REGISTERED CHARITY NUMBER: 1166530

Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2020 for SHARE

supporting homeless, assisting refugees everywhere

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Report of the Trustees for the year ended 31 March 2020

The trustees present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1166530

Principal address

C/O Dandy's (Chester) Limited Yew Tree Farm Sealand Road Chester Cheshire CH1 6BS

Trustees

Mr A J Dandy Mrs D Webb Mr W Lewis Ms C Champion Ms R N McGuirk Ms R Adams

COMMENCEMENT OF ACTIVITIES

The charity was founded during 2015 and became a registered charity on 14th April 2016.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

The Charity is controlled by its governing document, a deed of Trust, and constitutes and unincorporated charity. The Charity is controlled by its constitution and constitutes an unincorporated charity.

Recruitment and appointment of new trustees

Trustees are elected and chosen for what they can offer to the charity, in terms of their expertise. Trustees can be proposed by volunteers or co-opted by the Board of Trustees.

Induction and training of new trustees

Newly appointed Trustees are provided with comprehensive induction to SHARE through the provision of mentoring by established Trustees and provision of appropriate documentation.

working policies of the charity. The Trustees carry the ultimate responsibility for the conduct of strong and charity satisfies its legal and contractual obligations. The Board of Trustees have this year completed an independent skills evaluation. The resulting gap in desirable skills has been identified and The Board is actively recruiting members to ensure a full complement of skills. The Board of Trustees continues to seek funds to appoint an operational manager to manage the day to day operations of the charity in order to facilitate effective operations. This manager will have delegated authority, within the terms approved by The Trustees, for operational matters including finance, employment, and project and service development, and any other arising issues.
The current Board of Trustees is independent of management.

SHARE has 2 members of staff. One full time position as the charity shop manager, and one half time position as the Homeless outreach manager. All other roles within Share are undertaken by its extensive team of volunteers.

SHARE continues to provide and source a range of training opportunities for its staff and volunteers. These focus predominantly on the health, safety and mental wellbeing of Share's volunteers and service users. Share intent to develop the education of its volunteers and service users by adding additional vocational skills, such as food hygiene, mental health first aid etc, and to ensure the knowledge base of its volunteer team about the extent and social impact of Share's services.

SHARE is committed to providing a safe environment for its staff and volunteers. Comprehensive risk and fire assessments are ongoing and further staff and volunteer training needs have been identified, setting an agenda for further training in the next year. Share continues to work with other organisations with which its shares its amenities, to ensure that health and safety obligations are met.

SHARE have reviewed and updated 'Code of Conduct', a grievance procedure and a disciplinary procedure which has been implemented across the charity.

The SHARE Board of Trustees have completed a strategic planning process to ensure the continuing longevity of the charity, to provide effective delivery of its services and to continue to develop relevant, targeted and timely services, while optimising the services SHARE are able to offer its service users. Share is increasingly recognising the importance of listening to its' service users and involving people with lived experience in its strategic planning. The Share Trustees are committed to increasing the involvement of people with lived experience in its decision-making process.

There are currently no related party transactions that require reporting. The Charity has a policy whereby Trustees are asked at the beginning of every Board Meeting for individuals to declare any interest in agenda items to be disclosed and discussed. This is then recorded.

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud, error, an unsafe environment, or detriment to the services or reputation of Share. A full and comprehensive programme of physical and theoretical risk management has been undertaken and this is currently shaping the charities policy for risk avoidance. This is an ongoing process which will be reviewed regularly by The Board.

Over the last year The Board of Trustees have undertaken and completed a thorough review of its governance, policies and This has included an independent review of its financial processes, its book-keeping and accounting services, and its banking services. The recommendations of this are currently being acted upon by The Board.

The Trustees have developed and are implementing risk assessments, health and safety policies, staff and volunteer code of conduct and inductions, equality and diversity policy, safeguarding policies, GDPR procedures and policies, grievance procedures, critical incident reporting, reserve policy etc.
This process has identified key training needs and The Board are actively addressing these needs and continue to work to ensure due diligence and parity across the Charity. There is much still to be done to continue to ensure effective governance and this is priority for The Board of Trustees over the coming year.

The Trustees also recognise the critical need to establish a salaried operational manager for Share to facilitate the ongoing effective management of the charity and ensure the longevity of the charity.

