

Charity Registration No. 1064495

Company Registration No. 03366848 (England and Wales)

**HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## LEGAL AND ADMINISTRATIVE INFORMATION

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|--------------------------|--|
| <b>Trustees</b>          | Mr A Curtis<br>Ms R Patterson<br>Mrs L Copland<br>Mrs S Forde<br>Mr R Robinson<br>Mrs T Callaghan<br>Ms J Dollimore<br>Ms R Manning<br>Mr J R Raynor<br>(Appointed 21 August 2019) |
| <b>Secretary</b>         | Mr R Cohen   |
| <b>Charity number</b>    | 1064495  |
| <b>Company number</b>    | 03366848   |
| <b>Registered office</b> | 6 Ditchmore Lane<br>Stevenage<br>Hertfordshire<br>SG1 3LJ  |
| <b>Auditor</b>           | Moore Northern Home Counties Limited<br>First Floor<br>73-75 High Street<br>Stevenage<br>Hertfordshire<br>SG1 3HR  |
| <b>Bankers</b>           | National Westminster Bank plc<br>26 - 28 Queensway<br>Stevenage<br>Hertfordshire<br>SG1 1BT  |

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# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

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# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2020**

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The trustees present their report and financial statements for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The objects of the charity are:

- to relieve people in Stevenage and the surrounding area in particular by the provision of short-term housing accommodation;
- to give assistance to homeless people.

In setting out the objectives and planning the activities, the trustees of Haven First have given careful consideration to the Charity Commission's general guidance on public benefit.

The activities include:

- providing a hostel where homeless people can find shelter overnight, have an evening meal, bed and breakfast and facilities to wash themselves and their clothing;
- providing an advancement in education and facilities in the interest of social welfare with the objective of improving conditions of life for the homeless;
- providing assistance to homeless people seeking permanent accommodation, including financial assistance to help them meet the initial cost of moving into permanent accommodation;
- training residents and supporting ex-residents of the hostel to take on responsibility of managing their affairs in order to retain permanent accommodation;
- in accordance with its Memorandum and Articles of Association, Haven First has the power to:- "purchase, take on lease, or in exchange, hire or otherwise acquire real or personal property and rights or privileges and to construct, maintain and alter buildings or erections". Accordingly the charity is looking to increase capacity by purchasing accommodation to use for "move on" purposes.

#### **Achievements and performance**

The purpose-built hostel in Stevenage, which opened in October 2015, provides single en-suite bedroom accommodation for 40 clients. This style of facility has enabled us to provide temporary accommodation to clients with increased support needs and we have therefore endeavoured to work more closely with statutory and non statutory agencies to enhance the client services.

All clients have a dedicated keyworker who meet regularly to undertake relevant support plans to provide an effective pathway for the clients to eventually move on to suitable independent accommodation.

We continue to provide a variety of day services for clients including employability skills, basic living and cooking skills, counselling, budgeting guidance, tenancy training, art group, substance misuse and sports and leisure activities. We continue to work in close partnership with external agencies that provide additional support and training services.

The Sports Mentor works with the clients on sports activities to increase self-worth as well as wellbeing. We have a dedicated Substance Misuse Worker who can provide specialized 1-2-1 assessments and counselling with clients to assist them with addressing various addictions.

# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2020**

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Local homelessness statistics show that rough sleeping rose by 83% between 2018/2019 and despite the introduction of the Homeless Reduction Act 2017, the number of homeless people in temporary accommodation rose to its highest rate since 2010 in the period 2018/2019.

Recent figures record the highest levels of homelessness in the UK, 15 % higher than the previous year. Government cuts have put pressure on staffing and resources to combat homelessness and the complicated and stringent structure of Universal Credit continues to further exacerbate an already precarious situation.

Affordability for rented housing and buying is a major issue with 'loss of home' caused by rent or mortgage arrears. On 31 March 2019 the Ministry for Housing, Communities and Local Government published that the number of households living in temporary accommodation across England was 84,740, up 4.7% from March 2018 and up by an immense 76.5% on December 2010 demonstrating that the number and complexity of homeless cases continues to increase.

