

**KING'S LYNN WINTER NIGHT SHELTER**

**REPORT AND ACCOUNTS  
FOR THE YEAR ENDED  
30 JUNE 2019**

**Charity Registration: 1175645**

**KING'S LYNN WINTER NIGHT SHELTER  
TRUSTEES REPORT  
YEAR END 30 JUNE 2019**

**OBJECTIVES**

**The objectives of the charity are :-**

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

**ACHIEVEMENTS AND PERFORMANCE**

These are detailed in the Shelter's Impact Report for the 2018/19 winter. The salient points to draw from that Report are as follows. We accommodated 97 different guests during the winter. Their lengths of stay covered the whole spectrum from one or two nights only all the way through to most of the winter. The outcomes for our guests were as follows: 10 went on to private rental accommodation, 24 to supported housing or hostels, 15 to other accommodation, 6 to prison, 2 returned to their countries of origin, 11 returned to rough sleeping and the remaining 29 are not known. During the winter months the Shelter employed four full-time staff and one part-timer, adding a further part-time staff member to help lead morning and evening shifts part way through the winter. The Shelter was splendidly assisted by 130 volunteers. Although many of them had church links, they came from all sorts of different backgrounds but were united in their desire to serve the homeless in King's Lynn.

**FINANCIAL REVIEW**

Full details are set out in the Statement of Financial Activity and the Balance Sheet. Both expenditure and more importantly, income exceeded budgeted projections. The Trustees finished the year with funds in hand approximately equal to two winter (i.e. when the Shelter is open to guests) months' expenditure. The Trustees consider this to be a prudent level of reserves and will seek to maintain this measure during the coming year.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Shelter is a Charitable Incorporated Organisation constituted by a governing document dated 21st September 2017. The operation is led by the Project Co-ordinator aided this year by an Assistant Co-ordinator.

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

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

**MEMBERSHIP AND AFFILIATIONS**

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

**TRUSTEES**

The Charity Trustees during the year were:

Rev Kevan Douglas Crane  
Rev Rebecca Jane Rogers  
Ms Kelly-Louise Bowen  
Mr Julian Hallett

**KING'S LYNN WINTER NIGHT SHELTER  
TRUSTEES REPORT  
YEAR END 30 JUNE 2019**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

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

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

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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Board on 3/9/19 and signed on its behalf by



**Rev Kevan Douglas Crane**

**Chair of Trustees**

**KING'S LYNN WINTER NIGHT SHELTER  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR END 30 JUNE 2019**

	2019 £ Restricted	2019 £ Unrestricted	2019 £ Total	2018 £
<b>INCOMING RESOURCES</b>				
<b>Donations &amp; Legacies</b>				
Donations	900	42,712	43,612	3,685
<b>Charitable Activities</b>				
Grants	18,600	66,500	85,100	12,000
<b>Other Income</b>				
Loan				2,000
PAYE & NIC Refunds				1,532
Bank Interest		7	7	
Sundry Income		15	15	
<b>TOTAL INCOMING RESOURCES</b>	<b>19,500</b>	<b>109,233</b>	<b>128,733</b>	<b>19,217</b>
<b>RESOURCES EXPENDED</b>				
<b>Charitable Activities</b>				
Wages	4,958	44,673	49,630	11,490
Staff Pension Costs	42	562	604	
Recruitment		60	60	
Employers National Insurance		517	517	
Staff Training		365	365	
Rent		8,240	8,240	-
Light & Heat		7,324	7,324	-
Food		1,234	1,234	311
Laundry		11,048	11,048	115
Insurance		629	629	488
Phone&Broadband		510	510	-
Computer Expenses		54	54	
Legal and Professional Fees		1,230	1,230	580
Accountancy		1,766	1,766	-
Cleaning		293	293	
Travelling		209	209	
Repairs & Maintenance	13,500	5,408	18,908	856
Printing, Postage & Stationery		1,236	1,236	
General Expenses		588	588	180
<b>TOTAL RESOURCES EXPENDED</b>	<b>18,500</b>	<b>85,945</b>	<b>104,445</b>	<b>14,020</b>
<b>NET INCOMING RESOURCES</b>	<b>1,000</b>	<b>23,288</b>	<b>24,288</b>	<b>5,197</b>
<b>TOTAL FUNDS BROUGHT FORWARD</b>	<b>-</b>	<b>3,197</b>	<b>3,197</b>	<b>-</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>1,000</b>	<b>26,485</b>	<b>27,485</b>	<b>5,197</b>

