



Emmaus Dover Ltd

Company No 03066614

Charity No 1047354

**Annual Report & Accounts
for the year ended 30 June 2021**

WEDNESDAY



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COMPANIES HOUSE



Trustees and Advisors

Mr A Eberlein, *Chair*

Mrs K Southon, *Vice Chair*

Mrs S Lamb

Mr D Wood, *Secretary*

Mr N Bodell

D J Palmer

Mrs M Carter

Mr G Golden

Reporting Accountant

I D Morris FCA

Chavereys, 2 Jubilee Way, Faversham, Kent, ME13 8GD

Solicitors

Furley Page, 39 St Margaret's Street, Canterbury, CT1 2TX

Bankers

National Westminster Bank plc, 25 Market Square, Dover, Kent, CT16 1NQ

CafBank Limited, Kings Hill, West Malling, Kent, ME19 4TA



**Report by the Trustees on the activities of the charity
for the year ended 30 June 2021**

The company was formed on 9 June 1995 and registered as a charity on 19 June 1995. It is governed by its Memorandum and Articles of Association. Trustees are appointed by the members of the company in accordance with the Articles of Association. A third of the trustees retire and are eligible to stand for re-election at the Annual General Meeting. New trustees must be nominated by an existing trustee or a member of the charity. No bodies or other individuals are entitled to nominate or appoint trustees. New trustees undergo training by Emmaus UK and are mentored by existing experienced trustees.

The name of the company has been formally changed and accepted by the Charities Commission and Companies House in 2014, from St Martin's Emmaus, to Emmaus Dover Limited.

Emmaus Dover exists to provide a home and meaningful work to people who have experienced homelessness and social exclusion. Worldwide, there are about 400 groups in 37 countries, and in the UK, 30 active communities. Other groups exist which intend to form communities. Each community is an independent charity.

Unlike a lot of provision for homeless people, Emmaus communities offer a home for as long as someone needs it. Emmaus companions have an individual room, food, clothing and a small weekly allowance. In return, we ask:

- that companions work for 40 hours/week to the best of their abilities
- that they behave in a respectful way to all
- that no alcohol or illegal drugs are used on the premises
- that they sign off all benefits, except housing benefit

Although living in a community isn't for everyone, it can offer the companionship and support that many people who have experienced homelessness have lost. This can be key to helping someone to stop, take stock, and start to regain a sense of control and stability in their lives.

Emmaus Dover has its own business. We collect, repair, renovate and re-sell donated goods of all sorts, with particular emphasis on furniture and electrical white goods. Some new goods are made in the community workshop, using recycled materials wherever possible. We also do some gardening work.

The aim is that the community will be financially self-sustaining.

We currently provide accommodation and support for 27 formerly homeless people at our site at Archcliffe Fort. In addition, the community assists in running the soup kitchen in Dover.

Emmaus Dover occupies Archcliffe Fort in Dover on a lease from English Heritage that expires in 2095. The rent is nominal, but the charity has spent about £500,000 on renovation of the buildings. There is also a Building Plan to structurally renovate the warehouse creating and extended the retail area on the Dover site. There is also a smaller shop in Ashford, which is on a lease.



Sales in the business in the year decreased by 4.4 % compared with the previous year as the shops were closed due to COVID-19 lockdown. Government support from Housing Benefit decreased by 3%.

Emmaus funded one solidarity place for the year and secured funds for another solidarity space.

Over 8,245 days of accommodation were provided in the year for 39 (2020: 41) individuals. 23 (22) companions stayed with us for more than 6 months, 34 (42) for more than two weeks and 7 (1) for less than two weeks. The overall average of those staying more than two weeks, but less than 6 months, was 83 (112) days. The occupancy rate was 87% (97%).

During the year:	2021 £	2020 £
Income from grants, rents, sales and interest totalled	774,871	649,108
Total expenditure was	(480,656)	(494,167)
so on a day to day basis the community had a surplus/(deficit) of	<u>294,215</u>	<u>154,941</u>
Donations received (including tax on Gift Aid) were	48,843	35,334
and donations made to other Emmaus communities	(11,680)	(8,927)
so the net donations received were	<u>37,163</u>	<u>26,407</u>
and the overall surplus for the year was	<u>331,378</u>	<u>181,348</u>

Each companion's accommodation in the community costs about £49 (£52) a day.