The requirement to access emergency temporary accommodation therefore is still very much the need and with the economic climate experienced at present, these figures are unfortunately like to continue to increase. There have been a total of 712 referrals for both projects in Stevenage and North Hertfordshire. During this fiscal year, the Haven have accommodated and supported nearly 140 residents and have achieved a planned move on rate of 81%, which is a credit to the dedicated staff team but remains a target that the organization continues to improve.

Whilst we continue to provide the operational management of the 16 bed hostel in Hitchin we are actively working with other partners to be able to provide a new purpose-built hostel in Letchworth due to the current building not being fit for purpose. We have identified a suitable site that would provide a new hostel mirroring the Stevenage project as well as providing second and third stage accommodation and are working hard with other interested parties to achieve this long-awaited goal. It is hoped that approved planning permission for this long-awaited hostel will be approved this year.

Positive client move on rates remains a high priority for Haven First as we recognise the need for clients to access suitable move on accommodation for the opportunity to succeed living as independent, secure and a decent lifestyle as possible. However, social and private rented properties are difficult to source and one of the main strategic aims on the Haven's business plan remains to actively increase the Haven's own housing stock. We were therefore pleased to be able to acquire 4 single person almshouses from Stevenage Consolidated Charities which will ensure the longevity of these properties remaining as social housing. A three-bed house was also purchased to provide the next second stage housing step for clients from the hostel which is our first owned property in North Hertfordshire.

Our Floating Support team continues to focus on providing the essential transition to support the clients from leaving the hostels to supporting them to sustain their own independent tenancies. They also work with the valuable few landlords in Stevenage and North Herts willing to provide private let accommodation to those who are on benefits.

We continue to retain a social lettings contract with a reputable landlord in Stevenage to manage and support an impressive designed 6 bed self contained unit focusing on clients moving on from the hostels. It is anticipated that a similar contract will be attained in Spring 2021 when a further 6 bed unit will be completed in Stevenage.

Throughout the year we have had help from over 20 volunteers, providing support and assistance with a range of services and activities. These include governance, counselling, lunchtime help and kitchen assistants, cleaning, admin assistance and day services such as signposting, teaching, mentoring, arts & crafts, and sports/wellbeing. A total of approximately 2,400 volunteer hours in the year.

# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2020**

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### **Financial review**

The trustees aim to keep unrestricted funds at a level equal to six months' budgeted expenditure. This level is required to demonstrate financial stability and security to beneficiaries, funders, supporters and employees.

The trustees consider it prudent to link the policy to its business plan and to hold this level of reserves to fund:

- costs of future developments that will enable Haven First to meet its aims and objectives;
- fluctuations in income due to delayed receipt of statutory and contract payments;
- any unplanned but necessary expenditure.

The level of reserves is monitored and the policy is reviewed four times a year by the trustees. At the year-end, the level of unrestricted general funds was £1,105,185.

Haven First has powers to invest in any way the trustees wish. The trustees, having regard to liquidity requirements, decided to keep any spare funds not required for immediate use in an interest-bearing instant access account with the Charities Aid Foundation.

The trustees have identified the major risks to which Haven First is exposed and are satisfied that systems or procedures have been established to manage these risks. The Risk Management plan is visited half-yearly at trustee meetings. For example, the operational risk of losing key personnel is managed by maintaining regular supervisions, annual appraisals, training and annual salary reviews. The financial risk of failure of sustainability of the charity and/or evolving is managed through regular reporting to the Board and identifying new projects which are scrutinised for financial viability by the finance sub-committee. The external risks of changes in Government policies is managed through membership of relevant national umbrella organisations and by monitoring proposed legal and regulatory changes.

We are planning to increase the number of move on properties we have access to and to increase opportunities for clients to gain more voluntary work in the community.

