

**RECONNECT
& REMEMBER**

X SAHIR HOUSE

HIV support, prevention, information and training centre in Merseyside



ANNUAL REPORT

April 2018 - March 2019

SAHIR HOUSE

HIV support, prevention, information and training centre in Merseyside

HIV SUPPORT

For those living with or affected by HIV, Sahir House offers advice, information and advocacy that enables people to identify their own needs, develop skills, live well and be independent.

HIV PREVENTION

Sahir House aim to reduce transmission of HIV and other sexually transmitted infections through risk reduction interventions in public sex environments and HIV testing.

HIV HEALTH PROMOTION

Sahir House is committed to creating a safe environment for people living with, affected by or at risk of HIV. Sahir House aims to increase knowledge and reduce stigma related to HIV and sexual health amongst the wider population.

HIV TRAINING

Sahir House increases HIV awareness, reduces stigma and promotes equality through education and empowers local services to support their communities about HIV and the related issues.



CHAIR'S REPORT

This has been a year of change and development at Sahir House, with the arrival of a new Chief Executive, some new trustees and new computer systems.

The trustee board has continued to review its performance and opportunities for development, including the identification of skills and knowledge gaps on the board and the recruitment of two new trustees to expand capacity and better serve the charity.

The trustees, CEO and Office Manager have worked together to provide a new framework for financial reporting and I would like to express the board's thanks to them for their commitment to making this happen so quickly after Tessa's arrival in post.

Looking to the future, the trustees have listened to feedback from staff and service users and are developing the charity's services, building on its areas of expertise and looking at areas of unmet need for the groups of people Sahir House has a track record of supporting. These options include diversifying the charity's services to support a broader range of communities and issues, potentially bringing our expertise into the wider sexual health arena; building on our work with LGBT+ people, refugees and those seeking asylum and our support for Trans people. Sahir House will continue to work in partnership with other organisations.

There are interesting times ahead and, as I step down from my period as Chair, I wish everyone connected to Sahir House the very best for the future and thank you for all your passion and commitment.



FINANCE STATEMENT

This financial statement has been prepared from the records of the charity. The full audited accounts will be presented at the Annual General Meeting.

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019**

| | Unrestricted funds 2019 £ | Restricted funds 2019 £ | Total 2019 £ | Total 2018 £ |
|---|------------------------------------|----------------------------------|--------------------|--------------------|
| <u>Income from:</u> | | | | |
| Donations and legacies | 18,610 | - | 18,610 | 40,877 |
| Charitable activities | 216,177 | 320,358 | 536,535 | 544,621 |
| Investments | 700 | - | 700 | 803 |
| Total income | 235,487 | 320,358 | 555,845 | 586,301 |
| <u>Expenditure on:</u> | | | | |
| Raising funds | 1,839 | - | 1,839 | 438 |
| Charitable activities | 231,856 | 303,535 | 535,391 | 525,740 |
| Total resources expended | 233,695 | 303,535 | 537,230 | 526,178 |
| Net income for the year/ Net movement in funds | 1,792 | 16,823 | 18,615 | 60,123 |
| Fund balances at 1 April 2018 | 274,805 | 3,309 | 278,114 | 217,991 |
| Fund balances at 31 March 2019 | 276,597 | 20,132 | 296,729 | 278,114 |

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.

CHIEF EXECUTIVE

Tessa Willow

My first year at Sahir House has been one primarily of learning and listening, making sure that I have a thorough understanding of the needs of local people living with and affected by HIV, getting to grips with the organisation's services, its values and with the requirements of our funders. During this "settling in" year, I have been impressed on so many occasions by the professionalism and dedication of the organisation's staff team, the volunteers who bring so much to our work and the trustee board.

One of the things that became apparent from listening to staff was the need for the organisation to update its IT hardware and

software; the Glaxo Smith Klein Impact Award that the charity received in 2017 was invested in this upgrading and replacement work, which was carried out with minimal disruption to staff and service users, thanks to the preparatory work that had been carried out by Sahir House staff and by our ICT providers.

One highlight of the year was Liverpool City Council signing up to the Fast-Track Cities Initiative; the launch event, held on World AIDS Day (1 December 2018), was attended by many of those who work in sexual health, as well as Sahir House service users, staff and trustees. Sahir House continues to play an active role

in the Fast-Track steering group, with plans to expand the charity's work in reducing the stigma associated with HIV and contributing to activities to "normalise" HIV testing.

My second year will build on what I have learnt this year and will see Sahir House continue to develop its services for those who need them, and to explore new opportunities.

I would like to thank everyone involved with Sahir House for making me so welcome and look forward to year two.

SUPPORT

The support team at Sahir House continue to support new and existing service users, many of whom need considerable amount of support work to help them with practical issues, wellbeing, emotional and social support and information. **414** individuals have accessed Sahir House Support Service, of these **77** were new to the service. This averages out to over 6 newly diagnosed service users every month. This demonstrates that HIV has not gone away and if anything Sahir House is seeing more new clients often experiencing many difficulties due to austerity and stigma.



“ I feel very safe in Sahir House, the relaxed protective environment enables me to go into Liverpool knowing I can call in if I start getting uncomfortable and worried. ALL the workers are wonderful, friendly, very helpful caring friends. If The House was not here I know I would not have made it to where I am now. Thank you ALL for the massive amount of help and support you have given to me. ”

HIV POSITIVE SERVICE USER

HIV is just a part of me campaign.

HIV Asylum and Immigration Support

Sahir House provides asylum and immigration one to one support and guidance to HIV positive asylum seekers and refugees in Merseyside. It is accessible at any stage of the asylum process. Over **270** support sessions were provided through the asylum and immigration service to **42** clients and demand for this support continues to grow.

“ I find Sahir House to be an important part of my life. The rapport, respect and understanding I get from the staff is second to none. My life without Sahir House would be all the poorer.
HIV POSITIVE SERVICE USER ”

Counselling and Psychotherapy

Counselling and psychotherapy provides the opportunity to talk about concerns in a safe and confidential setting. The counsellor will listen and help explore issues and empower service users to make choices that are beneficial to service users emotional and psychological wellbeing. This year has seen an increase with over **500** counselling sessions provided to **90** unique clients. The counselling team hold regular outreach sessions in GUM clinics, Arrowe Park Hospital HIV clinic and St Helens Hospital.

“ Accessing counselling has helped me reflect on my diagnosis and take more control of my life and make positive decisions about my future
HIV POSITIVE SERVICE USER ”

Wellbeing

Sahir House Wellbeing provides activities to better physical, mental and emotional health hosting monthly peer support groups for men, women, LGBT asylum seekers, trans people; yoga, walking and meditation spaces and access to health education.

“ I would not be alive today only for the help and support I have had from everybody at Sahir House.
HIV POSITIVE SERVICE USER ”



bacp
British Association for
Counselling & Psychotherapy

HIV, Ageing and Comorbidities (HAC) Patient Event 2018

“As people with HIV continue to age, it is critical that HIV and other services continue to evolve to meet the needs of people living with HIV including the management of co morbidities and other complex health conditions.
PUBLIC HEALTH ENGLAND 2017”

In response to UK demographics which identify an ageing population of people living with HIV (PLWH), a 2-day patient centred event was planned and delivered with a broad aim of raising awareness of risk associated with co morbidity diagnosis.

The event was a collaboration between the Liverpool HIV Community Nursing Team, Royal Liverpool and Broadgreen University Hospitals Trust and Sahir House. This enabled PLWH access to up to date health knowledge gained via presentations, workshops, discussion and networking and be empowered to access generalist healthcare services or self-monitor in a timely manner to prevent ill health, make healthier lifestyle choices and enhance health and well-being. This patient centred event educated, supported and empowered PLWH to reduce risk, improve health and well-being and promote collaborative working between primary, secondary health services and voluntary agencies. In total 47 people living with HIV attended with feedback clearly demonstrating an improvement in understanding and knowledge of the key topics covered.

COMMENTS FROM EVENT PARTICIPANTS:

“Better understanding of living with HIV and how to look after myself. Really useful event. I have been signposted to two services that I needed, as well as finding out new stuff.
Brilliant day, very informative, I have learned a lot from both days, well worth attending.”

HIV Positive Women's Peer Group and HIV Positive Men's Peer Group

Positive peer groups offer the chance to meet with other people living with HIV and share experiences; learn from each other and create a sense of support and community. They meet in a safe, confidential space at Sahir House to relax and talk about issues and help alleviate the isolation that people with HIV face.



Many Hands One Heart (MHOH)

MHOH is a network supporting people seeking asylum and refugees living in Merseyside who identify as lesbian, gay, bisexual and/or trans (regardless of HIV status) that creates space to talk, share and learn from each other and build community. The space is co-facilitated by Sahir House and Merseycare. The group has **73** registered members.