A number of companions continued to act as 'Companion Assistants' during the year. This means that they take on care duties out of working hours, calling on the Community Leader or a trustee if necessary.

The Board of Trustees set all policies and the budget in consultation with the staff and companions

The staff are :-

Debra Stevenson - Community Manager and Deborah Golden -- Community Leader,
Nigel Simmonds -- Operations Leader, Jenny Bones -- Admin and Accounts Assistant
Samantha Sims -- Canterbury Shop Manager, Denise Groom -- Ashford Shop Supervisor and Delphine Blainville -- Retail Supervisor
Nicki Hardman and Sharon Schollar- Support Officers and Karen Gambrell -- Fundraiser (self employed)

The Trustees thank the staff and companions for all their efforts and dedication to the community.

We all remain grateful to everyone who helps us, either through gifts of goods for resale, introductions to new outlets, or as customers in our shops. In addition we thanks the many individuals and organisations that continue to help us financially, volunteering their time and in other ways. We still welcome gifts of money towards capital works

The final half of the year has been difficult time, particularly for the staff and companions reacting to the demands of Lockdown 1. Applying the Covid -19 regulations, writing, agreeing and actioning risk assessments, and reducing our overheads wherever possible has demonstrated the impressive flexibility and spirit of cooperation of all the staff and companions.
In addition, we have secured several grants and loans, which have buffered us from what would have been an extremely challenging financial period. The Trustees thank everyone involved.



Building a Better Future Project

In 2016, a structural survey of the buildings at our Dover site was carried out. The report found that our main warehouse building was failing and has since been condemned by a structural engineer. It is now being assessed every three months to monitor the structural integrity of the building. If we are forced to close the warehouse before we have alternative provisions in place, it could involve Emmaus Dover having to scale back our operation or at worst, close the site completely. This would have a huge financial impact on us as our retail outlet at the Fort accounts for nearly 50% of income from sales of donated goods. It will also have a direct on companions as they all live on site at the Fort and a reduction in income could result in having to reduce the number of companions we can directly support.

The report led us to reflect, to define our greater role and make a difference in the wider community in Dover. We wanted to provide the companions with a greater purpose, a task that will aid their recovery, to access and gain skills and abilities this in turn has the knock on effect of building self confidence in companions and will in turn increase their employability, as well as promoting the reuse and "Upcycling" of materials that would otherwise end up in landfill. It is also an opportunity to develop the site as a whole to make it a place for people to come and enjoy the amazing views and learn about the amazing history of the Fort and Dover as a whole.

The Building a Better Future aims to secure the long-term future and sustainability of Emmaus Dover. The development of our site will invest in new facilities that create more opportunities for our companions, increase revenue, provide new income streams and a historical place of interest for the people living, working and visiting Dover each year.

The project will be delivered in phases, each of which will need to be completed before the next stage can begin to ensure minimum disruption and financial impact to the day to day operations and running of the charity.

Planning permission and Scheduled Ancient Monument consent was granted for all phases in 2019. HGT Construction was awarded a contract for Phase One following a competitive tender process involving four contractors in 2020. Phase One involves the construction of a new modern workshop for repairing and upscaling furniture for resale and the refurbishment of the existing workshop space to become new warehouse capacity, PAT Testing area and storage. Completion of this phase will significantly reduce the charity's financial exposure in the event that the main warehouse had to be shut at short notice. HGT Construction commenced work on site with an 18 week programme on 4th January 2021 and were finished onsite July 2021. An archaeologist has been appointed to provide a watching brief as a condition of the scheduled ancient monument consent.

Phase one is fully funded so fundraising for phase two will start late 2021. Phase two will be structural renovation of existing (condemned) warehouse building which will be renovated to become the new extended retail space. Upgrading of the parking area, access roads and walkways is also planned to increase number of parking spaces and improve access.

Future phases will involve working with English Heritage and Historic England to repair and make safe the Gatehouse and Arch and create a range of facilities to enable visitors to learn and understand the rich history and heritage of the Archcliffe Fort.