Other plans include: expanding the Haven First Floating Support service and outreach work to help rough sleepers throughout the Stevenage and North Herts area; increase the number of move on properties we have access to and increase opportunities for clients to gain more voluntary work.

Since the year-end, the charity has utilised further property in North Herts to comply with the restrictions put in place due to the Covid-19 pandemic. The charity continues to monitor the risks associated with the pandemic and deal with them as they arise.

### **Structure, governance and management**

Haven First is a company limited by guarantee and not having a share capital, incorporated on the 8 May 1997 as amended by special resolution on the 10 August 1997. Haven First was registered as a charity on 19 September 1997.

The charity was established under a memorandum of association which established the objects and powers of the charity and it is governed by its articles of association.

The trustees, who are also the directors for the purpose of company law, who served during the year were:

Mr A Curtis  
Ms R Patterson  
Mrs L Copland  
Mrs S Forde  
Mr R Robinson

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# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2020***

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Mrs T Callaghan

Ms J Dollimore

Ms R Manning

Mr P Watson

Mr J R Raynor

(Resigned 8 April 2019)

(Appointed 21 August 2019)

The trustees of the company consist of the Chairman and eight members, all of whom are members of the committee.

The maximum number of committee members is determined by the organisation's Articles of Association which specifies the a maximum number of 12. The minimum number of committee members shall be three.

The committee shall have power at any time to appoint any person to be a committee member, either to fill a casual vacancy or as an addition to the existing members.

Committee members retire after serving a term of three years and are eligible for re-election.

The trustees manage the charity. Trustee meetings are held at eight-weekly intervals.

Committees and working groups are formed when appropriate, on a temporary basis.

The Project Director and the Chairman communicate regularly with each other and the other trustees by telephone or e-mail to reach decisions on important matters arising between trustee meetings.

Responsibility for day-to-day management of Haven First lies with the Project Director, Barbara Howard; with powers and responsibilities approved by the trustees.

Trustees are provided with a full information pack on their induction and are encouraged to attend external training appropriate to their role.

Haven First reviews salary levels annually and uses agreed NJC pay scales (local government pay scales which are extensively used in the voluntary sector) as a guideline for identifying pay scales and banding, including those those for key management posts. Any proposed amendments to salary scales or remuneration of key staff is taken to the finance sub-committee meeting for initial consideration. Any decision to change salary scales or remuneration levels is then taken to the Board for final decision.



## **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2020**

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#### **Statement of trustees' responsibilities**

The trustees, who are also the directors of Haven First (formerly known as Stevenage Haven) for the purpose of company law, 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).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 operation.

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 Companies Act 2006. 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.

#### **Auditor**

The auditor, Moore Northern Home Counties Limited, is deemed to be reappointed under section 487(2) of the Companies Act 2006.

#### **Disclosure of information to auditor**

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.

.....*R. Patterson*.....

**Ms R Patterson**

Trustee

Dated: *29 March 2021*



# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

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#### Opinion

We have audited the financial statements of Haven First (formerly known as Stevenage Haven) (the 'charity') for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

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#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' Report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# **HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE MEMBERS OF HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)**

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This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Anne Davies (Senior Statutory Auditor)**  
**for and on behalf of Moore Northern Home Counties Limited**

**Chartered Accountants**  
**Statutory Auditor**  
First Floor  
73-75 High Street  
Stevenage  
Hertfordshire  
SG1 3HR