“It’s helped me a lot with my mind and I discuss things with people. So it’s good.”
MHOH SUPPORT GROUP MEMBER



Macmillan LGBT Cancer Programme Merseyside

Sahir House provide capacity and work in collaboration with

Macmillan to deliver an innovative project exploring issues for LGBT people who have cancer. Shared networks and expertise have enabled this to shape future services.



Wirral LGBT Network

Sahir House provides a regular facilitated space that offers information and peer support for lesbians, gay men, bisexuals and trans people in Wirral to address barriers of stigma and promote well-being. It has had **21** members attending regularly.

“Without Wirral LGBT Network myself and others would be quite isolated and have no support and ability to meet others in the community.”
WIRRAL LGBT SUPPORT GROUP MEMBER



Trans Health Merseyside (THM)

THM is a monthly facilitated peer support space promoting health and wellbeing for those who identify as trans, intersex and gender non confirming. Its growing numbers is a positive reflection that Sahir House is a well based service to meet this unmet need. This year it has seen **66** participants.

“I attend Sahir House for the Trans Health group and this has been such a lifeline for me and I know others who attend the group. It has allowed me to connect with other people and not feel so isolated and also helps me with the speakers we have in.”
THM SUPPORT GROUP MEMBER

PREVENTION

HIV prevention is now established at Sahir House and its importance continues to grow, especially with Liverpool becoming a Fast-Track City. The community-based fast test clinics, delivered by trained non-medical staff, is recognised as one of the important ways to encourage more people to test and be aware of their HIV status.

This year Sahir House provided **850** interventions on sexual health advice and condom distribution across key Wirral public sex environments by the HIV Prevention Outreach Team.



Undetectable equals untransmittable

U=U is probably the most important equation in our understanding of HIV science today. Coined by the Prevention Access Campaign, U=U or Undetectable = Untransmittable symbolises a breakthrough in HIV treatment and prevention. It has now been scientifically proven that if someone living with HIV maintains an undetectable viral load (with the help of regular checks with their doctor and taking their medication as prescribed) there is effectively no risk of passing on the virus to a sexual partner.

According to experts, most HIV transmissions occur when someone is living with HIV and is unaware of their HIV status. Know your status, get tested!



Ngunan Adamu, Radio Merseyside presenter.

National HIV Testing Week (NHTW) is held every November ahead of World AIDS Day. The campaign aims to reduce stigma and promote regular testing to reduce the numbers of those diagnosed late or undiagnosed. Sahir House along with other members of the Merseyside World AIDS Day Planning Group delivered additional testing sites in a variety of non-clinical environments including; colleges,

office settings, etc. The campaign welcomed support from Radio Merseyside DJ, Ngunan Adamu, who had an HIV test to promote the importance of knowing your HIV status.

“ In the UK, the combination prevention approach to HIV has led to a substantial decline in HIV diagnoses for the first time. HIV PREVENTION ENGLAND ”



Armistead #HIVChampions.



Signing of fast track city status agreement, Liverpool.



On 1 December 2018, World AIDS Day, Liverpool City Council formally joined Liverpool into the HIV Fast Track Cities Initiative by signing the Paris Declaration on Fast-Track Cities.

The announcement by Mayor of Liverpool Joe Anderson outlined a commitment to accelerate and scale-up support for people living with HIV and those most at risk within the city.

Liverpool represents the latest UK city to sign up the Fast-Track Cities

programme, following in the footsteps of Brighton, London and Manchester. The programme encourages cities across the globe to meet key goals that will help to end the HIV epidemic. These include achieving the UNAIDS 90-90-90 targets, increasing the utilisation of combination HIV prevention services, eradicating stigma and discrimination of those affected by HIV and establishing a common, web-based platform to support the real-time monitoring of progress.

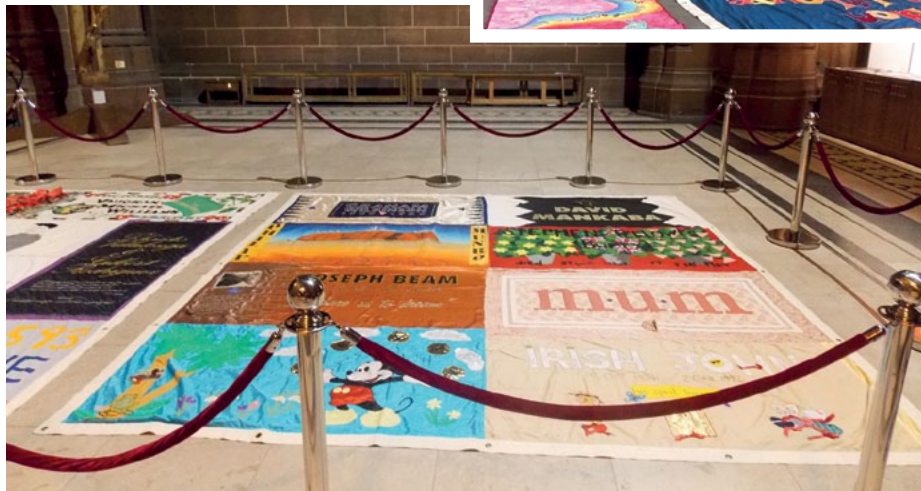
HEALTH PROMOTION

The provision of accurate, up-to-date information about HIV remains as vital as ever, especially at a time when we have never had access to as much information at the click of a button. Sahir House's community engagement enables dissemination of HIV information to the general public and gain feedback on levels of HIV awareness, attitudes to people living with HIV, understanding of sexual health testing and safer sex.

UK AIDS Memorial Quilt Trail Liverpool

Funded by National Lottery
Awards for All

During World AIDS Day 2018 Sahir House hosted the UK AIDS Memorial Quilt Trail Liverpool which exhibited five of the UK AIDS Memorial Quilts across Liverpool. The quilts helped people reconnect with those who created a panel and remember those lost to HIV.

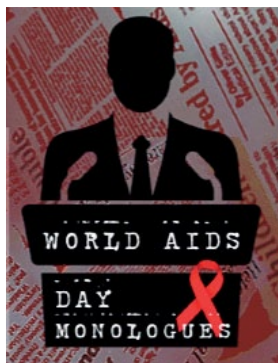


The quilts remind us how far we've come in the fight against HIV – it no longer has to stop anyone living a long and healthy life – but there is still much to be done.

UK AIDS memorial quilt trail launch.



Following on from the cancelled World AIDS Day vigil, Sahir House presented the World AIDS Day Monologues. A journey through 3 decades of HIV campaigns, activism, remembering loved ones lost to HIV, exploring what was written about HIV in those early days, nurse's stories and hearing about living with HIV during the last 30 years. The Monologues were written by Sahir House Patrons Jonathan Harvey and Jonathan Larkin, HIV activists, specialist HIV nurses and people who have lived with HIV for over 35 years.



Stephen Twigg MP #HIVChampions.

Social media has proved invaluable to raise the profile and opportunity to learn about HIV. The #HIVchampions campaign continues to encourage community engagement in HIV, consider testing and raise awareness.

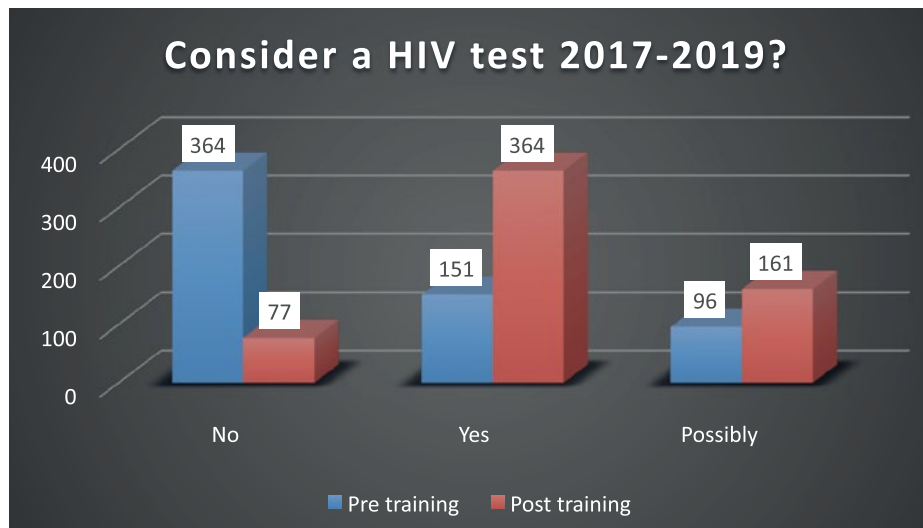
UK AIDS
memorial quilt trail
St. Georges Hall.