The Public Benefit of the Charity is the provision of accommodation, support and advice for single homeless people. Equally a significant return on investment can be demonstrated. For every £1 spent with Emmaus there is an £11 return on investment with social, environmental and economic benefits.

It is the Trustees' policy to ensure that there are sufficient available funds to meet the immediate operating costs of the "charitable company" for up to three months and to provide for major repairs to its properties and other unexpected necessary expenditure.

The Trustees have reviewed the major risks to which the charity is exposed and a comprehensive programme of risk management is in place to identify and allow mitigation of all perceived risk of physical accident which could harm companions, staff, trustees, the general public or the fabric of the community. The policy and risk assessments are reviewed regularly.

The Trustees are required by United Kingdom company law to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the "charitable company" as at the end of the financial year and of the net income of the "charitable company" for the year.

The Trustees confirm that suitable accounting policies and standards have been used and applied consistently and that reasonable and prudent judgements and estimates have been made in the preparation of the financial statements for the year ended 30 June 2021.

The Trustees are responsible for the keeping of proper accounting records, for safeguarding the assets of the "charitable company" and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as each of the Trustees is aware at the time the report is approved:

There is no relevant information of which the reporting accountant is unaware; and

The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the reporting accountant is aware of that information.

By order of the Trustees

A handwritten signature in black ink, appearing to read 'D Wood', is written over the printed name.

D Wood

Trustee and Secretary

Date : 10/3/2022



Independent Examiner's Report

Report to the Trustees of Emmaus Dover Ltd on accounts for the year ended 30 June 2021

I report on the accounts of the company for the year ended 30 June 2021, which are set out on pages 5 to 9.

Respective responsibilities of Trustees and examiner

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of Independent Examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have come across no other matters in connection with the examination to which the attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

ID Morris FCA

Chavereys Chartered Accountants
Faversham

Date : 22/3/22



**Statement of Financial Activities
for the year ended 30 June 2021**

		Unrestricted	Restricted	Unrestricted	Restricted
		£	£	£	£
		2021	2021	2020	2020
Incoming Resources					
Voluntary Income					
Donations etc		41,843	7,000	32,516	2,818
Grants	2	62,151	283,688	60,000	142,849
Investment Income					
Interest received		2,680	-	1,483	-
Activities for generating funds					
Rents (Housing Benefit)		191,408	-	196,948	-
Sales of services and donated goods		230,987	-	241,493	-
Fundraising activities		3,957	-	6,335	-
		426,352	-	444,776	-
Total Income		533,026	290,688	538,775	145,667
Resources expended					
Charitable Activity					
Maintenance, expenses and supervision of otherwise homeless companions	3	287,819	179,087	420,626	54,823
Donations to other Emmaus communities		11,680	-	8,927	-
Fundraising expense		13,750	-	16,218	2,500
Total expenses		313,249	179,087	445,771	57,323
Income and expenditure account					
(All recognised gains and losses are included)					
Total income of continuing operations		533,026	290,688	538,775	145,667
Total expenditure on continuing operations		(313,249)	(179,087)	(445,771)	(57,323)
Net movement in funds for the year		219,777	111,601	93,004	88,344
Net movement in funds		219,777	111,601	93,004	88,344
Funds at 30 June 2020		684,419	90,184	591,415	1,840
Transfers between funds		(2,266)	2,266	-	-
Total funds carried forward		901,930	204,051	684,419	90,184



**Balance sheet
as at 30 June 2021**

		£ 2021	£ 2020
Fixed assets			
Tangible assets	4	<u>567,129</u>	<u>270,834</u>
Current assets			
Stock for resale		3,261	1,316
Debtors	5	49,649	119,459
Investments - Short term deposits		506,271	349,321
Cash at bank and in hand		<u>54,548</u>	<u>115,008</u>
		613,729	585,104
Creditors			
Amounts falling due within one year	6	(65,619)	(31,335)
Amounts falling after one year	7	<u>(9,258)</u>	<u>(50,000)</u>
		(74,877)	(81,335)
Net assets		<u>1,105,981</u>	<u>774,603</u>
The funds of the charity			
Restricted		204,051	90,184
Unrestricted funds		<u>901,930</u>	<u>684,419</u>
Total		<u>1,105,981</u>	<u>774,603</u>

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies. The trustees have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved by the board of trustees and signed on their behalf by:

A F Eberlein
Chair of Trustees

Date : 10/3/2022.