29 March 2021

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

|   |       | Unrestricted<br>funds<br>2020<br>£ | Restricted<br>funds<br>2020<br>£ | Total<br>2020<br>£ | Unrestricted<br>funds<br>2019<br>£ | Restricted<br>funds<br>2019<br>£ | Total<br>2019<br>£ |
|---|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
|   | Notes |                                    |                                  |                    |                                    |                                  |                    |
| <b>Income and endowments from:</b>                        |       |                                    |                                  |                    |                                    |                                  |                    |
| Donations and legacies                                    | 2     | 40,250                             | 68,265                           | 108,515            | 32,586                             | 81,276                           | 113,862            |
| Charitable activities                                     | 3     | 1,533,872                          | 49,200                           | 1,583,072          | 1,505,891                          | 37,595                           | 1,543,486          |
| Investments   | 4     | 1,295                              | -                                | 1,295              | 996                                | -                                | 996                |
| Other income  | 5     | 5,096                              | 474,398                          | 479,494            | -                                  | -                                | -                  |
| <b>Total income</b>                                       |       | <b>1,580,513</b>                   | <b>591,863</b>                   | <b>2,172,376</b>   | <b>1,539,473</b>                   | <b>118,871</b>                   | <b>1,658,344</b>   |
| <b>Expenditure on:</b>                                    |       |                                    |                                  |                    |                                    |                                  |                    |
| Raising funds   | 6     | 4,633                              | -                                | 4,633              | 2,647                              | -                                | 2,647              |
| Charitable activities                                     | 7     | 1,349,634                          | 124,139                          | 1,473,773          | 1,279,139                          | 116,276                          | 1,395,415          |
| <b>Total resources expended</b>                           |       | <b>1,354,267</b>                   | <b>124,139</b>                   | <b>1,478,406</b>   | <b>1,281,786</b>                   | <b>116,276</b>                   | <b>1,398,062</b>   |
| <b>Net income for the year/<br/>Net movement in funds</b> |       | <b>226,246</b>                     | <b>467,724</b>                   | <b>693,970</b>     | <b>257,687</b>                     | <b>2,595</b>                     | <b>260,282</b>     |
| Fund balances at 1 April 2019                             |       | 1,251,857                          | 35,770                           | 1,287,627          | 994,170                            | 33,175                           | 1,027,345          |
| <b>Fund balances at 31 March 2020</b>                     |       | <b>1,478,103</b>                   | <b>503,494</b>                   | <b>1,981,597</b>   | <b>1,251,857</b>                   | <b>35,770</b>                    | <b>1,287,627</b>   |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

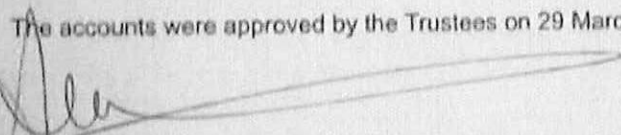
## BALANCE SHEET

AS AT 31 MARCH 2020

|   | Notes | 2020<br>£        | £ | 2019<br>£        | £ |
|---|-------|------------------|---|------------------|---|
| <b>Fixed assets</b>                                   |       |                  |   |                  |   |
| Tangible assets                                       | 11    | 780,879          |   | 163,016          |   |
| Programme related investments                         | 12    | 6,890            |   | 4,765            |   |
|   |       | <u>787,769</u>   |   | <u>167,781</u>   |   |
| <b>Current assets</b>                                 |       |                  |   |                  |   |
| Debtors   | 13    | 103,515          |   | 97,523           |   |
| Cash at bank and in hand                              |       | 1,241,267        |   | 1,134,497        |   |
|   |       | <u>1,344,782</u> |   | <u>1,232,020</u> |   |
| <b>Creditors: amounts falling due within one year</b> | 14    | (150,954)        |   | (112,174)        |   |
| <b>Net current assets</b>                             |       | <u>1,193,828</u> |   | <u>1,119,846</u> |   |
| <b>Total assets less current liabilities</b>          |       | <u>1,981,597</u> |   | <u>1,287,627</u> |   |
| <b>Income funds</b>                                   |       |                  |   |                  |   |
| Restricted funds                                      | 16    | 503,494          |   | 35,770           |   |
| <b>Unrestricted funds</b>                             |       |                  |   |                  |   |
| Designated funds                                      | 17    | 363,146          |   | 163,016          |   |
| General unrestricted funds                            |       | <u>1,114,957</u> |   | <u>1,088,841</u> |   |
|   |       | <u>1,478,103</u> |   | <u>1,251,857</u> |   |
|   |       | <u>1,981,597</u> |   | <u>1,287,627</u> |   |

