. This is managed by regular review of the charity's management accounts by our Finance Sub Committee together with regular review of our Fundraising Strategy against pre-determined targets by our Fundraising Sub Committee.

During the COVID-19 pandemic we have instituted a dynamic risk strategy which has changed as the situation has evolved and in line with Government guidance. This has enabled us to ensure that we are operating safely and safeguarding both the short term and the long term stability of the organisation.

Organisational Structure

The Trustees form the Management Committee of the charity and are responsible for setting and reviewing the policies, finances and strategic direction of the charity.

The Trustees delegate the day to day management of the Centre to the CEO, Amanda Croome. The CEO manages the Operations Manager, the Development Manager, the Service Manager and the Centre Manager who in turn manage other staff and volunteers.

The Booth Centre Trustees' Annual Report

Financial Review

The Trustees prepare plans and financial forecasts for the following two years to ensure adequate funding is available to achieve the aims of the Centre. During the year ended 31 March 2020 total income amounted to £988,473 compared to £965,623 in 2019.

Income from grants in the year increased by £127,197, this is largely accounted for by a large grant relating to a two year partnership with Shop Direct which ends this year and the first year of a new 5 year grant from Comic Relief. Income from donations decreased by £106,869. Other income from charitable activities (providing placements for social work students) was lower than in 2019 by £1,438 and investment income was lower than in 2019 by £1,424.

Total expenditure amounted to £860,487 compared to £917,592 in 2019. The decrease due mainly to reductions in the cost of our Arts Programme – the size, quality and scope of the programme has remained high but funding for it was secured via partnerships with other arts organisations and so does not show up on our accounts.

The net income on unrestricted funds amounted to £127,986 compared to net income £48,031 in 2019. By the year end all restricted income had been spent. This build up in funds was planned in order to help us deliver our new commissioning project as part of our 2020-23 Strategic Plan.

Reserves Policy

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency repairs and other expenditure. The policy of the trustees is that sufficient of the Charity's reserves shall be retained so that, in the event of a decision to close the Centre, funds are available to meet redundancy costs and to arrange an orderly run-down of the service over a period of 12 months.

We aim to maintain our reserves at this level because less than 5% of our income is confirmed at the start of the financial year. The vast majority of our income comes from one off-donations and one-off grants (including from the local authority), and as such our funding is at significant risk each year. This financial prudence has enabled the Centre to remain open and expand our service during the COVID-19 pandemic and to withstand the significant change in our income pattern with the reduction in corporate giving and individual challenge events, such as the Great Manchester Run.

The balance of unrestricted funds at 31 March 2020 was £940,197 of which £890,197 are regarded as free reserves, after allowing for funds tied up in tangible fixed assets. The Trustees have designated £50,000 to the Building Repair Fund to cover any unexpected repairs that may arise. We have also designated £150,000 for our new commissioning project, which will start in 2020-21 as part of our new Strategic Plan. This new project will increase and improve services in the city for people who are homeless. The Trustees consider that the balance of unrestricted funds adequately meets the policy of maintaining sufficient reserves to arrange an orderly run-down of the service if a decision is made to close the Centre.

The Booth Centre Trustees' Annual Report

Covid-19 pandemic

The pandemic started in the spring of 2020 and impacted on our operations towards the end of the financial year. We very quickly adapted our services to ensure that people who were homeless could access safe, single room accommodation and that those in hostels, B+B's or who had recently resettled were supported to maintain their accommodation and stay safe and well. We stayed open throughout the pandemic and adapted and expanded our service. We provided an emergency advice service from our garden, with full social-distancing in place. In addition, we provided a range of support across our community including sending out Activities Packs to over 500 individuals, offering a free text and phone service, and helping to set up and provide food and resettlement support to an emergency hostel.

2020 marks the 25th anniversary of the Booth Centre, and whilst as a result of coronavirus our new service and plans will be different to what we have offered over recent years, we look forward with hope as we continue to work towards our long-term goal to end homelessness in all its forms.

Objectives and Activities for Public Benefit

Our Vision

Our vision is for everyone to have a secure home and the opportunity to have a good quality of life.

Our Mission

Our Mission is to bring about positive change in the lives of people who are homeless or at risk of homelessness, and help them plan for and realise a better future.