**Notes on the financial statements
for the year ended 30 June 2021**

1. Accounting policies

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with:

- the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2019.
- the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).
- the Charities Act 2011.

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

1.2 Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

1.3 Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

1.4 Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

1.5 Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least. They are valued at cost. The depreciation rates and methods used are:

Leasehold improvements	2 - 4% per annum
Furniture and equipment	20% per annum
Motor vehicles	25% per annum

1.6 Current asset investments

The charity has investments which it holds for resale or pending their sale cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity of less than one year held for investment purposes rather than to meet short-term cash commitments as they fall due.

1.7 Operating lease

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the lease term.



2. Grant income

	£	£
	2021	2020
Grants for charitable activities	142,026	88,981
Building a Better Future	121,997	40,000
Government grant - Covid trading	56,765	60,000
Government grant - Furlough	25,051	13,868
	<u>345,839</u>	<u>202,849</u>

3. Cost of Charitable Activity

	£	£
	2021	2020
Food and household	19,889	26,359
Companions' allowances and costs	69,056	66,254
Salary costs and training	166,747	175,207
Light and heat	23,819	26,489
Rents	39,798	33,559
Rates and water	19,627	16,014
Insurances and TV licences	12,043	14,916
Repairs and maintenance	35,493	25,036
Trading expenses	23,133	15,602
Motor expenses	14,129	30,091
Office , Phone and IT costs	15,505	15,116
Professional fees	2,713	3,313
Bank and card charges	2,543	2,336
Depreciation and adjustment on disposal	22,411	25,157
	<u>466,906</u>	<u>475,449</u>

The charity had on average 9 employees (2020: 8) during the year.

The charity has no employees whose emoluments exceeded £60,000.

Salary costs were £148,883 (2020: £156,194); Social Security costs £10,816 (2020: £12,060) and defined contribution pension costs £6,267 (2020: £6,398).



4. Tangible Fixed Assets used for direct charitable purposes

	Leasehold improvements £	Furniture and equipment £	Motor vehicles £	Asset under construction £	Total £
Cost at 1 July 2020	495,054	49,268	47,924		592,246
Additions during the year	-	6,938	-	311,769	318,707
Disposals and write offs	-	(2,740)	-		(2,740)
	495,054	53,466	47,924	311,769	908,213
Depreciation at 1 July 2020	247,551	44,286	29,575	-	321,412
Charge for the year	12,623	2,875	6,274	-	21,772
On disposals and write offs	-	(2,100)	-	-	(2,100)
	260,174	45,061	35,849	-	341,084
Net book value at 30 June 2021	234,880	8,404	12,075	311,769	567,129
<i>Net book value at 30 June 2020</i>	<i>247,503</i>	<i>4,982</i>	<i>18,349</i>	<i>-</i>	<i>270,834</i>

5. Debtors due within one year

	£ 2021	£ 2020
Gift Aid	2,693	1,616
Other debtors	20,421	1,532
Accrued income and prepayments	26,535	116,311
	49,649	119,459

Included within prepayments is an amount of £nil (2020: £92,998) which relates to expenditure incurred for the development, design and planning phase 1 of the Building A Better Future project. Construction began in January 2021 and expenditure is shown as 'Asset under construction' in note 4



6. Creditors due within one year

	£ 2021	£ 2020
Taxation and social security	1,669	1,625
Other creditors	31,714	29,710
Deferred grants	32,236	-
	<u>65,619</u>	<u>31,335</u>

	£ 2021	£ 2020
Bank loan	-	50,000
Deferred grants	9,258	-
	<u>9,258</u>	<u>50,000</u>

In May 2021 the company repaid a bank loan of £50,000 under the Government (BBLs) Covid scheme. No interest was charged

8. Trustees

During the year there were no reimbursed expenses.

9. Commitments under operating leases

At 30 June 2021, the company had future minimum lease payments under non-cancellable operating leases as follows:

	£ 2021	£ 2020
Not later than 1 year	10,000	41,723
Later than 1 year and not later than 5 years	-	10,000
Later than 5 years	-	-
	<u>10,000</u>	<u>51,723</u>