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on 29 March 2021

  
Mr A Curtis  
Trustee

Company Registration No. 03366848



# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2020

|   | Notes | 2020<br>£ | £                | 2019<br>£ | £                |
|---|-------|-----------|------------------|-----------|------------------|
| <b>Cash flows from operating activities</b>                   |       |           |                  |           |                  |
| Cash generated from operations                                | 21    |           | 736,733          |           | 287,402          |
| <b>Investing activities</b>                                   |       |           |                  |           |                  |
| Purchase of tangible fixed assets                             |       | (631,258) |                  | -         |                  |
| Interest received   |       | 1,295     |                  | 996       |                  |
| <b>Net cash (used in)/generated from investing activities</b> |       |           | (629,963)        |           | 996              |
| <b>Net cash used in financing activities</b>                  |       |           | -                |           | -                |
| <b>Net increase in cash and cash equivalents</b>              |       |           | 106,770          |           | 288,398          |
| Cash and cash equivalents at beginning of year                |       |           | 1,134,497        |           | 846,099          |
| <b>Cash and cash equivalents at end of year</b>               |       |           | <u>1,241,267</u> |           | <u>1,134,497</u> |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 1 Accounting policies

#### Charity information

Haven First (formerly known as Stevenage Haven) is a private company limited by guarantee incorporated in England and Wales. The registered office is 6 Ditchmore Lane, Stevenage, Hertfordshire, SG1 3LJ.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

The trustees have considered the impact of the Covid-19 pandemic on the business and, despite the impact it has had on the charity's operations, they do not believe there to be any change in the going concern status of the charity.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Gifts in kind have been valued at the cost to the donor. The value of services provided by volunteers has not been included.



# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised in the statement of financial activities on an accrual basis as a liability is incurred. Expenditure includes any VAT which can not be fully recovered.

Costs of generating 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.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

Resources expended are allocated to the particular activity where the cost relates directly to that activity.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost net of depreciation and any impairment losses. Expenditure on furniture, fittings and equipment is written off in the year of purchase.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

|                             |                      |
|-----------------------------|----------------------|
| Freehold land and buildings | 2% per annum on cost |
|-----------------------------|----------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 1 Accounting policies (Continued)

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Donations and legacies

|                     | Unrestricted<br>funds | Restricted<br>funds | Total          | Unrestricted<br>funds | Restricted<br>funds | Total          |
|---------------------|-----------------------|---------------------|----------------|-----------------------|---------------------|----------------|
|                     | 2020                  | 2020                | 2020           | 2019                  | 2019                | 2019           |
|                     | £                     | £                   | £              | £                     | £                   | £              |
| Donations and gifts | 40,250                | -                   | 40,250         | 32,586                | -                   | 32,586         |
| Gifts in kind       | -                     | 68,265              | 68,265         | -                     | 81,276              | 81,276         |
|                     | <u>40,250</u>         | <u>68,265</u>       | <u>108,515</u> | <u>32,586</u>         | <u>81,276</u>       | <u>113,862</u> |

### 3 Charitable activities

|                                  | 2020<br>£        | 2019<br>£        |
|----------------------------------|------------------|------------------|
| Grants and contracts             | 418,007          | 409,222          |
| Rent and residents' fees         | 1,141,352        | 1,119,512        |
| Management fees receivable       | 23,713           | 14,752           |
|                                  | <u>1,583,072</u> | <u>1,543,486</u> |
| Analysis by fund                 |                  |                  |
| Unrestricted funds               | 1,533,872        |                  |
| Restricted funds                 | 49,200           |                  |
|                                  | <u>1,583,072</u> |                  |
| For the year ended 31 March 2019 |                  |                  |
| Unrestricted funds               |                  | 1,505,891        |
| Restricted funds                 |                  | 37,595           |
|                                  |                  | <u>1,543,486</u> |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 4 Investments

|                     | Unrestricted funds | Unrestricted funds |
|---------------------|--------------------|--------------------|
|                     | 2020               | 2019               |
|                     | £                  | £                  |
| Interest receivable | 1,295              | 996                |