**RECONNECT
& REMEMBER**

13

TRAINING

This year saw an increase in the number of participants accessing Sahir House Training Service. **470** attended the opportunity to refresh and learn about HIV, clarify facts about routes of transmission and challenge out dated views of how the virus is acquired. Participants explore barriers to HIV testing and how to signpost with confidence and engage in meaningful discussions with clients about current HIV thinking such as the benefits of regular sexual health screening, U=U, medication adherence and the importance of sound confidentiality and equality practices.



Pre and post evaluation from Sahir House training participants.

The mix of facts and experiential learning along with personal lived stories enables a positive educational and networking experience. Participants include GPs and other primary care services; hospital based services, third

sector services including; housing, homelessness, drug and alcohol agencies, Mersey Travel, clinical and non-clinical workers, students and statutory social and care work and many more.

Volunteering

Sahir House has a long history of volunteer activism, which remains an important part of the Sahir House community. Volunteers come from all backgrounds and all corners of Merseyside and of the active **55** volunteers **20** are living with HIV. Volunteers continue to represent a wide demographic from sex, gender, employment, age, faith and disability.

Volunteers dedicate time and effort in staffing reception and welcoming guests and service users; raising much needed funds for our charity; increasing HIV awareness at community events and fairs and being part of the positive speaker's team, joining our training and health promotion service to share their lived experience and put the human face to HIV. Sahir House also involve volunteers to provide community based buddy support to service users who may



be isolated and finding difficulties in day to day life activities due to their HIV. Fundraising efforts by the Sahir House volunteers and supporters has remained integral to our support for people living with HIV. Thanks to all our fundraisers to who have baked, collected, raffled, danced, ran and disseminated the red ribbons to donate to our much needed cause.



This year Sahir House Volunteers donated in excess of **4,600** hours equating to approx. **£66,000** using the 2018 median hourly wage rate.



Above: Volunteer staffing information stall.
Above left: Great HIV debate, Hugh Baird College.
Left: Liverpool Pride 2019.

“ World AIDS Day gives to me an opportunity to reflect and honour the HIV+ Community that went before me, without whom I would not have the bright future I can look forward to.
PAUL - POSITIVE SPEAKER AND VOLUNTEER FUNDRAISER ”

“ Sahir House is a safe place to be.
MICHELLE - VOLUNTEER COACH AND POSITIVE SPEAKER ”

“ Thanks to Sahir House who have been there for me during my struggles. They have enabled me to regain my footing and direction in life.
GRAEME - VOLUNTEER RECEPTIONIST AND FUNDRAISER ”

“ I value staffing reception because ... aside from my passion for service, it feels good and fulfilling to work with a great team.
PAMELA - VOLUNTEER RECEPTIONIST ”

“ I am proud to wear a red ribbon because HIV is nothing to be ashamed of. When I challenge HIV stigma I talk about U=U. There have been so many advancements in HIV but this information just doesn't get out into the public. As a Sahir House Volunteer Liverpool Pride means taking the alternative and marginal and bringing it right into the centre until you can't turn your head without seeing a rainbow!
GETHIN - VOLUNTEER ACTIVIST ”

Research and Placements

Sahir House continue to host student and research placements. An updated policy addresses the large volume of requests and workload entailed. Research and placement themes this year have included the gay man; a modern history of resilience and wellbeing; PhD placement exploring women and HIV and HPV; Liverpool School of Tropical Medicine and the National Institute for Health Research's North West Coast branch and sexual health. Sahir House especially values and prides itself in hosting high quality placements for student social workers from the range of regional universities.

ACKNOWLEDGING THOSE WE HAVE LOST TO HIV -

we wear the **red ribbon** to remember

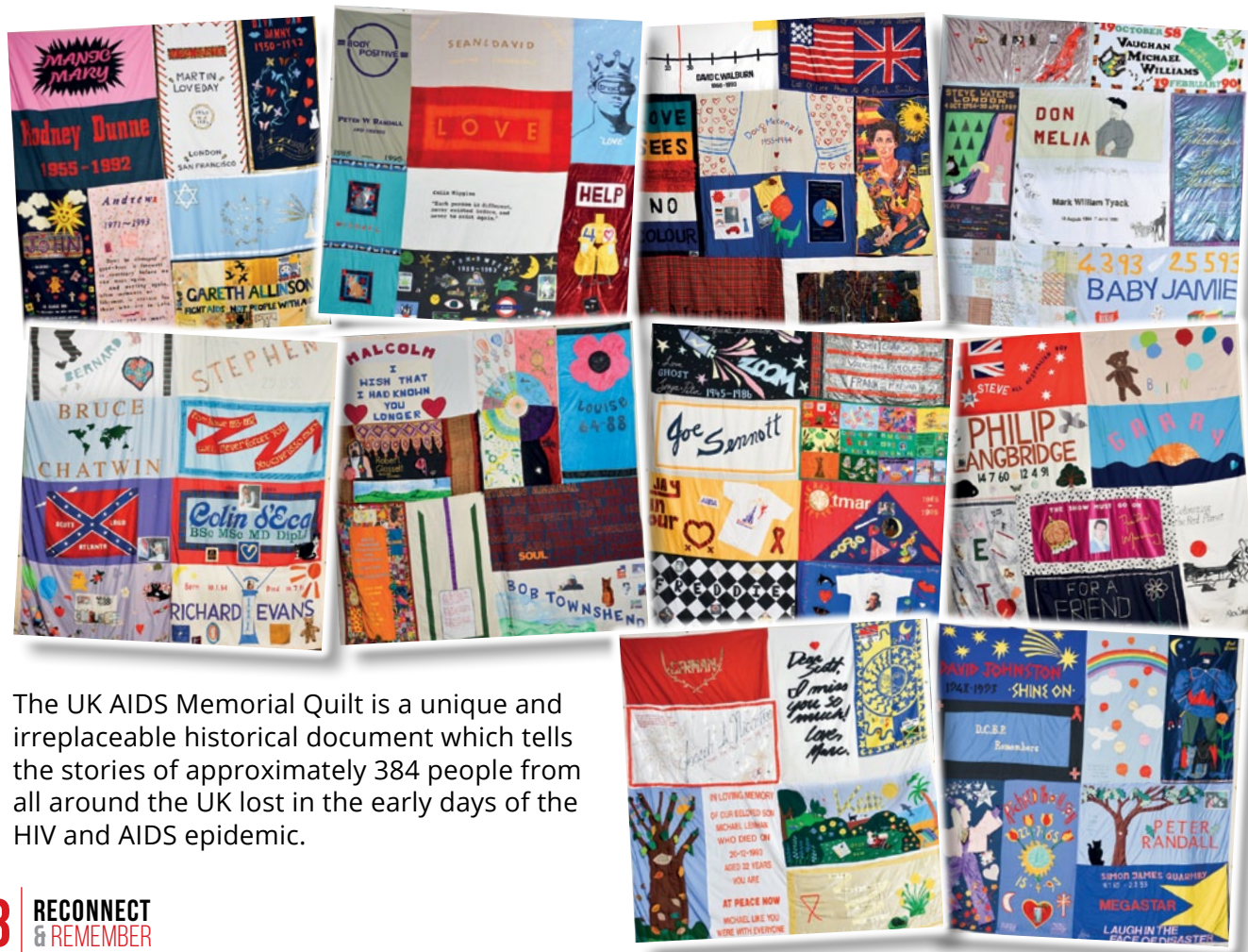


Sahir House has helped many individuals and their families during times of loss. To remember and be inspired by people who have died of an HIV related death, is an important part of the support Sahir House offers.

The counselling and psychotherapy team provide bereavement counselling creating space to grieve and time to heal. Lost loved ones are remembered through the annual World AIDS Day event held every year on December 1st.

Sahir House can include people on the remembrance list in ways that protect an individual's confidentiality. If you have lost someone close to you through HIV then you can contact Sahir House for more information and support.





The UK AIDS Memorial Quilt is a unique and irreplaceable historical document which tells the stories of approximately 384 people from all around the UK lost in the early days of the HIV and AIDS epidemic.

ACKNOWLEDGEMENTS AND THANKS TO:

All Sahir House service user's, volunteers, trustees, student social workers, research students and staff.