- 2) People who are homeless across Cheshire and Flintshire (as defined by The Homeless Reduction Act 2017)

Locally SHARE support homeless families and individuals, by providing basic aid, including warm clothing, bedding, household items, toiletries, sanitary products and food. This is predominantly delivered from the 'Share Shop' which acts as a drop-in centre, and also focuses on signposting, providing advice, support and basic care. The Share Warehouse also provides basic everyday items of life for individuals who finally find accommodation but have no resources to furnish and equip their new homes. SHARE also have an outreach service that provides this humanitarian aid from the 'SHARE Van' at night, to people sleeping on the streets of Chester, and signposts them to local services that can provide emergency accommodation. SHARE have fostered strong partnerships with local statutory and voluntary organisations and have established a collaborative group, to provide an integrated multi agency approach to empowering local homeless people to move their lives forward. In doing so, SHARE have successfully assisted many individuals to find accommodation and obtain help from mental health, substance abuse, housing, medical, debt, housing and benefits services. Share have been instrumental in developing local advocacy, diverted giving and Severe Weather Emergency Provision (SWEP) working groups. These groups continue to evolve, and Share play a vital role in developing these activities. The demands on Share services to the homeless population has increased significantly in the last year, as is reflected nationally, and consequently the current premises for delivering these services are wholly inadequate. It is the intention of the Share Board to find more appropriate accommodation for its services, which will also allow Share to expand its service, increase its provision meaningful daytime activities, and expand its collaborations to improve access to support services. The biggest identifiable risk to The Charity is the lack of stable accommodation for its services and this is therefore currently being evaluated and explored by The Board.

Since its creation SHARE have supported refugees by sending much needed humanitarian aid to refugee camps across Greece, France, Syria and Africa. This includes medical aid, clothing, tents, food, baby equipment, sewing machines, tools etc. This is achieved in part by partnering with other local charities to send aid in containers across Europe, which has successfully reduced the financial burden of transporting aid, and by timely responses to appeals to address specific urgent needs. SHARE continues to establish strong links with grass-root NGO's in these areas across Europe, to ensure that aid is targeted effectively, is timely, and is appropriate to meet the needs of the local refugee population. This has also ensured a reduction in resulting waste products. SHARE also continues to support and fund volunteers to travel and assist in these areas, to cement its relationships with the organisations that are delivering this aid at source and ensure that The Share Board can have confidence in the legitimate and effective distribution of its aid. Share has effectively supported empowering refugee projects, like sewing co-operatives, dignity centres and art projects. These ensure the mental wellbeing and longevity of the lives of refugees trapped within refugee camps.

Social Referral

SHARE accept referrals from local agencies and charities (Local councils, The Red Cross, Social Services, Housing Associations etc) of families and individuals who are in desperate need. These individuals are then brought to the SHARE Chester and Mold facilities by their referrer to be provide with all the basics of life - clothes, toys, toiletries, baby equipment and an extensive range of household items.

Impact measurement and Performance indicators

assistance from many external groups (schools, private company volunteer schemes, and public-sector organisations). SHARE had over 2500 hours of volunteering within the period considered. SHARE has an open, supported and inclusive culture and welcomes volunteers of any age, ability, gender, or religious orientation. SHARE also provide volunteering placements for The Duke of Edinburgh Award Scheme, School Enrichment Programmes, supported work placements, and The Scouting Association. Volunteers are trained and supported to provide an enriched volunteering experience. The Trustees have identified the importance of evaluating and developing the 'volunteer journey' throughout the organisation to ensure the ongoing comfort, safety and development of its volunteers. This is another key target for The Board over the coming year.

Public Awareness and Education

SHARE have a very active role in increasing public awareness of the refugee crisis and the plight of the homeless population using educational opportunities, media articles, lobbying local councillors and MP's, public speaking, literature and Share's significant social media presence. This has been highly successful in the last year and Share's extensive lobbying activities have resulted in questions being asked on behalf of Share, at both local government level and in The House of Commons, regarding the rights of refugees and the winter provision for people who are homeless.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Many people, young and old, use their experiences at SHARE, and the consequent personal development, to move into paid employment. SHARE continue to establish, support and contribute to a wide variety of community forums concerned with social inclusion and community development. For example, Chester Voluntary Action, Flintshire Local Voluntary Council, Chester 'Outside-In' (multi-agency group), Chester West Homeless Working Group, Chester Homeless Advocacy Group, Flintshire Synergy Group (Local refugee support) and Chester City of Sanctuary Group. SHARE regard this as an important role as it allows SHARE to highlight the problems faced by refugees and people who are homeless, to influence local policy, to provide a voice for our most vulnerable service users, and to affect change and development of targeted services.