### 5 Other income

|                           | Unrestricted funds | Restricted funds | Total   | Total |
|---------------------------|--------------------|------------------|---------|-------|
|                           | 2020               | 2020             | 2020    | 2019  |
|                           | £                  | £                | £       | £     |
| Contingency fund          | -                  | 1,314            | 1,314   | -     |
| Fixed assets              | 2,145              | 426,258          | 428,403 | -     |
| Cyclical maintenance fund | 2,951              | 10,000           | 12,951  | -     |
| Extraordinary repair fund | -                  | 36,826           | 36,826  | -     |
|                           | 5,096              | 474,398          | 479,494 | -     |

The other income represents assets transferred from Stevenage Consolidated Charities that are now under the control of Haven First.

### 6 Raising funds

|                                   | Unrestricted funds | Unrestricted funds |
|-----------------------------------|--------------------|--------------------|
|                                   | 2020               | 2019               |
|                                   | £                  | £                  |
| <u>Fundraising and publicity</u>  |                    |                    |
| Fundraising and development costs | 3,633              | 2,647              |
| <u>Investment management</u>      | 1,000              | -                  |
|                                   | 4,633              | 2,647              |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 7 Charitable activities

|   | 2020<br>£        | 2019<br>£        |
|---|------------------|------------------|
| Staff costs                             | 861,999          | 842,069          |
| Depreciation and impairment             | 13,395           | 3,623            |
| Rent and rates                          | 147,888          | 161,879          |
| Light and heat                          | 40,734           | 32,102           |
| Repairs and maintenance                 | 42,782           | 32,431           |
| Insurance                               | 13,122           | 11,452           |
| Office equipment                        | 1,234            | 1,807            |
| Travel costs                            | 22,877           | 10,880           |
| Bad debts                               | 18,906           | 24,711           |
| Legal and professional fees             | 13,487           | 6,806            |
| Computer costs                          | 28,647           | 4,088            |
| Telephone                               | 6,273            | 4,898            |
| Postage and stationery                  | 3,569            | 4,124            |
| Training                                | 8,560            | 7,607            |
| Recruitment                             | 2,773            | 1,722            |
| Activities for residents                | 6,521            | 10,430           |
| Housekeeping costs                      | 17,316           | 14,140           |
| Bank charges                            | 258              | 209              |
| General expenses                        | 21,360           | 2,981            |
| Subscriptions                           | 9,580            | 9,939            |
| Concierge                               | 140,499          | 146,789          |
| Catering costs                          | 44,181           | 47,071           |
| Outsourced project costs                | -                | 6,361            |
|   | <u>1,465,961</u> | <u>1,388,119</u> |
| Share of governance costs (see note 8)  | 7,812            | 7,296            |
|   | <u>1,473,773</u> | <u>1,395,415</u> |
| <b>Analysis by fund</b>                 |                  |                  |
| Unrestricted funds                      | 1,349,634        |                  |
| Restricted funds                        | 124,139          |                  |
|   | <u>1,473,773</u> |                  |
| <b>For the year ended 31 March 2019</b> |                  |                  |
| Unrestricted funds                      |                  | 1,279,139        |
| Restricted funds                        |                  | 116,276          |
|   |                  | <u>1,395,415</u> |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 8 Support costs

|                                    | Support costs<br>£ | Governance costs<br>£ | 2020<br>£ | 2019<br>£ | Basis of allocation |
|------------------------------------|--------------------|-----------------------|-----------|-----------|---------------------|
| Audit fees                         | -                  | 7,812                 | 7,812     | 7,296     | Governance          |
|                                    | -                  | 7,812                 | 7,812     | 7,296     |                     |
| Allocated to Charitable activities | -                  | 7,812                 | 7,812     | 7,296     |                     |

Governance costs includes payments to the auditors of £7,812 (2019- £7,296) for audit fees.