Our Values:

- Inclusive – We are welcoming and supportive. We provide the opportunity for people to socialise, share experiences and learn from one another. We have an open door policy and all our services are provided free of charge. We don't judge people and we never give up on anyone.
- Respectful - We respect each other and celebrate diversity so that everyone can give their best. We recognise the importance of providing a friendly environment where people can feel safe.
- Empowering - We encourage people to take personal responsibility for making positive changes in their lives by providing opportunities, developing their talents, and helping to build their confidence and self-esteem.
- Partnership - We recognise the importance of working collaboratively with people who come to the centre to design, deliver and evaluate our services. We work jointly with other organisations to achieve the best outcomes.
- Inspiring - We all inspire one another to discover our purpose and reach our full potential, celebrating our achievements and positive steps forward.

The Booth Centre Trustees' Annual Report

Objectives and Activities for Public Benefit (continued)

The Booth Centre is here to bring about positive change in the lives of people who are homeless or at risk of homelessness, and help them plan for and realise a better future.

We do this by running a Centre which welcomes people and provides a positive social space where we can work with people to build on their skills and strengths to create positive change. The services we provide include an Advice Service to enable people to find accommodation and any support they need to maintain it, an Employment Service which helps people to gain skills, qualifications and get back into work, an Arts Programme which helps people skills, confidence and self esteem and a Sports and Wellbeing Programme which helps people to improve their health. All of these programmes are planned, evaluated and delivered with the central involvement of people who come to the Centre.

Summary of Achievements 2019/2020

Over the last 12 months the Booth Centre has continued to expand its activities and improve the quality of our work. Our measurable outcomes include:

- Over 1500 different individuals accessed the Centre during the year.
- 350 people were supported to move into temporary or permanent accommodation.
- 90 people were supported to return home or reconnect with friends and family.
- 170 people were supported to access health services including GPs, drug, alcohol and mental health support.
- 516 people took part in our Activities Programme which improves people's skills, confidence, self-esteem, and wellbeing.
- 103 people undertook work placements at the Centre or with businesses in the city.
- 96 people gained 176 nationally recognised qualifications.
- 133 people were helped to get back into employment.
- 33 people from the Centre took part in strategic work, influencing policies to bring about positive change for people affected by homelessness, forever.

Services Provided at the Booth Centre in 2019/2020

Our services are provided Monday to Friday within four main work streams:

1. The Wellbeing Hub and Café

Our drop-in Wellbeing Hub and Café is open every weekday from 9am. Over 1500 people visited us over the year and we are proud to have been able to provide:

- Free nutritious breakfasts and lunches in a warm, friendly and relaxed environment.
- Access to the internet, a quiet area with books, and music provided by guitars, a piano and music system, all creating a positive atmosphere.
- Access to a hot shower, essential toiletries and free haircuts.

The Booth Centre Trustees' Annual Report

Services Provided at the Booth Centre in 2019/2020 (continued)

The Wellbeing Hub and Café (continued)

- An opportunity to socialise, have fun and build vital social connections.
- A warm welcome from our Welcomers, people who have been homeless themselves. Our Welcomers greet people arriving at the Centre helping to minimise the anxiety and fear people may face when visiting us for the first time. They introduce people to our services, ensure that people get the most out of their visit to the Centre and, as positive role models, encourage and motivate people to move forward in their lives.

2. Holistic Support

We have continued to develop our holistic support service, ensuring that the Booth Centre is a hub where our workers, trained volunteers and specialist agencies can deliver a full range of support and advice to enable people to have a good quality of life.

Our approach involves:

- People able to access support as soon as they need it, with no referral or access criteria in place.
- Ongoing, open-ended support provided by staff, Welcomers and volunteers to encourage and motivate people to make positive changes in their lives.
- A wide range of specialist support available including:
 - Housing – helping people to move away from the streets into safe temporary accommodation, to secure permanent tenancies, to maintain tenancies or to reconnect and return to friends or family in the UK or abroad.
 - Finances – assisting people to budget, manage bills, maximise access to benefits, open bank accounts and financially plan their return to employment.
 - Essential documentation – helping people move forward in their lives through obtaining identification documents, including birth certificates and passports.
 - Health and wellbeing —supporting people to access and engage with other services including GPs, drug and alcohol services and mental health workers. We also work alongside a variety of specialist health practitioners who visit the Centre, as detailed in our Partnerships below.
 - Legal support – helping people to access legal support when they need to challenge housing, benefit or immigration decisions and to support European migrants to apply for Settled Status in relation to Brexit.
- Signposting to a full range of other services and facilitating access to all the support each individual could benefit from.