Fundraising activities

The whole SHARE team continue to actively fundraise to provide financial longevity to The Charity and its services. SHARE have also partnered with local and national business (like White Stuff Ltd and Chester Racecourse Group) and community groups who provide some sponsorship of SHARE's activities. The work of SHARE is currently financially supported by donations from local organisations, the public and from sponsorship from local companies. Share have rented a new Charity 'Share Shop' in Chester City Centre. This aims to significantly increase the annual income of Share. The Trustees recognise that, to ensure the financial stability and robustness of Share and to continue to develop its services and to meet increasing demand, there is an urgent need to identify sources of grant funding or social enterprise funding. This is another key objective for The Board of Trustees in the company year.

Share continue to effectively utilise specific ringfenced appeals to assist funding for key aspects of the service - for example 'The Suspended Coffee' appeal.

Share continue to promote their 'buy-a-brick' appeal which aims to raise £115,000 to buy a house to provide supported accommodation for people who are homeless in Chester. This has been highly successful and is on track to achieve its target in the coming financial year.

FINANCIAL REVIEW

Financial Review

Following the SHARE Trustees review of its 'Reserve Policy' in March 2017, all monies donated to SHARE for a specific purpose, for example the SHARE 'Suspended Coffee Scheme' or its 'sponsor-a-sack-of-aid scheme', are ringfenced to be spent for that purpose alone.

Any general donations made to SHARE will be spent on SHARE's services to the homeless and refugees in equal amounts, with monies being retained and earmarked as appropriate in order to achieve this.

SHARE recognises and accepts its responsibilities as a charity, an employer, and a limited company to protect the financial viability and continuation of the organisation. Following the Charity Commission and NCO good practice guidelines, the SHARE Trustees have allocated some of this periods income towards a reserve. The purpose of maintaining adequate reserves is as follows:

To ensure cash flow (e.g cover delays in revenue funding).

To cover unforeseen circumstances.

To provide the opportunity attract / identify alternative funding.

To ensure that, should funding cease, the organisation would be able to fulfil all of its financial and legal obligations, when wound up.

The Board of Trustees are committed to reviewing the reserve annually. Unless or otherwise agreed, the Board will endeavour to achieve and maintain a minimum reserve equivalent to six months running costs of the organisation.

are homeless and resettled refugees.

SHARE will endeavour to establish a better quality 'drop-in' provision and establish itself as an effective advocacy service for people who are homeless in Chester.

SHARE will endeavour to source further funding for its operational costs.

SHARE will continue its commitment to providing excellent training for its staff and volunteers, and to provide and safe and healthy working environment within SHARE, thereby improving the volunteer experience and the service SHARE offers.

SHARE will continue to promote its role in education and increasing public awareness of the refugee crisis and the plight of people who are homeless.

SHARE will continue to develop and improve its governance by collaboration, training and finding local sources of mentoring to facilitate this.

This report was approved by order of The Board of Trustees on 29th December 2020 and signed on its behalf by:

Debra Webb, Chairperson.

)-Webb

Independent Examiners Report to the Trustees of SHARE for the year ended 31 March 2020

I report to the trustees on my examination of the accounts of SHARE for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust'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 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 Trust 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.

Melanie Langton-Davies ACA, FCCA

Azets Audit Services Brynford House

Brynford Street

Holywell

Flintshire

CH7 5NF

29 December 2020

SHARE

Statement of Financial Activities for the year ended 31 March 2020

		Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
	Not	£	£	£	£
INCOMING RESOURCES Incoming resources from generated funds Voluntary income	es	88,789	1,539	90,328	123,886
RESOURCES EXPENDED Charitable activities					
Specific assistance		11,764	-	11,764	40,388
Administration and support costs		58,106	-	58,106	21,705
Total resources expended		69,870		69,870	62,093
NET INCOMING PERCURSES PERCURS					
NET INCOMING RESOURCES BEFORE TRANSFERS		18,919	1,539	20,458	61,793
Gross transfers between funds	7	8,116	(8,116)		
Net incoming/(outgoing) resources		27,035	(6,577)	20,458	61,793
RECONCILIATION OF FUNDS					
Total funds brought forward		41,181	116,722	157,903	96,110
TOTAL FUNDS CARRIED FORWARD		68,216	110,145	178,361	157,903