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 10 Employees

#### Number of employees

The average monthly number of employees during the year was:

|                                  | 2020<br>Number    | 2019<br>Number    |
|----------------------------------|-------------------|-------------------|
| Project and administrative staff | 39                | 41                |
| <b>Employment costs</b>          | <b>2020<br/>£</b> | <b>2019<br/>£</b> |
| Wages and salaries               | 785,407           | 771,799           |
| Social security costs            | 65,628            | 62,989            |
| Other pension costs              | 10,964            | 7,281             |
|                                  | 861,999           | 842,069           |

There were no employees whose annual remuneration was £60,000 or more.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 11 Tangible fixed assets

|                                    | Freehold land and buildings<br>£ |
|------------------------------------|----------------------------------|
| <b>Cost</b>                        |                                  |
| At 1 April 2019                    | 181,131                          |
| Additions                          | 631,258                          |
|                                    | <hr/>                            |
| At 31 March 2020                   | 812,389                          |
|                                    | <hr/>                            |
| <b>Depreciation and impairment</b> |                                  |
| At 1 April 2019                    | 18,115                           |
| Depreciation charged in the year   | 13,395                           |
|                                    | <hr/>                            |
| At 31 March 2020                   | 31,510                           |
|                                    | <hr/>                            |
| <b>Carrying amount</b>             |                                  |
| At 31 March 2020                   | 780,879                          |
|                                    | <hr/>                            |
| At 31 March 2019                   | 163,016                          |
|                                    | <hr/>                            |

### 12 Programme related investments

|                         | £       |
|-------------------------|---------|
| At 1 April 2019         | 4,765   |
| Advances                | 3,305   |
| Recovered amounts       | (1,180) |
|                         | <hr/>   |
| <b>At 31 March 2020</b> | 6,890   |
|                         | <hr/>   |

Programme related investments comprise loans made to clients under the rent deposit scheme.

### 13 Debtors

|   | 2020<br>£ | 2019<br>£ |
|---|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| Trade debtors                               | 86,761    | 83,136    |
| Other debtors                               | 1,342     | 1,250     |
| Prepayments and accrued income              | 15,412    | 13,137    |
|   | <hr/>     | <hr/>     |
|   | 103,515   | 97,523    |
|   | <hr/>     | <hr/>     |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

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**14 Creditors: amounts falling due within one year**

|                                    | 2020           | 2019           |
|------------------------------------|----------------|----------------|
|                                    | £              | £              |
| Other taxation and social security | 18,749         | 16,569         |
| Trade creditors                    | 55,700         | 38,663         |
| Other creditors                    | 29             | 28             |
| Accruals and deferred income       | 76,476         | 56,914         |
|                                    | <u>150,954</u> | <u>112,174</u> |

**15 Retirement benefit schemes**

**Defined contribution schemes**

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £10,964 (2019 - £7,281).



# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                            | Balance at 1<br>April 2019<br>£ | Movement in funds |                  | Balance at 31<br>March 2020<br>£ |
|----------------------------|---------------------------------|-------------------|------------------|----------------------------------|
|                            |                                 | Income<br>£       | Expenditure<br>£ |                                  |
| Rent deposit scheme        | 33,175                          | -                 | -                | 33,175                           |
| Gifts in kind              | -                               | 68,265            | (68,265)         | -                                |
| Outreach project           | -                               | 35,000            | (35,000)         | -                                |
| Publicity grants           | 1,595                           | -                 | (343)            | 1,252                            |
| Minibus appeal             | 1,000                           | 11,000            | (9,504)          | 2,496                            |
| Fixed assets               | -                               | 426,258           | (8,525)          | 417,733                          |
| Cyclical maintenance fund  | -                               | 10,000            | -                | 10,000                           |
| Extraordinary repair fund  | -                               | 36,826            | -                | 36,826                           |
| Contingency fund           | -                               | 1,314             | -                | 1,314                            |
| SBC Locality budget grants | -                               | 300               | (34)             | 266                              |
| Client activities grants   | -                               | 2,900             | (2,468)          | 432                              |
|                            | <u>35,770</u>                   | <u>591,863</u>    | <u>(124,139)</u> | <u>503,494</u>                   |

#### Rent deposit scheme

The rent deposit scheme provides loans to clients moving from the hostels, enabling them to pay rent deposits for their move on to independent living.