Commissioners and funders April 2018 – March 2019



Thank you to all donors, supporters and partners during this reporting year, including:

LCVS Community Impact Fund

Merseytravel

LMH ComMutual

Money Supermarket



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Charity number: 1077327

Charity Registration No. 1077327

Company Registration No. 03821749 (England and Wales)

SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
LEGAL AND ADMINISTRATIVE INFORMATION**

| | | |
|-----------------------------|--|--------------------------|
| Trustees | M Daley | |
| | K Burgess | |
| | L Metcalf | |
| | S Turner | |
| | L Brown | (Appointed 17 July 2019) |
| | P Childs | (Appointed 17 July 2019) |
| Chief Executive | T Willow | (Appointed 14 May 2018) |
| Secretary | T Willow | (Appointed 14 May 2018) |
| Charity number | 1077327 | |
| Company number | 03821749 | |
| Registered office | 2nd Floor 151 Dale Street Liverpool L2 2AH | |
| Independent examiner | Mrs L Malkin BA FCA BWM Castle Chambers 43 Castle Street Liverpool L2 9SH | |
| Bankers | Co-Operative Bank PO Box 101 1 Balloon Street Manchester M60 4EP | |

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
CONTENTS**

| | Page |
|-----------------------------------|-------------|
| Trustees' report | 1 - 8 |
| Independent examiner's report | 9 |
| Statement of financial activities | 10 - 11 |
| Balance sheet | 12 - 13 |
| Statement of cash flows | 14 |
| Notes to the financial statements | 15 - 31 |

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2019**

The trustees present their report and financial statements for the year ended 31 March 2019.

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)" (as amended for accounting periods commencing from 1 January 2016).

Objectives and activities

The objectives of the charity are to promote good health and relieve sickness by the provision of care, support and practical assistance to people living with HIV, their partners, carers, dependants, children and friends, and to advance public education in the Merseyside area in all matters associated with the effects of HIV.

The charity provides services to people living with and affected by HIV in the furtherance of the aims of the charity by providing a range of support services.

Sahir House's strategic aims are set out below:

1. To address the changing needs of people living with or affected by HIV ("PLWAH");
2. To address the changing needs of PLWAH within the wider community;
3. To review and continuously improve the range and quality of services offered; and
4. To maximise and secure funding through a more diverse range of funding streams.

The charity is committed to providing a safe environment for people living with HIV, their families, carers and supporters. In considering the objectives and activities, the Trustees have considered Charity Commission guidance on Public Benefit to ensure that the Charity is meeting its Public Benefit requirements.

The wide range of services provided include:

- Support and information for HIV positive people seeking asylum
- Counselling and psychotherapy
- Training for health, social care and related professionals
- HIV prevention, education and awareness
- Information sessions for children, young people and the general public
- Peer support groups
- Drop-in and access to IT facilities
- Access to Community Nurse Health Sessions
- Advocacy and advice
- Volunteer support

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

Achievements and performance

Building on last year's work, trustees are pleased to report that performance on the six themes from the organisation's strategy were on track. Key achievements by theme are listed below.

1) GOVERNANCE AND COMPLIANCE

Progress has been and Sahir House continues to measure compliance with the Code of Governance for Charities, increasing scrutiny and governance in key areas such as financial and risk management and developing plans that ensure that the organisation is financially strong and has a viable future.

Sahir House board and senior staff have made progress this year with a range of key strategic issues including:

- Succession planning (both board and senior management)
- Identifying barriers to growth and how they might be overcome
- Building capacity in key areas such as fundraising, bid-writing and financial management
- Trustee recruitment

The board continues to develop, reviewing of its own skills and capabilities and using recruitment to increase knowledge and skills in relevant business areas. Succession planning has ensured that the Chair, who stands down at the end of this financial year, is replaced by an existing trustee with a thorough knowledge of the organisation and a commitment to continual improvement.

2) FINANCIAL VIABILITY

Sahir House continues to ensure that it has a diverse portfolio of income streams, to deliver work areas identified by the organisational strategy.

A new Chief Executive was recruited during the year and has already made a positive impact on the business by strengthening and improving our approach to planning, financial and performance management, bid writing and stakeholder agreement.

The Office Manager attained AAT qualification. This considerably strengthens the financial and accounting skills of the organisation. Working closely with the Treasurer and Chief Executive, the Office Manager has implemented improved financial and operating controls and procedures thereby increasing the Board's confidence in their overview and scrutiny of the organisation's financial position.

A new Finance sub-committee, chaired by the Treasurer, reporting into the Trustee Board was formed. This provides additional oversight and assurance to Trustees of the Organisation's financial position, planned resource allocation and actual use. The Finance sub-committee is also responsible for reviewing and recommending changes to the Organisation's accounting and finance related policies.

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

3) CAPABILITY AND SERVICE PLANNING

3a) Performance

Over the reporting year Sahir House has had significant impact on a range of beneficiaries:

- 250 people living with HIV were supported with a range of issues
- Nearly 8,000 interventions, including:
 - 3,000 one-to-one support / advocacy sessions
 - 900 session of counselling and psychotherapy
 - over 4,000 attendances for peer support, drop-in, social connections, access to IT
 - 800 prevention / risk reduction interventions
- 3,000 people received HIV information sessions, over half of which were young people in school or college
- 500 people received in depth training around HIV and stigma reduction

Outcomes for people living with HIV included:

- Access to secure housing and eligible state benefits
- Better understanding of HIV transmission, progression and management
- Help managing HIV better
- Improved mental health and wellbeing
- Increased capacity to manage personal relationships
- Strengthening family and social networks

Outcomes for training participants included:

- Increased confidence in talking about HIV testing with service users/others (99% of participants reported an increase)
- Improved ability to challenge HIV stigma (98% of participants reported an increase)
- Improved knowledge of HIV transmission, testing and services (99% of participants reported an increase)
- Increased confidence to talk about safer sex (100% of participants reported an increase)

Our training courses have outcomes well beyond the learning objectives required by funders. They provide a link to current and new partner organisations and play a key role in developing the organisation's networks. In year training was delivered to organisations including:

- Hospital trusts
- Community health trusts
- Universities (including medical students and academic staff)
- Housing providers (including hostels and registered social landlords)
- Social workers
- Drugs and alcohol services
- Refugee support organisations
- Schools and colleges
- Nursing and residential homes
- And a wide range of third sector providers

Progress towards outcomes are measured using a range tools and techniques pertinent to each user group and work area. This include nationally recognised standards such as the CORE outcomes tool used with counselling clients through to more specialist tools designed around HIV. During this reporting year, Sahir House has been working with an independent consultant, with funding secured the Social Investment Business as part of the Impact for Growth programme to improve its systems and processes for assessing the impact of the support provided to service users, as well as work with local commissioners to streamline and standardise outcome and reporting measures.

Two small, specific projects which are delivered to meet local needs of people who are at increased risk of acquiring HIV continue to see increases in demand. The monthly Trans Health Merseyside support group continues to welcome new members, as does the Many Hands One Heart group (for LGBT refugees and asylum seekers). On-going funding is being sought for both of these initiatives, as both are in need of additional dedicated staff time to meet the needs of the growing numbers attending, to maintain the user-led nature of the groups and to facilitate their development.

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

The partnership with Macmillan Cancer Support to improve cancer services for LGBT+ people, including those who are HIV positive, had a very successful pilot year and Macmillan have funded this work for a further year to at least March 2020.

3b) Partnership Working

Partnership working continues to be a central and invaluable component of Sahir House's delivery of services. While the sheer number of (formal and informal) partnership projects makes it impossible to record them all here, some highlights by work area include:

- **Events** – HIV, ageing and co morbidities (HAC) event with HIV community nursing team, Royal Liverpool & Broadgreen University Hospitals Trust (RLBUHT)
- **Welfare and benefits advice** – "trusted partner" agreement made with the Liverpool Citizens Advice, to enable quick referral for Sahir House service users for benefits advice in local community health settings through the Advice on Prescription scheme
- **Community Clinical Support** – co facilitated by Sahir House and the Liverpool Specialist HIV Community Nurses
- **Prevention work** – "pop up" community-based rapid HIV testing clinics with Sexual Health Knowsley
- **Policy development and campaigning** – working with over 30 other HIV and sexual health charities as an active member of the National HIV Providers Forum

The Board would like to thank all of the partners and supporters of Sahir House, including those above. A full list of acknowledgements is available in the Sahir House Annual Report available for download from our website: www.sahir.org.uk or in hard copy from our offices.

4) MARKETING AND FUNDRAISING

4a) Marketing

Three significant events were held this year, which generated considerable media interest:

HIV, ageing and co-morbidities (HAC) event with HIV community nursing team and Royal Liverpool & Broadgreen University Hospitals Trust. In response to UK demographics reports which identify an ageing population of people with HIV (PWH), a two-day patient centred event was planned and delivered in September 2018 with a broad aim of raising awareness of risk associated with co morbidity diagnosis. This event educated, supported and empowered PWH in relation to HIV, ageing and co-morbidities with a view to reducing risk, improving health and well-being and promoting collaborative working between primary, secondary health services, and voluntary agencies. In total 47 people living with HIV attended, with the evaluation clearly demonstrating an improvement in understanding and knowledge of the key topics covered.