Balance Sheet At 31 March 2020

FIXED ASSETS	Not es	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds
Tangible assets	3	10,926	108,541	119,467	6,484
Investments	4	3		3	3
		10,929	108,541	119,470	6,487
CURRENT ASSETS Debtors	5	21,011		21,011	100 544
Cash at bank	,	41,532	1,604	43,136	108,541 42,875
				-13,230	
		62,543	1,604	64,147	151,416
CREDITORS	_	(= ===)		(5.055)	
Amounts falling due within one year	6	(5,256)	-	(5,256)	·
NET CURRENT ASSETS		57,287	1,604	58,891	151,416
TOTAL ASSETS LESS CURRENT LIABILITIES		68,216	110,145	178,361	157,903
NET ASSETS		68,216	110,145	178,361	157,903
FUNDS	7				
Unrestricted funds				68,216	41,181
Restricted funds				110,145	_116,722
TOTAL FUNDS				178,361	157,903

The financial statements were approved by the Board of Trustees on 2912120 20 and were signed on its behalf by:

Trustee

Notes to the Financial Statements for the year ended 31 March 2020

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

3. TANGIBLE FIXED ASSETS

	Freehold		
	property	Motor vehicles	Totals
	£	£	£
COST			
At 1 April 2019	-	11,230	11,230
Additions	_115,483	-	115,483
At 31 March 2020	_115,483	11,230	126,713
DEPRECIATION			
At 1 April 2019		4,746	4,746
Charge for year		2,500	2,500
At 31 March 2020		7,246	7,246
NET BOOK VALUE			
At 31 March 2020	115,483	3,984	119,467
At 31 March 2019		6,484	6,484

Notes to the Financial Statements - continued for the year ended 31 March 2020

4. FIXED ASSET INVESTMENTS

					Unlisted investments £
	MARKET VALUE At 1 April 2019 and 31 March 2020				3
	NET BOOK VALUE At 31 March 2020				3
	At 31 March 2019				3
	There were no investment assets outside the UK.				
5.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEA	AR			
				2020	2019 £
	Other debtors			£ 21,011	108,541
6.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE Y	EAR			
				2020	2019
	Trade creditors			£ 4,658	£
	Taxation and social security			531	-
	Other creditors			67	-
				5,256	
7.	MOVEMENT IN FUNDS				
			Net movement	Transfers	
		At 1/4/19	in funds	between funds	At 31/3/20
		£	£	£	£
	Unrestricted funds		14.4		
	General fund Designated fund for Van purchase	5,893 6,484	13,018	-	18,911
	Designated fund	10,000	(2,500)	-	3,984
	Designated Refugee Fund	2,366	3,223	809	10,000 6,398
	Designated Homeless Fund	16,438	5,178	7,307	28,923
		41,181	18,919	8,116	68,216
	Restricted funds				
	House Fund	108,541		-	108,541
	Share Merchandise Practical Vision	65	(65)	-	-
	Small Restricted Funds	9 110	1,604	-	1,604
		8,116		<u>(8,116</u>)	
		116,722	1,539	(8,116)	110,145
	TOTAL FUNDS	157,903	20,458		178,361