#### Gifts in kind

The gifts in kind comprise the rentable value of the property provided free of charge by Stevenage Borough Council, North Hertfordshire Homes and Stevenage Consolidated Charities together with charitable relief applied to business rates.

#### Outreach project

Funded by NHDC, the Outreach Project provides a wide range of support and services to people sleeping rough in North Herts, to help them connect with appropriate services and to find accommodation through the help of a dedicated support worker.

#### Publicity grants

This is funding towards promotional supplies and equipment.

#### Minibus appeal

This represents fundraising for a minibus to use for client activities.

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

#### 17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                                | Movement in funds          |                |                            |                |                |                             |
|--------------------------------|----------------------------|----------------|----------------------------|----------------|----------------|-----------------------------|
|                                | Balance at<br>1 April 2018 | Expenditure    | Balance at<br>1 April 2019 | Income         | Expenditure    | Balance at<br>31 March 2020 |
|                                | £                          | £              | £                          | £              | £              | £                           |
| Freehold land and<br>buildings | 166,639                    | (3,623)        | 163,016                    | 205,000        | (4,870)        | 363,146                     |
|                                | <u>166,639</u>             | <u>(3,623)</u> | <u>163,016</u>             | <u>205,000</u> | <u>(4,870)</u> | <u>363,146</u>              |

The designated fund represents the net book value of the freehold land and buildings

#### 18 Analysis of net assets between funds

|  | Unrestricted<br>funds<br>2020<br>£ | Restricted<br>funds<br>2020<br>£ | Total<br>2020<br>£ | Unrestricted<br>funds<br>2019<br>£ | Restricted<br>funds<br>2019<br>£ | Total<br>2019<br>£ |
|--|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Fund balances at 31 March 2020 are represented by: |                                    |                                  |                    |                                    |                                  |                    |
| Tangible assets                                    | 363,146                            | 417,733                          | 780,879            | 163,016                            | -                                | 163,016            |
| Programme related assets                           | -                                  | 6,890                            | 6,890              | -                                  | 4,765                            | 4,765              |
| Current assets/<br>(liabilities)                   | 1,114,957                          | 78,871                           | 1,193,828          | 1,088,841                          | 31,005                           | 1,119,846          |
|  | <u>1,478,103</u>                   | <u>503,494</u>                   | <u>1,981,597</u>   | <u>1,251,857</u>                   | <u>35,770</u>                    | <u>1,287,627</u>   |

#### 19 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

|                            | 2020<br>£        | 2019<br>£        |
|----------------------------|------------------|------------------|
| Within one year            | 56,700           | 56,700           |
| Between two and five years | 226,800          | 226,800          |
| In over five years         | 878,850          | 935,550          |
|                            | <u>1,162,350</u> | <u>1,219,050</u> |

# HAVEN FIRST (FORMERLY KNOWN AS STEVENAGE HAVEN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 20 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).

| 21 Cash generated from operations                                 | 2020<br>£      | 2019<br>£      |
|---|----------------|----------------|
| Surplus for the year  | 693,970        | 260,282        |
| Adjustments for:  |                |                |
| Investment income recognised in statement of financial activities | (1,295)        | (996)          |
| Depreciation and impairment of tangible fixed assets              | 13,395         | 3,623          |
| Movements in working capital:                                     |                |                |
| (Increase)/decrease in programme related assets                   | (2,125)        | 783            |
| (Increase)/decrease in debtors                                    | (5,992)        | 7,075          |
| Increase in creditors   | 38,780         | 16,635         |
| <b>Cash generated from operations</b>                             | <b>736,733</b> | <b>287,402</b> |

### 22 Analysis of changes in net funds

The charity had no debt during the year.