**KING'S LYNN WINTER NIGHT SHELTER  
STATEMENT OF ASSETS AND LIABILITIES  
YEAR END 30 JUNE 2019**

	2019 £	2018 £
<b>CURRENT ASSETS</b>		
Debtors	1,708	-
Cash at bank and in hand	27,271	5,197
<b>TOTAL CURRENT ASSETS</b>	<u>28,979</u>	<u>5,197</u>
<b>CURRENT LIABILITIES</b>		
Loan	-	2,000
Creditors	994	
Payroll Taxation	391	
Pension Fund	109	
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,494</u>	<u>2,000</u>
<b>NET ASSETS</b>	<u><u>27,485</u></u>	<u><u>3,197</u></u>
<b>FUNDS OF THE CHARITY</b>		
Unrestricted Funds	26,485	3,197
Restricted Funds	1,000	-
	<u><u>27,485</u></u>	<u><u>3,197</u></u>

Approved by the Board of Trustees on 3/9/19 and signed on its behalf by;

.....  
Trustee

**KING'S LYNN WINTER NIGHT SHELTER  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR END 30 JUNE 2019**

**1. Principal Accounting Policies**

**1.1 Basis of Preparation**

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

The accounts have been prepared in accordance with:

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

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

**1.2 Change in basis of accounting**

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

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years.

**2. Accounting Policies**

**2.1 Incoming Resources**

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

No income is shown net of expenditure.

**2.2 Fund Accounting**

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

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

**2.3 Resources Expended**

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

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

**KING'S LYNN WINTER NIGHT SHELTER  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR END 30 JUNE 2019**

**3. Staff Costs and Numbers**

	2019	2018
Salaries	49,630	11,490
Social Security	517	-
Pension	604	-
	<b>50,752</b>	<b>11,490</b>

There were six employees in the year.

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

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

**4. Control**

The charity is controlled by its board of trustees.

**5. Restricted Funds**

	B/fwd	Income	Expenditure	Transfers	Bal C/fwd
RC Church & N Daubney	-	650	650	-	-
A M Mortgages	-	250	250	-	-
Mayors Charity	-	2,600	2,600	-	-
Orstead Grant	-	5,000	5,000	-	-
BCKLWN (MHCLG)	-	10,000	10,000	-	-
NCF Fund	-	1,000	-	-	1,000
	<b>-</b>	<b>19,500</b>	<b>18,500</b>	<b>-</b>	<b>1,000</b>

**RC Church & N Daubney**

**A M Mortgages**

**Mayors Charity**

**Orstead Grant**

**BCKLWN (MHCLG)**

**NCF Fund**

- to contribute towards beds for the night shelter
- to contribute towards a dishwasher for the night shelter
- to contribute towards the central heating repairs for the night shelter
- to contribute towards the cost of wages
- to contribute towards the cost of bringing the building up to an acceptable standard for a night shelter
- to contribute towards the cost of laundry

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
KING'S LYNN WINTER NIGHT SHELTER  
YEAR END 30 JUNE 2019**

I report on the accounts of Kings Lynn Winter Night Shelter for the year ended 30 June 2019, which are set out on pages 1 and 3.

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

**Respective Responsibilities of Trustees and Examiner**

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

It is my responsibility to :-

examine the accounts under section 145 of the Charities Act;

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

to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

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

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - a) to keep accounting records in accordance with section 130 of the Charities Act; and
  - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Date: 6 Sept 2019

Signed.....