The Booth Centre Trustees' Annual Report

Services Provided at the Booth Centre in 2019/2020 (continued)

3. Arts, Sports and Activities Programme

At the Booth Centre we value the role of the Arts and Sport in helping people to break the cycle of homelessness. Through these activities, people are empowered to develop their skills, confidence and self-esteem, gain purpose, create new positive social support networks, improve their health and wellbeing, and have fun.

Our Arts Programme involves:

- A wide range of workshops including art (painting, drawing, ceramics etc.), music, opera singing, sewing and creative writing. All work is delivered through high quality, challenging and enjoyable workshops run by experienced, skilled arts practitioners.
- Our own theatre company, in partnership with The Edge, with weekly drama sessions within which participants work towards regular public performances, showcasing the dedication and talents of our actors whilst also challenging public attitudes about homelessness.
- Empowering people to access and make full use of public arts institutions, such as galleries and museums.

Last summer, our artists created LISTEN UP: a project of expression, celebration and pride. Inspired by protest and #Peterloo2019, Booth Centre artists created banners to express their ideas, desires and hope for a different tomorrow. The exhibition was displayed to the public at the People's History Museum for a month, helping to change the public perception of homelessness.

We also offer a varied timetable of other activities each week to help people improve their wider wellbeing, fitness and health. This includes:

- Educational talks and debates, including a weekly philosophy debate.
- A wide variety of physical activity sessions including table tennis, football, bowls, and basketball. We value our partnership with Fighting Fit Gym who run weekly boxing sessions at the Centre.
- Gardening in our large, beautiful garden which provides a calm oasis in the heart of the city. We are very proud that RHS Britain in Bloom has recognised our garden as 'Outstanding' for the fifth consecutive year.

The Booth Centre Trustees' Annual Report

Services Provided at the Booth Centre in 2019/2020 (continued)

4. Employment and Skills Programme

Our Employment and Skills programme helps people to develop their skills and confidence, supporting each individual along the path to gaining employment. Employment is often a crucial step in helping someone to regain a purpose and self-esteem, resettle in the community, and obtain and sustain accommodation.

Our programme includes:

- A weekly Job Club where people can get help with writing CVs, job applications, job searches and interview skills. Our employment programme is supported by Business in the Community, an organisation who support people into employment via their links with large, high quality employers.
- Supported Volunteering placements within the Centre and Work Experience placements in businesses which help people to gain work skills and enable them to get work-based references.
- Training courses that enable people to gain nationally recognised qualifications in work-based skills including Food Safety, Manual Handling, First Aid at Work, and the CSCS building site health and safety certificate.
- English classes for people whose first language isn't English.
- Skills sessions including IT and practical workshops like woodwork, improving people's life skills and employability.
- Support to take up education, training, or voluntary work outside the Centre for those who aren't yet ready for employment.
- Practical support to enable people to gain and sustain employment including interview and work clothes, bus tickets, and financial support to help people to cope before their first pay cheque arrives.

Co-production – a partnership with people who come to the Centre

Everything we do at the Booth Centre is planned and delivered in genuine partnership with people coming to the Centre. We have multiple committees and groups which meet regularly to plan, deliver and evaluate our services. In addition, people from the Centre are involved in the recruitment of all our staff. We trust in and value each person's skills and insight wherever they may be along their journey.

We also support people to directly influence change at a strategic level. This year we supported 33 people to get involved in directing policy change outside of the Centre, including participating in the Manchester Homelessness Partnership (MHP). This involved jointly developing new Emergency Accommodation Standards which have now been largely adopted across the Greater Manchester Authorities.

The Booth Centre Trustees' Annual Report

Co-production – a partnership with people who come to the Centre (continued)

Other key areas of strategic involvement have included:

- As part of MHP we have relaunched and are now leading on the Business Action Group, the Employment Action Group and the Emergency Accommodation Action Group. People from the Centre also participate in a wide range of other groups, including the MHP Board and MHP Driving Group, the Women's Action Group, Prison Leavers Group and the Mental Health Action Group.
- Three people from the Booth Centre took part in the panel interview for the Council's new Director of Homelessness.
- We produced new media guidelines with people in the Centre, which aim to create more respectful journalism and media reporting of homelessness.