Notes to the Financial Statements - continued for the year ended 31 March 2020

7. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming	Resources expended	Movement in funds
	£	£	£
Unrestricted funds		(0.5.775)	42.010
General fund	39,793	(26,775)	13,018
Designated Refugee Fund	17,059	(13,836)	3,223 5,178
Designated Homeless Fund	31,937	(26,759)	(2,500)
Designated fund for Van purchase		<u>(2,500</u>)	(2,300)
	88,789	(69,870)	18,919
Restricted funds	(65)	_	(65)
Share Merchandise	(65)		1,604
Practical Vision	1,604		
	1,539	-	1,539
TOTAL FUNDS	90,328	(69,870)	20,458
Comparatives for movement in funds			
		Net movement	44 24 /2 /40
	At 1/4/18	in funds	At 31/3/19
	£	£	£
Unrestricted Funds			
General fund	-	5,893	5,893
Designated fund for Van purchase	8,984	(2,500)	6,484
Designated fund	10,000	-	10,000
Designated Refugee Fund	3,324	(958)	2,366
Designated Homeless Fund	18,087	<u>(1,649</u>)	_16,438
	40,395	786	41,181
Restricted Funds			
House Fund	52,484	56,057	108,541
Airbus Grant	407	-	407
Big Lottery Fund	1,600	(1,384)	216
Veg Society	186	-	186
HK House Fund	1,038	-	1,038
Sponsor Anne	•	727	727
Sponsor Bed		35	35
Xmas Dinner	-	5,507	5,507
Share Merchandise		65	65
	55,715	61,007	116,722
TOTAL FUNDS	96,110	61,793	157,903

SHARE

Notes to the Financial Statements - continued for the year ended 31 March 2020

7. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	35,878	(29,985)	5,893
Designated Refugee Fund	8,565	(9,523)	(958)
Designated Homeless Fund	16,327	(17,976)	(1,649)
Designated fund for Van purchase		(2,500)	(2,500)
	60,770	(59,984)	786
Restricted funds			
House Fund	56,407	(350)	56,057
Sponsor Anne	727	-	727
Sponsor Bed	35	-	35
Xmas Dinner	5,882	(375)	5,507
Share Merchandise	65	-	65
Big Lottery Fund		(1,384)	_(1,384)
	63,116	(2,109)	61,007
			-
TOTAL FUNDS	123,886	(62,093)	61,793

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/18	Net movement in funds	Transfers between funds	At 31/3/20
Unrestricted funds	£	£	£	£
General fund		40.044		
Designated fund for Van purchase	0.004	18,911	-	18,911
Designated fund Designated fund	8,984	(5,000)	-	3,984
	10,000	-	-	10,000
Designated Refugee Fund	3,324	2,265	809	6,398
Designated Homeless Fund	18,087	3,529	7,307	28,923
Restricted funds				
House Fund	52,484	56,057	_	108,541
Airbus Grant	407	50,057	-	
Big Lottery Fund	1,600	(1,384)	-	407
Veg Society	186	(1,364)	-	216
HK House Fund		-	•	186
Sponsor Anne	1,038	-	-	1,038
Sponsor Bed	-	727	-	727
Xmas Dinner	-	35	-	35
	-	5,507	-	5,507
Practical Vision	-	1,604	-	1,604
Small Restricted Funds			(8,116)	(8,116)
	55,715	62,546	(8,116)	110,145
TOTAL FUNDS	96,110	82,251		178,361

Notes to the Financial Statements - continued for the year ended 31 March 2020

7. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

Unrestricted funds	Incoming resources £	Resources expended £	Movement in funds
General fund Designated Refugee Fund Designated Homeless Fund Designated fund for Van purchase	75,671 25,624 48,264 -	(56,760) (23,359) (44,735) (5,000)	18,911 2,265 3,529 (5,000)
Restricted funds	149,559	(129,854)	19,705
House Fund Sponsor Anne Sponsor Bed Xmas Dinner Practical Vision Big Lottery Fund	56,407 727 35 5,882 1,604	(350) - - (375) - (1,384)	56,057 727 35 5,507 1,604 (1,384)
TOTAL FUNDS	64,655 214,214	(2,109) (131,963)	62,546 82,251

Detailed Statement of Financial Activities for the year ended 31 March 2020

	2020 £	2019 £
INCOMING RESOURCES		
Voluntary income		
Donations	82,384	117,946
Fundraising activities	1,990	972
Pre Loved	5,954	3,566
Textile Recycling		1,402
	90,328	123,886
Total incoming resources	90,328	123,886
RESOURCES EXPENDED		
Charitable activities		
Refugee costs	6,158	0.533
Homeless expenses	5,606	9,523
Insurance	3,066	18,701
Operational Costs	44,227	1,070
Event expenses	4,874	15,511
Van expenses	5,939	1,744
Contribution to shop costs	5,559	4,764
		10,780
	69,870	62,093
Total resources expended	69,870	62,093
Net income		
wet income	20,458	61,793