UK AIDS Memorial Quilt Trail Liverpool. During World AIDS Day 2018, Sahir House hosted the UK AIDS Memorial Quilt Trail Liverpool, which exhibited five of the UK AIDS Memorial Quilts in four Liverpool City Centre venues. The quilts helped people reconnect with those who created a panel and remember those who have been lost to HIV. The quilts remind us how far we have come in the fight against HIV – it no longer has to stop anyone living a long and healthy life – but there is still much to be done.

World AIDS Day Monologues. An event journeying through three decades of HIV campaigns and activism, remembering our loved ones lost to HIV, exploring what was written about HIV in those early days, nurses' stories and ultimately hearing about living with HIV during the last 30 years. The Monologues were written by Sahir House patrons Jonathan Harvey and Jonathan Larkin, HIV activists, specialist nurses and people living with HIV for over 30 years.

Social media plays an increasingly important role in the charity's communications and marketing activities; policies will be reviewed to ensure that they are current and in line with good practice.

4b) Fundraising

Sahir House continues to target bidding for funds to work streams identified in the strategy. A fundraising strategy has been developed to co-ordinate applications to charitable trusts during 2019-20.

Outside of charitable trust and contract income, we continue to make progress with our fundraising in very challenging times.

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

5) BUILDINGS AND ASSETS

Whilst current premises are not the cheapest available, they outscore alternatives in several areas, such as physical accessibility, central location and opportunities for networking (being in a building occupied by multiple charities). The new CEO aims to secure savings and/or infrastructure improvements from the landlord.

Following last year's review of IT infrastructure, hardware and software has been upgraded, including a new server. The hardware and software upgrades were mostly funded by the unrestricted and designated GSK IMPACT Award fund received in 2017.

A new database, CIVI CRM, has been introduced and work continues to ensure that it meets the organisation's current and future needs. Work on a performance management framework is planned for 2019 and this will integrate with the new database to provide effective tools to manage data and demonstrate the impact of Sahir House's work.

6) OUR PEOPLE

6a) Service users

Our service user satisfaction continues to show increasingly engaged and satisfied service users. Some headline figures from this year's survey:

- 86% agreed Sahir House support had made them more knowledgeable about HIV, its transmission and the medication available
- 86% agreed Sahir House support had made them more knowledgeable about HIV and other health conditions
- 91% agreed Sahir House support had given them relevant information that has enabled better decisions to be made about the issues affecting them
- 91% agreed Sahir House support made them better able to cope with their issues
- 74% agreed Sahir House support had given them the opportunity to meet others in their community

We use a range of methods to solicit service user feedback, these include: bi-monthly service user forums; quarterly one-to-one meetings with caseworker; online feedback; anonymised suggestion box; reporting via peer mentors, and review meetings in each of the peer support groups (women's group, gay men's group etc).

6b) Volunteers

Volunteers continue to make a significant impact across all Sahir House functions. Monthly volunteer meetings now feature a range of expert, outside speakers from diverse fields such as equality, hate crime, aging, medical updates and other topics identified by staff and volunteers. Trained volunteers provided over 4,600 hours in various roles during the year, equating to £66,000 using the median hourly wage rate.

6c) Staff

Three new staff members joined during the year: the CEO, Monitoring & Database Worker and a Macmillan project co-ordinator. We retained Office of the Immigration Services Commissioner (OISC) accreditation to offer Level 1 immigration advice to people seeking asylum in the UK; two staff are working towards qualifications which will enable us to offer Level 2 asylum advice in addition to the Level 1 immigration advice. This fits with the changing demographics of those using Sahir House's services and helps meet an identified gap in the provision of such advice in the area, particularly for people who are HIV positive and/or identify as LGBT and are seeking asylum.

We maintained our ISO 9001 certification in 2018-19.

6d) Students and research placements

Sahir House continues to provide a significant number of research and placement opportunities. During the reporting year we successfully supervised three social work students and provided research placements for two undergraduates from other disciplines through the University of Liverpool's Interchange programme.

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

Financial review

Incoming resources for the year totalled £555,845 (2018 - £586,301) of which £224,994 (2018 - £196,754) related to funding for projects upon which restrictions are placed.

Income has been received from local authorities and clinical commissioning groups. The charity has also received income raised by grants and donations from involvement in other public fund raising initiatives that promote awareness of the charity's objectives.

The expenditure by the charity incurred in accordance with its aims amounted to £537,530 (2018 - £526,178).

Reserves policy and designated funds

The Trustees aim to maintain a minimum level of unrestricted reserves in the range of three to six months' projected operating expenses. This will enable the charity to operate during periods when there is a significant drop in funding whilst new funding sources are secured.

In addition, the trustees have set aside designated funds in order to fulfil their duties under the Charities Act to cover redundancy and associated costs in the event the charity was unable to continue and had to be wound up. This designated fund has been valued at £100,000.

Total unrestricted funds at 31 March 2019 stood at £276,634 (2018 - £274,805) of which general unrestricted funds are £176,634 (2018 - £154,805). This general unrestricted fund is at the upper end of the policy range set by the directors to enable management to secure new funding and replace several material contracts that will end in the 2019/20 financial year.

Risk policy

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The new weighted risk assessment system is working well and risk is discussed at Trustee Board meetings.

A register of risks is maintained and reviewed regularly by the Trustees. The following risks have been identified as the most significant for the charity:

- Financial sustainability; recognising that maintaining income levels is essential to the charity's financial sustainability. The charity continues to monitor the risks associated with fraud or major error and other risks associated with its diverse voluntary income streams. The charity aims to build up sufficient reserves to continue to operate through periods when income streams change.
- Reputation and brand; the charity monitors the risks associated with all aspects of reputation and has put in place strategies to reach and engage with beneficiaries and other organisations.
- Recruitment and retention of staff: the charity aims to be an organisation where staff are supported and developed and where employees have a sense of fulfilment. During the year all managers participated in bespoke management training to extend their skills.
- Technological risks; the charity monitors and reviews its Information Governance and risks around any potential data breach.
- General Data Protection Regulations: the charity has reviewed and implemented procedures and policies in line with the GDPR standards and requirements.

SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

Future plans

We will continue to identify new projects and programmes to fulfil the outcomes identified in the strategy to 2020. In particular over the coming year work will be focused on the following areas:

- Identify funding for key project areas including (but not limited to):
 - Increasing capacity to support people living with HIV and in the UK asylum system
 - Developing new ways to engage minority / marginalised groups with point of care HIV testing
 - Establishing an outcomes framework to demonstrate the impact of Sahir House's work
 - Meeting the increased needs of LGBT people seeking asylum, in partnership with key stakeholders
 - Sustaining the work of the Trans Health Merseyside Project and developing HIV prevention work for this

Structure, governance and management

The company was established under a Memorandum of Association which established the objects and powers of the company and is governed by its Articles of Association.

The members of the company's Board of Trustees are also its Directors. Board members are elected by Annual General Meetings of the members of the charitable company, with casual vacancies being filled, as required, by the Board of Trustees in accordance with the company's Articles of Association.

The charity is managed and governed by the Board of Trustees consisting of the Chair, Vice Chair and Treasurer together with other trustees. Trustees meet at least four times per year and take full responsibility for all major decisions made by the charity. Responsibility is delegated to staff within agreed and minuted parameters.

Full membership of the charity is drawn from active volunteers serving a function within the aims of the charity who have successfully completed the recruitment, training and induction process; and adults utilising and of the direct services of the charity.

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

| | |
|------------|------------------------------|
| E Wright | (Resigned 20 April 2018) |
| B Heath | (Resigned 26 September 2018) |
| M Daley | |
| G Pearson | (Resigned 19 September 2019) |
| I Jago | (Resigned 26 September 2018) |
| S Harrison | (Resigned 1 May 2018) |
| A Bryant | (Resigned 19 November 2019) |
| K Burgess | |
| D Melling | (Resigned 23 August 2018) |
| L Metcalf | |
| S Turner | |
| L Brown | (Appointed 17 July 2019) |
| P Childs | (Appointed 17 July 2019) |

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

Senior management pay is benchmarked against other organisations based on a number of factors including:

- Management role
- Levels of responsibility (financial, safeguarding etc)
- Turnover
- Geographical location
- Operational subsector

A range of sources for comparators is sought and of particular use is the Association of Chief Executives of Voluntary Organisations (ACEVO) annual senior pay survey.

Employee involvement

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the charity continues and that the appropriate training is arranged. It is the policy of the charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

Disabled persons

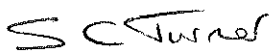
The charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings, matters likely to affect employees' interests.

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the group's performance.

Small company provisions

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

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



.....
S Turner

Trustee

Dated: 16 DEC - 2019

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF SAHIR HOUSE**

I report to the trustees on my examination of the financial statements of Sahir House (the charity) for the year ended 31 March 2019.