The Booth Centre continues to be one of the homelessness sector's leading organisations on co-production, facilitating a high level of involvement of people with experience of homelessness in decision-making. We have produced co-production toolkits and we have hosted regional and national good practice workshops on co-production for other organisations, helping share our approach to improve co-production locally and nationally.

Partnerships

We work closely with partners across the voluntary and statutory sector, as well as with businesses and faith-based groups, to ensure that the best possible services are available for people affected by homelessness in Greater Manchester.

Key partnerships include:

- All the key players in homelessness support services in the city, including statutory services, voluntary sector services and faith-based groups. We took part in a key advisory group during the COVID-19 pandemic to co-ordinate services and establish new services in order to get "Everyone In" and help ensure that people who are homeless are protected. This is now continuing as Manchester's Homelessness Partnership Advisory Group.
- Manchester City Council and the Greater Manchester Combined Authority.
- The Edward Holt Trust, who purchased our building on Pimblett Street to provide a home for the Booth Centre and provide it at a nominal rent. They have brought together and funded organisations under the umbrella of the Edward Holt Homeless Partnership to create pathways to help people who are sleeping rough to move off the streets and into good quality accommodation.
- Emergency Accommodation Providers including Greater Together Manchester, Stop Start Go, SPIN and Riverside.

The Booth Centre Trustees' Annual Report

Partnerships (continued)

- A range of healthcare providers including a regular weekly drop-in by a practice nurse from the Urban Village Medical Practice, mental health workers from the NHS psychological therapies (IAPT) and Homeless Mental Health Teams, chiropodists from Forgotten Feet, Drug and Alcohol workers from CGL, a dentist from Revive Dental Practice and even a vet from Street Paws. This ensures that people are seen by health professionals in a place where they feel safe and are then supported to access mainstream and specialist services where needed.
- Arts partnerships including The Edge Theatre and Arts Centre, Streetwise Opera, Stitched Up, athur+martha, the Arts and Homelessness International, the People's History Museum and Manchester Museum.
- Special mention: Big Change, Business in the Community, Centrepont, Coffee 4 Craig, Cornerstone/Caritas, Equality FC, FareShare Greater Manchester, Fighting Fit Gym, Greater Manchester Immigration Aid Unit, Homeless Link, The Growth Company, Khizra Mosque, MASH, Manchester Homelessness Partnership, The Men's Room, Migrant Help, Mustard Tree, NatWest, On The Out, Shelter, Street Support Manchester and Vincentian Volunteers.

Plans for the future

This year we completed the final year of our current Strategic Plan 2017-2020, and are delighted to have exceeded all of our targets. We now look forward to launching our next three-year Strategic Plan 2020-2023 informed by our experience over the past 25 years and the need for systemic change. Our Strategic Plan was developed through a joint decision process which involved people who use the Centre, volunteers, staff and trustees. We have since reviewed our Strategic Plan in the light of COVID-19 and are confident that it is still relevant and that we will still be able to achieve our objectives – although the way in which we do this may be slightly different to what we had planned. Over the next three years we will continue to deliver the holistic support we are known for, with ambitious new targets and performance indicators. Our Strategic Plan 2020-2023 sets out the following key aims:

Aim 1: Make the Booth Centre a great place to visit, volunteer and work

We will ensure the Booth Centre is...

- A Safe Place: Where everyone is treated with respect.
- A Welcoming Place: Where people can socialise and feel a sense of belonging.
- A Positive Place: Which encourages people to move forward in their lives
- A High Quality Place: Reflecting the importance of the people who use the building.
- A Shared Place: Where everyone can contribute their ideas

The Booth Centre Trustees' Annual Report

Plans for the future (continued)

Aim 2: Continue working with people affected by homelessness to take a leading role in everything we do

People from the Centre will be centrally involved in evaluation, planning and delivery. We will achieve this through:

- Inclusive planning and evaluation meetings for every area of the Centre.
- Our Supported Volunteering Programme to enable everyone to help run the Centre.
- Inclusive recruitment of staff, volunteers and trustees increasing representation of people who are or have been homeless.

Aim 3: Take specific steps to support people affected by homelessness to secure a safe home and have a good quality of life

A. Safe and secure homes

By 2023:

- 150 people will have moved into their own secure home.
- 750 people will move into temporary and/or supported accommodation.
- 360 will find a safe place to stay with friends or family.

B. Employment and qualifications

By 2023:

- 300 people will have secured employment.
- 300 people will have gained a nationally recognised qualification.

C. Health

By 2023:

- We will have improved our nutritionally balanced breakfasts and lunches providing at least three of people's five a day.
- 300 people will have accessed health professional including nurses, mental health workers and drug and alcohol workers.

D. Purpose, positive relationships and wellbeing

By 2023:

- Over 1,000 people will have joined our Activities Programme helping to increase their skills, confidence, self-esteem and wellbeing.
- 240 people will have completed Supported Volunteer Placements with us.
- We will have staged nine high quality drama productions and art exhibitions.

The Booth Centre Trustees' Annual Report

Plans for the future (continued)

Aim 4: Influence local and national policy to affect positive and lasting change for people affected by homelessness

- Enable people who are or have been homeless to play a central role in the development of strategies, policies and services to improve their effectiveness.
- Strengthen our approach to enable and support people to be involved in strategic work locally, nationally and internationally and ensure people are represented at relevant meetings.
- Develop and share our best practice approach to partnership working with others across our sector.
- Establish a new commissioning model enabling people who are or have been homeless to be centrally involved in making decisions about the funding of new services. We will commission at least one new project a year.

Aim 5: Increase public awareness about homelessness

It is only by increasing public awareness that changes will be made at a national level; changes that are vital in ending homelessness. We aim to contribute towards a greater understanding of both the issues and solutions around homelessness.

What we will achieve:

- Improved media coverage - We will contribute to informative features in local or national media which will increase people's understanding of the issues around homelessness.
- Greater understanding - We will invite people to our annual The Manchester Sleepout and other events which will inform and raise awareness of the issues and share how people can take positive action to affect change.
- New public perspectives - We will provide opportunities for people to showcase their skills and talents, challenging stereotypes about people who are homeless.

Chair's Comment

This has been a challenging year for the Booth Centre as homelessness has remained a huge problem at both a local and national level, which has meant that we continue to see very high demand for the support we provide. On top of this already difficult situation, Covid has meant that we have had to radically rethink how we can operate safely and support people through unsettling and uncertain times. Despite all of this, what hasn't changed is our belief that everyone deserves to have a secure home to live in, and the opportunity to have a good quality of life. We continue to work tirelessly to make that a reality.

This year we celebrated 25 years since the Booth Centre was first established, and looked back on the many fantastic achievements we've had along the way. In many ways the centre is remarkably different to what it was in 1995, because we continue to listen to what's needed and take steps to adapt what we do to have the most impact. With the launch of our new 3-year strategic plan we can already start to see ways in which we're continuing to build on our recent successes and innovate further.

The Booth Centre Trustees' Annual Report

Chair's Comment (continued)

That said, I'm glad to see that some things don't change, and in particular how we have always stayed true to our core values: treating people with respect and dignity, providing an inclusive environment where everyone is made to feel welcome, and empowering people to take personal responsibility and make positive choices aligned to their needs.

I have been particularly inspired this year by the staff team who have worked so hard to achieve great results. It has been an especially challenging time, but it's wonderful to see people supporting each other and coming up with creative solutions to the problems that have been thrown their way.

I'd like to express my sincere thanks to everyone who continues to support the Booth Centre in whatever way they can. One thing we continue to be confident in is that we can't solve homelessness on our own, and the support we receive from volunteers, donors, and organisations who are committed to making a change is absolutely invaluable.

On behalf of all the trustees of the Centre, I'd like to extend my sincere thanks to everyone involved in making what we do a success. Together we can continue to make a real difference.

Approved by the trustees on 17 November 2020 and signed on their behalf by:



J GRAVETT – CHAIR

The Booth Centre

Independent Examiner's Report to the Trustees of the Booth Centre

I report to the Trustees on my examination of the accounts for the year ended 31 March 2020, which are set out on pages 15 to 24.

Responsibilities and basis of report

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

I report in respect of my examination of the Charity'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 Act.


Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the Institute of Chartered Accounts in England and Wales, which is one of the listed bodies.

I have completed my examination. I can 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 Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have 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.