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My examination has been undertaken so that I might state to the charity's trustees those matters that 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 and the charity's trustees as a body, for my examination, for the report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Mrs Lesley Malkin BA FCA
Independent Examiner

BWM
Chartered Accountants
Castle Chambers
43 Castle Street
Liverpool
L2 9SH

Dated: 17/12/19

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019**

Current financial year

| | Notes | Unrestricted funds 2019 £ | Restricted funds 2019 £ | Total 2019 £ | Total 2018 £ |
|---|-------|------------------------------------|----------------------------------|--------------------|--------------------|
| <u>Income from:</u> | | | | | |
| Donations and legacies | 3 | 18,610 | - | 18,610 | 40,877 |
| Income from Charitable activities | 4 | 311,541 | 224,994 | 536,535 | 544,621 |
| Investments income | 5 | 700 | - | 700 | 803 |
| Total income | | 330,851 | 224,994 | 555,845 | 586,301 |
| <u>Expenditure on:</u> | | | | | |
| Raising funds | 6 | 1,839 | - | 1,839 | 438 |
| Charitable activities | 7 | 327,183 | 208,508 | 535,691 | 525,740 |
| Total expenditure | | 329,022 | 208,508 | 537,530 | 526,178 |
| Net income for the year/ Net movement in funds | | 1,829 | 16,486 | 18,315 | 60,123 |
| Fund balances at 1 April 2018 | | 274,805 | 3,309 | 278,114 | 217,991 |
| Fund balances at 31 March 2019 | | 276,634 | 19,795 | 296,429 | 278,114 |

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 complies with the requirement for an income and expenditure account under the Companies Act 2006.

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019**

Prior financial year

| | | Unrestricted funds 2018 £ | Restricted funds 2018 £ | Total 2018 £ |
|---|-------|------------------------------------|----------------------------------|--------------------|
| | Notes | | | |
| <u>Income from:</u> | | | | |
| Donations and legacies | 3 | 38,369 | 2,508 | 40,877 |
| Income from Charitable activities | 4 | 350,375 | 194,246 | 544,621 |
| Investments income | 5 | 803 | - | 803 |
| Total income | | 389,547 | 196,754 | 586,301 |
| <u>Expenditure on:</u> | | | | |
| Raising funds | 6 | 438 | - | 438 |
| Charitable activities | 7 | 318,547 | 207,193 | 525,740 |
| Total expenditure | | 318,985 | 207,193 | 526,178 |
| Transfers between funds | 12 | (5,703) | 5,703 | - |
| Net income for the year/ Net movement in funds | | 64,859 | (4,736) | 60,123 |
| Fund balances at 1 April 2017 | | 209,946 | 8,045 | 217,991 |
| Fund balances at 31 March 2018 | | 274,805 | 3,309 | 278,114 |

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.

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2019**

| | Notes | 2019 £ | £ | 2018 £ | £ |
|---|-------|----------------|-----------------------|----------------|-----------------------|
| Fixed assets | | | | | |
| Intangible assets | 13 | | 14,057 | | - |
| Tangible assets | 14 | | 12,930 | | 3,380 |
| | | | <u>26,987</u> | | <u>3,380</u> |
| Current assets | | | | | |
| Stocks | 16 | - | | 300 | |
| Debtors | 17 | 60,965 | | 59,557 | |
| Cash at bank and in hand | | 220,489 | | 219,573 | |
| | | <u>281,454</u> | | <u>279,430</u> | |
| Creditors: amounts falling due within one year | 18 | (12,012) | | (4,696) | |
| Net current assets | | | <u>269,442</u> | | <u>274,734</u> |
| Total assets less current liabilities | | | <u><u>296,429</u></u> | | <u><u>278,114</u></u> |
| Income funds | | | | | |
| Restricted funds | 19 | | 19,795 | | 3,309 |
| <u>Unrestricted funds</u> | | | | | |
| Designated funds | 20 | 100,000 | | 120,000 | |
| General unrestricted funds | | 176,634 | | 154,805 | |
| | | <u>276,634</u> | | <u>274,805</u> | |
| | | | <u><u>296,429</u></u> | | <u><u>278,114</u></u> |

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET (CONTINUED)**


AS AT 31 MARCH 2019

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2019. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

The financial statements were approved by the Trustees on 16 DECEMBER 2019



S Turner
Trustee

Company Registration No. 03821749

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2019**

| | Notes | 2019 £ | £ | 2018 £ | £ |
|--|-------|-----------|----------|-----------|---------|
| Cash flows from operating activities | | | | | |
| Cash generated from operations | 24 | | 27,415 | | 27,567 |
| Investing activities | | | | | |
| Purchase of intangible assets | | (15,097) | | - | |
| Purchase of tangible fixed assets | | (12,102) | | (1,724) | |
| Interest received | | 700 | | 803 | |
| Net cash used in investing activities | | | (26,499) | | (921) |
| Net cash used in financing activities | | | - | | - |
| Net increase in cash and cash equivalents | | | 916 | | 26,646 |
| Cash and cash equivalents at beginning of year | | | 219,573 | | 192,927 |
| Cash and cash equivalents at end of year | | | 220,489 | | 219,573 |

SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

Charity information

Sahir House is a private company limited by guarantee incorporated in England and Wales. The registered office is 2nd Floor, 151 Dale Street, Liverpool, L2 2AH.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, 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)" (as amended for accounting periods commencing from 1 January 2016). 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 accounts have been prepared on 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.

1.3 Charitable funds

Funds held by the charity are:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees, with due regard to the reserves policy as described in the Trustees' Report.

Designated funds - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes.

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

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

1 Accounting policies

(Continued)

1.4 Income

All income is included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy and certainty.

Income from donations and grants, including capital grants, is included when these are receivable, except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included until the preconditions for use have been met.

Income is accrued for when the charity is contracted to receive income covering a certain period when the contractual obligation entitling the charity to the income has been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to preconditions regarding entitlement, this income is included as restricted funds when received.

Other grants, which have particular service requirements and which are provided in accordance with a contract or service level agreement are included in the Statement of Financial Activities under the heading Charitable Activities.

Interest income is recorded when receivable by the charity.

1.5 Expenditure

Expenditure reflects all amounts paid and accrued during the year. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates. All costs are allocated between the expenditure categories of the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

Raising funds

These comprise costs involved in generating voluntary income from donations and also fundraising costs

Charitable expenditure

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

Governance costs

These represent 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.

1.6 Intangible fixed assets other than goodwill

Intangible assets are recorded at cost, net of amortisation and any impairment losses.

Amortisation is charged so as to write off the cost over their useful lives:

| | |
|----------|-------------------|
| Software | 20% straight line |
|----------|-------------------|

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

1 Accounting policies (Continued)

1.7 Tangible fixed assets

Tangible fixed assets are measured at cost, net of depreciation and any impairment losses.

Capital expenditure of £250 and above is treated as a fixed asset.

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

| | |
|--------------------------------|--|
| Plant and machinery | 20% per annum on a straight line basis |
| Fixtures, fittings & equipment | 20% per annum on a straight line basis |
| Computers | 20% per annum on a straight line basis |

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.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible 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. Impairment losses are recognised in the year.

1.9 Stocks

Stock is valued at the lower of cost and net realisable value after making allowance for obsolete and slow moving items.

1.10 Cash and cash equivalents

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

1.11 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.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.12 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.

1.13 Retirement benefits

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

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

3 Donations and legacies

| | Unrestricted funds & Total | Restricted funds | Total | Unrestricted funds | Restricted funds | Total |
|---------------------|----------------------------------|---------------------|---------------|-----------------------|---------------------|---------------|
| | 2019 £ | 2019 £ | 2019 £ | 2018 £ | 2018 £ | 2018 £ |
| Donations and gifts | 17,720 | - | 17,720 | 8,369 | 2,508 | 10,877 |
| Grants receivable | 890 | - | 890 | 30,000 | - | 30,000 |
| | <u>18,610</u> | <u>-</u> | <u>18,610</u> | <u>38,369</u> | <u>2,508</u> | <u>40,877</u> |

4 Income from Charitable activities

| | 2019 £ | 2018 £ |
|---|----------------|----------------|
| Services provided under contract | 299,195 | 335,742 |
| Sales of services | 12,531 | 17,485 |
| Performance related grants | 224,809 | 191,394 |
| | <u>536,535</u> | <u>544,621</u> |
| Analysis of charitable activity income by fund | | |
| Unrestricted funds | 311,541 | 350,375 |
| Restricted funds | 224,994 | 194,246 |
| | <u>536,535</u> | <u>544,621</u> |
| Analysis of performance related grants | | |
| Reaching Communities 3 | 94,957 | 92,007 |
| Reaching Communities 2 | 21,654 | 41,872 |
| Awards for All | 9,880 | - |
| John Moores Foundation | - | 10,015 |
| In Trust Merseyside | - | 32,500 |
| M.A.C Aids Fund | 6,000 | 15,000 |
| Macmillan | 37,041 | - |
| GSK Impact Award | 49,869 | - |
| Other | 5,408 | - |
| | <u>224,809</u> | <u>191,394</u> |

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

5 Investments income

| | Unrestricted funds | Unrestricted funds |
|--------------------------|-----------------------|-----------------------|
| | 2019 | 2018 |
| | £ | £ |
| Bank interest receivable | 700 | 803 |
| | <u>700</u> | <u>803</u> |

6 Raising funds

| | Unrestricted funds | Unrestricted funds |
|----------------------------------|-----------------------|-----------------------|
| | 2019 | 2018 |
| | £ | £ |
| <u>Fundraising and publicity</u> | | |
| Support costs | - | 54 |
| | <u>-</u> | <u>54</u> |
| <u>Running events</u> | | |
| World Aids Day and other events | 1,839 | 326 |
| Support costs | - | 58 |
| | <u>1,839</u> | <u>384</u> |
| Running events | 1,839 | 384 |
| | <u>1,839</u> | <u>438</u> |

All fundraising and trading income relates solely to unrestricted funds.

SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

7 Charitable activities

| | 2019 £ | 2018 £ |
|--|----------------|----------------|
| Staff costs | 392,538 | 378,884 |
| Office and administration | 132,859 | 139,589 |
| | <u>525,397</u> | <u>518,473</u> |
| Share of support costs (see note 8) | 3,592 | 1,135 |
| Share of governance costs (see note 8) | 6,702 | 6,132 |
| | <u>535,691</u> | <u>525,740</u> |
| Analysis by fund | | |
| Unrestricted funds | 327,183 | 318,547 |
| Restricted funds | 208,508 | 207,193 |
| | <u>535,691</u> | <u>525,740</u> |

8 Support costs

| | Support costs £ | Governance costs £ | 2019 £ | Support costs £ | Governance costs £ | 2018 £ |
|--------------------------------------|-----------------------|--------------------------|---------------|-----------------------|--------------------------|--------------|
| Depreciation | 3,592 | - | 3,592 | 1,247 | - | 1,247 |
| Independent examination / Audit fees | - | 1,080 | 1,080 | - | 1,695 | 1,695 |
| Accountancy | - | 5,622 | 5,622 | - | 4,437 | 4,437 |
| | <u>3,592</u> | <u>6,702</u> | <u>10,294</u> | <u>1,247</u> | <u>6,132</u> | <u>7,379</u> |
| Analysed between | | | | | | |
| Fundraising | - | - | - | 54 | - | 54 |
| Trading | - | - | - | 58 | - | 58 |
| Charitable activities | 3,592 | 6,702 | 10,294 | 1,135 | 6,132 | 7,267 |
| | <u>3,592</u> | <u>6,702</u> | <u>10,294</u> | <u>1,247</u> | <u>6,132</u> | <u>7,379</u> |

Support costs split by funding activities.

Governance costs includes payments to the reporting accountants of £1,080 for the independent examination (2018- £1,695 for audit fees) and £5,622 for other accountancy services (2018: £4,437).

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration from the charity during the year. One trustee was reimbursed expenses during the year, amounting to £344 (2018 - Three trustees reimbursed £746) relating solely to travel expenditure.

10 Employees

Number of employees

The average monthly number of employees during the year was:

| | 2019 Number | 2018 Number |
|-----------------|------------------------|------------------------|
| Project workers | 14 | 14 |
| Administration | 3 | 3 |
| | <u>17</u> | <u>17</u> |

Employment costs

| | 2019 £ | 2018 £ |
|-----------------------|-------------------|-------------------|
| Wages and salaries | 360,006 | 346,454 |
| Social security costs | 26,708 | 26,559 |
| Other pension costs | 5,824 | 5,871 |
| | <u>392,538</u> | <u>378,884</u> |

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

11 Remuneration of key management personnel

The remuneration of key management personnel, being the Chief Executive Officer, is as follows.

| | 2019 £ | 2018 £ |
|------------------------|-------------------|-------------------|
| Aggregate compensation | <u>48,249</u> | <u>51,085</u> |

12 Transfers

Transfers between funds in the prior period related to overspends on restricted fund projects. The transfers from the unrestricted funds were recouped in the following year through unrestricted funding.

SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

13 Intangible fixed assets

| | Software £ |
|------------------------------------|---------------|
| Cost | |
| At 1 April 2018 | - |
| Additions | 15,097 |
| At 31 March 2019 | 15,097 |
| Amortisation and impairment | |
| At 1 April 2018 | - |
| Amortisation charged for the year | 1,040 |
| At 31 March 2019 | 1,040 |
| Carrying amount | |
| At 31 March 2019 | 14,057 |
| At 31 March 2018 | - |

14 Tangible fixed assets

| | Plant and machinery £ | Fixtures, fittings & equipment £ | Computers £ | Total £ |
|------------------------------------|-----------------------------|---|----------------|------------|
| Cost | | | | |
| At 1 April 2018 | 730 | 674 | 12,338 | 13,742 |
| Additions | - | - | 12,101 | 12,101 |
| At 31 March 2019 | 730 | 674 | 24,439 | 25,843 |
| Depreciation and impairment | | | | |
| At 1 April 2018 | 297 | 674 | 9,390 | 10,361 |
| Depreciation charged in the year | 139 | - | 2,413 | 2,552 |
| At 31 March 2019 | 436 | 674 | 11,803 | 12,913 |
| Carrying amount | | | | |
| At 31 March 2019 | 294 | - | 12,636 | 12,930 |
| At 31 March 2018 | 433 | - | 2,947 | 3,380 |

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE**
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

| | | | |
|-----------|---|-------------------|-------------------|
| 15 | Financial instruments | 2019 | 2018 |
| | | £ | £ |
| | Carrying amount of financial assets | | |
| | Debt instruments measured at amortised cost | 287,465 | 271,259 |
| | | <u> </u> | <u> </u> |
| | Carrying amount of financial liabilities | | |
| | Measured at amortised cost | 5,994 | 4,678 |
| | | <u> </u> | <u> </u> |
| 16 | Stocks | 2019 | 2018 |
| | | £ | £ |
| | Goods for distribution | - | 300 |
| | | <u> </u> | <u> </u> |
| 17 | Debtors | 2019 | 2018 |
| | | £ | £ |
| | Amounts falling due within one year: | | |
| | Trade debtors | 31,729 | 29,483 |
| | Other debtors | 21,190 | 22,203 |
| | Prepayments and accrued income | 8,046 | 7,871 |
| | | <u> </u> | <u> </u> |
| | | 60,965 | 59,557 |
| | | <u> </u> | <u> </u> |
| 18 | Creditors: amounts falling due within one year | 2019 | 2018 |
| | | £ | £ |
| | Other taxation and social security | 18 | 18 |
| | Trade creditors | - | 953 |
| | Other creditors | 72 | 72 |
| | Accruals and deferred income | 11,922 | 3,653 |
| | | <u> </u> | <u> </u> |
| | | 12,012 | 4,696 |
| | | <u> </u> | <u> </u> |

SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

19 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:

| | Movement in funds | | | | Movement in funds | | | |
|--------------------------------------|----------------------------|----------------|------------------|--------------|----------------------------|----------------|------------------|-----------------------------|
| | Balance at 1 April 2017 | Income | Expenditure | Transfers | Balance at 1 April 2018 | Income | Expenditure | Balance at 31 March 2019 |
| | £ | £ | £ | £ | £ | £ | £ | £ |
| John Moores Foundation | - | 10,015 | (10,269) | 254 | - | - | - | - |
| Reaching Communities 2 | - | 41,872 | (43,650) | 1,778 | - | 21,654 | (20,093) | 1,561 |
| Reaching Communities 3 | 55 | 92,007 | (88,798) | - | 3,264 | 94,957 | (94,684) | 3,537 |
| In Trust Merseyside | - | 32,500 | (35,440) | 2,940 | - | - | - | - |
| M.A.C. Aids Fund | - | 15,000 | (15,453) | 453 | - | 6,000 | (6,000) | - |
| Theatre MAD, Make a Difference Trust | 7,990 | - | (7,945) | - | 45 | - | - | 45 |
| LCVS Community Impact Fund | - | - | - | - | - | 2,758 | - | 2,758 |
| Talisman Charitable Trust | - | 2,508 | (2,786) | 278 | - | - | - | - |
| Gilead Sciences Limited | - | 2,425 | (2,425) | - | - | - | - | - |
| Four Health Communication | - | 428 | (428) | - | - | - | - | - |
| Awards for All | - | - | - | - | - | 9,880 | (9,880) | - |
| Eleanor Rathbone | - | - | - | - | - | 2,000 | (2,000) | - |
| Impact Growth Award | - | - | - | - | - | 49,869 | (42,174) | 7,695 |
| Macmillan | - | - | - | - | - | 37,041 | (32,842) | 4,199 |
| Vicars Relief Fund | - | - | - | - | - | 350 | (350) | - |
| Friends of the Elderly | - | - | - | - | - | 300 | (300) | - |
| | <u>8,045</u> | <u>196,755</u> | <u>(207,194)</u> | <u>5,703</u> | <u>3,309</u> | <u>224,809</u> | <u>(208,323)</u> | <u>19,795</u> |

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019**

19 Restricted funds

(Continued)

The John Moores Foundation provided a grant to address destitution of HIV positive people seeking asylum in the UK and to improve the standard of advice and support provided to them.