J.E. ATHERDEN FCA
Chartered Accountant
PO Box 660
Altrincham
Cheshire WA14 3UZ

27 November 2020

The Booth Centre
Statement of Financial Activities
Year ended 31 March 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Unrestricted Funds £	Restricted Funds £	Total 2019 £
Income	4						
Donations and legacies		627,250	347,216	974,466	614,208	334,546	948,754
Income from charitable activities		5,950	-	5,950	7,388	-	7,388
Investment income		<u>8,057</u>	<u>-</u>	<u>8,057</u>	<u>9,481</u>	<u>-</u>	<u>9,481</u>
Total Income		<u>641,257</u>	<u>347,216</u>	<u>988,473</u>	<u>631,077</u>	<u>334,546</u>	<u>965,623</u>
Expenditure	6						
Cost of raising funds		112,917	-	112,917	126,624	-	126,624
Expenditure on charitable activities		<u>400,354</u>	<u>347,216</u>	<u>747,570</u>	<u>456,422</u>	<u>334,546</u>	<u>790,968</u>
Total Expenditure		<u>513,271</u>	<u>347,216</u>	<u>860,487</u>	<u>583,046</u>	<u>334,546</u>	<u>917,592</u>
Net Income/(expenditure) and net movement in funds		127,986	-	127,986	48,031	-	48,031
Reconciliation of funds							
Total Funds brought forward		812,211	-	812,211	764,180	-	764,180
Total Funds carried forward		<u>940,197</u>	<u>-</u>	<u>940,197</u>	<u>812,211</u>	<u>-</u>	<u>812,211</u>

There were no recognised gains or losses for the year other than those included in the Statement of Financial Activities.

The notes on pages 18 to 24 form part of these accounts.

The Booth Centre
Balance Sheet as at 31 March 2020

	Note	2020		2019	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	9		17,473		16,424
Current Assets					
Debtors	10	64,979		65,891	
Cash at bank and in hand		<u>956,180</u>		<u>768,873</u>	
		<u>1,021,159</u>		<u>834,764</u>	
Creditors: amounts falling due within one year	11	<u>98,435</u>		<u>38,977</u>	
Net Current Assets			<u>922,724</u>		<u>795,787</u>
Total assets less current liabilities			<u>940,197</u>		<u>812,211</u>
Net Assets			<u>940,197</u>		<u>812,211</u>
Funds of the Charity					
Restricted			-		-
Unrestricted - Designated	14	200,000		50,000	
Unrestricted - General		<u>740,197</u>		<u>762,211</u>	
		<u>940,197</u>		<u>812,211</u>	

Approved by the Trustees and signed on their behalf



- Trustee

17 November 2020

J. GRAVETT

The notes on pages 18 to 24 form part of these accounts.

**The Booth Centre
Statement of Cash Flows
Year ended 31 March 2020**

	Note	Total Funds 2020 £	Total Funds 2019 £
Net cash generated by operating activities	15	189,021	25,675
Cash flows from investing activities:			
Interest		8,057	9,481
Purchase of computers and equipment		<u>(9,771)</u>	<u>(15,291)</u>
Net cash utilised by investing activities		<u>(1,714)</u>	<u>(5,810)</u>
Change in cash and cash equivalents in the year		187,307	19,865
Cash and cash equivalents brought forward		<u>768,873</u>	<u>749,008</u>
Cash and cash equivalents carried forward		<u>956,180</u>	<u>768,873</u>

The notes on pages 18 to 24 form part of these accounts.

The Booth Centre
Notes to the Financial Statements
Year ended 31 March 2020

1. Accounting Policies

a) Basis of Preparation and Assessment of Going Concern

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and in particular with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102) effective January 2015.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

b) Funds Structure

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects of the charity. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor.

c) Income Recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations and grants are recognised in the statement of financial activities when the charity has been notified in writing of both the amount and settlement date. In the event that a donation or grant is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be met.

Legacy gifts are recognised on a case by case basis following the grant of probate when the executor of the estate has communicated in writing the amount of the legacy, that there are sufficient assets in the estate to pay the legacy and that any conditions attached to the legacy are within the control of the charity or have been met.

Investment income is included when receivable.

d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured or estimated reliably. All expenditure is accounted for on an accruals basis.

The Booth Centre
Notes to the Financial Statements (cont.)
Year ended 31 March 2020

Accounting Policies (continued)

Costs of raising funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them including governance costs.

c) Tangible Fixed Assets and Depreciation

All assets costing more than £100 are capitalised and valued at historical cost. Depreciation is provided to write off the excess of cost over estimated residual amount over their useful lives on a reducing balance basis as follows:- Computer & Office equipment – between 33.3% & 50%.

2. Analysis of Staff Costs and Remuneration of Key Management Personnel

The average number of full time equivalent employees during the year was 17 (2019 - 17). Staff costs were as follows:-

	2020	2019
	£	£
Salaries	424,246	385,772
Social security costs	35,310	31,603
Pension costs	<u>37,739</u>	<u>36,097</u>
	<u>497,295</u>	<u>453,472</u>

The Charity considers its key management personnel comprise the trustees, the Chief Executive Officer, the Operations Manager and the Development Manager. The total employment benefits including employer pension contributions of the key management personnel were £152,651 (2019 - £147,680). There was no employee who received employee benefits of more than £60,000 (2019 – None).

The charity operates a defined contribution pension scheme in respect of employees. The scheme and its assets are held by independent managers. The total contribution in the year was £37,739 (2019 £36,097). The outstanding contributions at the year-end amounted to £4,894 (2019 £4,776).

3. Trustees Remuneration and Expenses

Neither remuneration nor expenses were paid to any trustee during the period.

The Booth Centre
Notes to the Financial Statements (cont.)
Year ended 31 March 2020

4. Income	Note	2020 £	2019 £
Donations and legacies:			
Grants	5	541,150	413,953
Donations		410,653	517,522
Legacy		-	-
Gift Aid refund		<u>22,663</u>	<u>17,279</u>
		<u>974,466</u>	<u>948,754</u>
Income from charitable activities:			
Student placement fee		<u>5,950</u>	<u>7,388</u>
Investment income			
Bank Interest - gross		<u>8,057</u>	<u>9,481</u>
Total Income		<u>988,473</u>	<u>965,623</u>
 5. Grants Received		 2020 £	 2019 £
Restricted Funds:			
Manchester City Council – Various grants		186,573	196,554
Sports England		-	8,350
Other grant		20,000	20,000
Comic Relief		42,625	20,142
Edward Holt Charitable Trust		30,245	20,008
The Booth Charities		21,000	21,000
Forever Manchester		2,520	9,287
Manchester Cathedral		-	10,000
Barnabas Charitable Trust		5,000	5,000
Arts Exhibition grants		620	11,100
Awards Programme grant		-	10,000
Postcode Community Trust re 2019/19		6,937	2,313
Duchy of Lancaster		3,000	-
Other grants		<u>28,696</u>	<u>792</u>
		<u>347,216</u>	<u>334,546</u>
Unrestricted Funds:			
Dickanson Trust		500	500
Shop Direct		188,074	78,907
Other		<u>5,360</u>	<u>-</u>
		<u>193,934</u>	<u>79,407</u>
 Total grants received		 <u>541,150</u>	 <u>413,953</u>

The Booth Centre
Notes to the Financial Statements (cont.)
Year ended 31 March 2020

6. Analysis of Expenditure on Charitable Activities

	Direct Staff Costs £	Other Direct Costs £	Support Costs £	2020 Total £
Activity:				
Catering and Wellbeing	30,672	17,975	58,610	107,257
Arts Activities	17,264	33,289	50,145	100,698
Advice Service	105,749	92,527	73,605	271,881
Skills & Employment	120,238	90,942	52,242	263,422
Partnerships	-	4,312	-	4,312
	<u>273,923</u>	<u>239,045</u>	<u>234,602</u>	<u>747,570</u>

	Direct Staff Costs £	Other Direct Costs £	Support Costs £	2019 Total £
Activity:				
Catering and Wellbeing	23,416	25,032	63,609	112,057
Arts Activities	46,577	60,373	61,571	168,521
Advice Service	106,928	54,935	76,252	238,115
Skills & Employment	94,110	102,772	50,236	247,118
Partnerships	-	25,157	-	25,157
	<u>271,031</u>	<u>268,269</u>	<u>251,668</u>	<u>790,968</u>

The total of Governance costs included within support costs was £1,452 (2019 - £1,128).

In 2020 the total on charitable expenditure was £747,570 (2019 - £790,968) of which £513,271 (2019 - £583,046) was expenditure from unrestricted funds and £347,216 (2019 - £334,546) was expenditure from restricted funds.

Support costs, including Governance costs attributable to charitable activities are apportioned to the activity on the following bases:

Building costs – on the area occupied by the activity

Other support costs – on the number of staff members employed for the activity

7. Net Income for the year	2020	2019
	£	£
This is stated after charging:		
Depreciation	8,722	9,641
Independent examiner's fee	1,452	1,128

The Booth Centre
Notes to the Financial Statements (cont.)
Year ended 31 March 2020

8. Taxation

As a charity, The Booth Centre is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the year.

9. Tangible Fixed Assets

Cost	<u>Computers</u>	<u>Equipment</u>	<u>Total</u>
	£	£	£
As at 1 April 2019	30,660	32,318	62,978
Additions	4,994	4,777	9,771
Disposals	-	-	-
As at 31 March 2020	<u>35,654</u>	<u>37,095</u>	<u>72,749</u>
Depreciation			
As at 1 April 2019	18,223	28,331	46,554
Charge for year	5,804	2,918	8,722
On disposals	-	-	-
As at 31 March 2020	<u>24,027</u>	<u>31,249</u>	<u>55,276</u>
Net Book Value			
As at 31 March 2020	<u>11,627</u>	<u>5,846</u>	<u>17,473</u>
As at 31 March 2019	<u>12,437</u>	<u>3,987</u>	<u>16,424</u>

10. Debtors	2020	2019
	£	£
Debtors & prepayments	56,879	63,914
H.M. Revenue & Customs - Gift Aid	<u>8,100</u>	<u>1,977</u>
	<u>64,979</u>	<u>65,891</u>

11. Creditors: amounts falling due within one year	2020	2019
	£	£
Deferred income (Note 12)	76,028	15,270
H.M. Revenue & Customs – PAYE/NI	7,709	6,700
Accruals	<u>14,698</u>	<u>17,007</u>
	<u>98,435</u>	<u>38,977</u>

The Booth Centre
Notes to the Financial Statements (cont.)
Year ended 31 March 2020

12. Deferred Income	2020	2019
	£	£
Deferred income brought forward	15,270	18,341
Grants received in year	76,028	29,250
Amount released in year	<u>(15,270)</u>	<u>(32,321)</u>
Deferred income carried forward	<u>76,028</u>	<u>15,270</u>
 Due within one year (Note 11)	 76,028	 15,270
Due after more than one year	-	-

The balance brought forward related to a grant received to fund a support worker until 31 August 2019. A similar grant received in the current year related to the funding of support workers for a defined period and the appropriate proportion of the grant has again been deferred. Three further grants received where the donors specified that they were in respect of the year to 31 March 2021 have been deferred.

13. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fund balances at 31 March 2020 as represented by:			
Tangible fixed assets	17,473	-	17,473
Net current assets	<u>922,724</u>	<u>-</u>	<u>922,724</u>
	<u>940,197</u>	<u>-</u>	<u>940,197</u>
 Fund balances at 31 March 2019 as represented by:			
Tangible fixed assets	16,424	-	16,424
Net current assets	<u>795,787</u>	<u>-</u>	<u>795,787</u>
	<u>812,211</u>	<u>-</u>	<u>812,211</u>

The Booth Centre
Notes to the Financial Statements (cont.)
Year ended 31 March 2020

14. Designated funds	2020	2019
	£	£
Building Repair Fund	50,000	50,000
Commissioning Project	<u>150,000</u>	-
	<u>200,000</u>	<u>50,000</u>

The Building Repair Fund represents funds designated for unexpected repair costs. The Commissioning Project is to increase and improve services in the city for people who are homeless and will start during 2020-2021.

15. Reconciliation of net income to net cash generated from operating activities

	2020	2019
	£	£
Net movement in funds as per the statement of financial activities	127,986	48,031
Adjustments for:		
Depreciation charge	8,722	9,641
Deduct interest income shown in investing activities	(8,057)	(9,481)
Decrease/(increase) in debtors	912	(16,775)
Increase/(decrease) in creditors	<u>59,458</u>	<u>(5,741)</u>
Net cash generated by operating activities	<u>189,021</u>	<u>25,675</u>

16. Related Party Transactions

The trustees do not consider that there have been any related party transactions in the year or in the previous year.