Reaching Communities 2 provided grants in respect of the Working Together project which provided people living with or affected by HIV with new skills and self-knowledge to enable them to choose, plan and apply for educational training and employment opportunities. After 5 successful years, the project ended in September 2018.

In April 2015 we began a new Reaching Communities funded outreach programme Sahir Outreach Support (SOS) phase 3. This built on learning from our original successful outreach programme. As such it will allow us to support people living with HIV who find it difficult to engage with services due to a range of issues including mobility, mental health and caring responsibilities. The programme will also allow us to recruit and train more volunteers from excluded communities.

Trans Health Merseyside was a 2 year Liverpool CCG funded project, the first of its kind in the city. The project successfully met its outcomes around connecting trans communities across Liverpool. The project delivered fortnightly wellbeing sessions that provided a space for trans and non-binary people to come together, speak to service providers and empower themselves on many aspects of transition and living well as a trans or non-binary person. The project also delivered fortnightly Transcend meetings; group counselling sessions facilitated by a trans affirmative BACP accredited counsellor and psychotherapist. Importantly, the project was peer-led and many of the attendees have gone on to make significant improvements in areas of their lives they were previously struggling with.

M.A.C Aids Fund supports adult refugees and asylum seekers living with HIV to overcome the extreme marginalising effects of destitution by addressing the direct impact of destitution and sourcing assistance with basic needs, empowering individuals to understand their rights within the UK asylum process, help with immigration claims and access to appropriate support, build individual support networks and ensure progress is made toward better community integration

The Eleanor Rathbone Foundation supports charities and charitable projects focused on Merseyside. The foundation has enabled Sahir House Asylum, Immigration and Destitution Team to provide extra capacity to support women seeking asylum and refugees.

The Impact for Growth Management programme is a project which aims to create an outcomes framework that is co-designed with people living with HIV and agreed by all commissioners; a CRM system that enables improved performance management together with clear inclusion and exclusion criteria, all of which enables us to make more informed decisions about future service delivery and diversification.

The Macmillan LGBT Cancer Project is a joint partnership between Sahir House and Macmillan which works with lesbian, gay, bisexual and trans (LGBT) people affected by cancer, their families, supporters, carers and clinicians. They will ensure the needs of LGBT are acknowledged and addressed in provision of services, information and support across the Liverpool City Region. The project is now in its second year after a successful first year pilot.

SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

19 Restricted funds

(Continued)

The LCVS Community Impact Fund has enabled Sahir House to provide training for staff on Universal Credit. This benefit is having a devastating effect on our service users and the training has helped staff to understand the system and provide one to one sessions to help people navigate what is needed to initially set up a claim and then manage the online journals that service users need to regularly complete to ensure their benefits continue. In particular, this has been most useful with those who do not have English as a first language or have difficulty with access to a computer or other device.

Friends of the Elderly is an organisation that makes small grants available to anyone over the state pension age and who isn't in a care home, that gives them support for items that will make their lives more comfortable. It can be used to purchase items without restrictions but the amount only goes up to £400.

The Vicars Relief Fund is a charity that prevents homelessness and helps people to access accommodation. Sahir House has applied on behalf of service users who in some cases have no money for a deposit or do not have the correct ID to access accommodation. The charity will also pay for a passport or provisional license.

The M.A.D. Trust project funded specialist support work hours to provide outreach to the homes (or hostel accommodation) of service users who had lost contact with other services, including HIV clinics. Our staff worked in partnership with the Specialist HIV Community Nursing Team to provide both clinical and non-clinical support to people in very difficult circumstances and/or with very chaotic lifestyles.

Gilead's, an international drug company, recently developed 2 health campaigns targeting the HIV community in Europe. Gilead collaborated with HIV charities that support HIV positive people to be part of the campaigns. Sahir House supported a service user (HIV+ve person) to be part of the 2 campaigns. This included trips to London for filming, accommodation, refreshments, travel etc. To be transparent with finance Gilead requested all payments to the client be made through the charity, Sahir House.

Four Health Communications are a media company who work in partnership with Gilead. They provided travel expenses to the service user to take part in their campaign.

The Talisman Trust assists individuals facing poverty by providing grants for education, health and housing. Our support team was successful with their application for a grant to help a service user who was facing housing difficulties.

SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

20 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 1 April 2017 | Income | Transfers | Balance at 1 April 2018 | Expenditure | Transfers |
| | £ | £ | £ | £ | £ | £ |
| Redundancy fund | 80,000 | - | 10,000 | 90,000 | - | 10,000 |
| GSK Impact | - | 30,000 | - | 30,000 | (28,609) | (1,391) |
| | <u>80,000</u> | <u>30,000</u> | <u>10,000</u> | <u>120,000</u> | <u>(28,609)</u> | <u>8,609</u> |
| | | | | | | <u>100,000</u> |

In order to fulfil their legal duties under the Charities Act the trustees are required to maintain a level of reserves sufficient for redundancy and winding up costs of the charity. This is currently around £100,000.

The GSK Impact funding was used to replace our IT infrastructure which includes new hardware, a new CRM software system and new licenses for the new IT equipment. These costs have been in line with our accounting policy.

SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

21 Company limited by guarantee

Sahir House is incorporated under the Companies Act as a company limited by guarantee. The liability of the members is limited to £1.

SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

22 Analysis of net assets between funds

| | Unrestricted funds | Unrestricted designated funds | Restricted funds | Total | Unrestricted funds | Unrestricted designated funds | Restricted funds | Total |
|--|--------------------|-------------------------------|------------------|----------------|--------------------|-------------------------------|------------------|----------------|
| | 2019 | 2019 | 2019 | 2019 | 2018 | 2018 | 2018 | 2018 |
| | £ | £ | £ | £ | £ | £ | £ | £ |
| Fund balances at 31 March 2019 are represented by: | | | | | | | | |
| Intangible fixed assets | 14,057 | - | - | 14,057 | - | - | - | - |
| Tangible assets | 12,930 | - | - | 12,930 | 3,380 | - | - | 3,380 |
| Current assets/(liabilities) | 149,647 | 100,000 | 19,795 | 269,442 | 151,425 | 120,000 | 3,309 | 274,734 |
| | <u>176,634</u> | <u>100,000</u> | <u>19,795</u> | <u>296,429</u> | <u>154,805</u> | <u>120,000</u> | <u>3,309</u> | <u>278,114</u> |

SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

23 Operating lease commitments

The charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

| | 2019 £ | 2018 £ |
|----------------------------|---------------|---------------|
| Within one year | 2,971 | 2,971 |
| Between two and five years | 7,428 | 10,399 |
| | <u>10,399</u> | <u>13,370</u> |

24 Cash generated from operations

| | 2019 £ | 2018 £ |
|---|---------------|---------------|
| Surplus for the year | 18,315 | 60,123 |
| Adjustments for: | | |
| Investment income recognised in statement of financial activities | (700) | (803) |
| Depreciation and impairment of tangible and intangible assets | 3,592 | 1,247 |
| Movements in working capital: | | |
| Decrease in stocks | 300 | - |
| (Increase) in debtors | (1,408) | (25,399) |
| Increase/(decrease) in creditors | 1,316 | (7,601) |
| Increase in deferred income | 6,000 | - |
| Cash generated from operations | <u>27,415</u> | <u>27,567</u> |

25 Contingent asset

The charity has two thirds ownership in land with a property which was gifted a number of years ago. The land and property have not been included in the accounts as an asset as there is a lifetime sitting tenant and it does not currently provide any economic benefit to the charity.

**SAHIR HOUSE
COMPANY LIMITED BY GUARANTEE
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF SAHIR HOUSE**

I report to the trustees on my examination of the financial statements of Sahir House (the charity) for the year ended 31 March 2019.

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My examination has been undertaken so that I might state to the charity's trustees those matters that 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 and the charity's trustees as a body, for my examination, for the report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Mrs Lesley Malkin BA FCA

Independent Examiner

BWM
Chartered Accountants
Castle Chambers
43 Castle Street
Liverpool
L2 9SH

Dated: