

Charity Registration No. 1132386

Company Registration No. 06822217 (England and Wales)

**SUSSEX NIGHTSTOP PLUS LIMITED**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

# SUSSEX NIGHTSTOP PLUS LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

<b>Trustees</b>	Mr M Price Mr J O'Sullivan Ms P Thompson Mr P Wileman Mr C Storey Ms C Davies-Tyrie (appointed 18 September 2018) Mr D Broadus (appointed 18 September 2018)
<b>Charity number</b>	1132386
<b>Company number</b>	06822217
<b>Registered office</b>	7 - 9 The Avenue Eastbourne East Sussex BN21 3YA
<b>Independent examiner</b>	Anthony Smith FCA Humphrey & Co 7 - 9 The Avenue Eastbourne East Sussex BN21 3YA
<b>Bankers</b>	The Co-operative Bank 164/165 Western Rd Brighton BN1 2BB

# SUSSEX NIGHTSTOP PLUS LIMITED

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# SUSSEX NIGHTSTOP PLUS LIMITED

## TRUSTEES' REPORT

### *FOR THE YEAR ENDED 30 JUNE 2019*

The trustees present their report and accounts for the year ended 30 June 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 01 January 2015)" as updated by Bulletin 1 (effective 1 January 2016).

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

The organisation is a charitable company limited by guarantee, incorporated on 17 February 2009 and was registered with the Charity Commission on 28 October 2009. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

The trustees, who are also the directors for the purpose of company law, and who served during the period and up to the date of signature were:

Mr M Price

Mr J O'Sullivan

Ms P Thompson

Mr P Wileman

Mr C Storey

Ms C Davies-Tyrie (appointed 18 September 2018)

Mr D Broadus (appointed 18 September 2018)

Trustees are recruited based on their experience in dealing in the areas of the social and housing needs of young people.

Induction of new trustees and training for all trustees is achieved through induction meetings with the chair, attendance and discussions at Board meetings and strategic away days. Ongoing trustee development is achieved through attendance at external events and training as correlate to the individual learning needs of Trustees and an annual skills audit of the full board.

All trustees give their time voluntarily and receive no benefit from the charity.

The Board of Trustees are responsible for the strategic direction and policy of the charity. At present the Board is made up of seven Trustees from a variety of professional backgrounds relevant to the work of the charity. Sussex Nightstop Plus Limited is affiliated to DePaul UK (Registered Charity Number: 802384) and its activities are reviewed and regulated by them.

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.

# SUSSEX NIGHTSTOP PLUS LIMITED

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 30 JUNE 2019

#### Objectives and activities

The charity's objects are to relieve the need, hardship or distress through the provision of emergency accommodation for young homeless people between the ages of 16 and 25 in Sussex who may be at risk or in danger.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake. The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives. The charity is fulfilling its role in the community by catering for the temporary housing needs of vulnerable young people within Sussex.

#### Achievements and performance

Led by new leadership, Sussex Nightstop has progressed a programme of review, refresh and transformation across this year driven by changes in the external operating environment and the needs of people that Sussex Nightstop supports whilst continuing to make a positive difference to vulnerable people in Sussex with the majority of those accessing the service going on to achieve a safer, more suitable longer-term housing arrangement. It has run a successful campaign to elevate the profile of the organisation and has grown its supporter base across the business, community and public sector. The charity has enjoyed the privilege of Mayor's Charity status and the charity's work with adults has secured continued support from the local authority.

#### Financial review

For the financial year to 30 June 2019 the charity had net expenditure of £13,729 (Income £136,893 / Expenditure £150,622).

This is consistent with the Board's plan to see a steady reduction in the level of reserves to be in line with its reserve policy

At the end of year the unrestricted funds balance was £79,491 (2018: £93,768) and the restricted funds balance was £4,433 (2018: £3,885). Restricted funds are held to be used against the purposes for which they were originally restricted.

In 2018/19 the charity introduced a new financial reporting system which provides more detailed analysis of its income and expenditure. As a result some of the figures in note 4 do not have comparable figures for 2017/18.

#### Plans for the future

During the year the charity has undertaken a refresh of its strategic plan laying out its ambitions for the next three year period to develop services without upper age limit - supporting young people and adults alike - and to enhance placement support to meet the bespoke needs of people accessing the service. Sussex Nightstop Plus Limited aims to secure and stabilize mixed-income funding in order to meet the aims of the strategic plan; investing particularly in relationships with the business sector. Placing continued emphasis on the formation of partnerships with service providers who share our values and will support us to meet our strategic aims.

#### Reserve Policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. The Trustees have plans over the next 3 years to reduce the current level of reserves to comply with the policy.

On behalf of the board of trustees



**Ms C Davies-Tyrie**

Trustee

Dated: 19 November 2019

# SUSSEX NIGHTSTOP PLUS LIMITED

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees, who are also the directors of Sussex Nightstop Plus Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website.

# SUSSEX NIGHTSTOP PLUS LIMITED

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF SUSSEX NIGHTSTOP PLUS LIMITED

I report on the accounts of the charity for the year ended 30 June 2019, which are set out on pages 5 to 14.

#### Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Sussex Nightstop Plus Limited for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

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

#### Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the Charities (Accounts and Reports) Regulations 2008 and the relevant Charities SORP;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Anthony Smith FCA**  
**Humphrey & Co**

7 - 9 The Avenue  
Eastbourne  
East Sussex  
BN21 3YA

Dated: 2 DECEMBER 2019

# SUSSEX NIGHTSTOP PLUS LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b><u>Incoming resources from generated funds</u></b>					
Donations and grants	2	19,248	117,560	136,808	150,831
Investment income	3	85	0	85	14
<b>Total incoming resources</b>		<b>19,333</b>	<b>117,560</b>	<b>136,893</b>	<b>150,845</b>
<b><u>Resources expended</u></b>					
<b>Charitable activities</b>					
Costs of providing accommodation and travel		27,357	108,485	135,842	104,445
Support costs		4,069	8,120	12,189	11,143
Governance costs		2,184	407	2,591	2,766
<b>Total resources expended</b>	4	<b>33,610</b>	<b>117,012</b>	<b>150,622</b>	<b>118,354</b>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>(14,277)</b>	<b>548</b>	<b>(13,729)</b>	<b>32,491</b>
Fund balances at 1 July 2018		93,768	3,885	97,653	65,162
<b>Fund balances at 30 June 2019</b>		<b>79,491</b>	<b>4,433</b>	<b>83,924</b>	<b>97,653</b>

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

All income and expenditure derive from continuing activities.

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



# SUSSEX NIGHTSTOP PLUS LIMITED

## BALANCE SHEET

AS AT 30 JUNE 2019

	Notes	2019		2018	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	7		588		572
<b>Current assets</b>					
Debtors	8	3,000		18,301	
Cash at bank and in hand		163,980		141,969	
		<u>166,980</u>		<u>160,270</u>	
<b>Creditors: amounts falling due within one year</b>	9	<u>(83,644)</u>		<u>(63,189)</u>	
<b>Net current assets</b>			<u>83,336</u>		<u>97,081</u>
<b>Total assets less current liabilities</b>			<u>83,924</u>		<u>97,653</u>
<b>Income funds</b>					
Restricted funds	10		4,433		3,885
Unrestricted funds			<u>79,491</u>		<u>93,768</u>
			<u>83,924</u>		<u>97,653</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2019. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

# SUSSEX NIGHTSTOP PLUS LIMITED

## BALANCE SHEET (CONTINUED)

**AS AT 30 JUNE 2019**

The accounts were approved by the Board on 19 November 2019.



Mr M Price  
Trustee



Ms C Davies-Tyrie  
Trustee

Company Registration No. 06822217

# SUSSEX NIGHTSTOP PLUS LIMITED

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 30 JUNE 2019

#### 1 Accounting policies

##### Charity information

Sussex Nightstop Plus Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 7 – 9 The Avenue, Eastbourne, East Sussex, BN21 3YA.

#### 1.1 Basis of preparation

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" as updated by Bulletin 1 (effective 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

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

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

#### 1.2 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. Income relating to future years is shown as deferred income.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and sums relating to the current financial year are included in full in the Statement of Financial Activities when receivable. Sums relating to future years are included in deferred income.

Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Investment income is included when receivable.

#### 1.3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

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

# SUSSEX NIGHTSTOP PLUS LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 30 JUNE 2019

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	25% straight line
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#### 1.5 Taxation

The charity is exempt from corporation tax on its charitable activities.

#### 1.6 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### 1.7 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 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.

##### **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.

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. Creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# SUSSEX NIGHTSTOP PLUS LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 30 JUNE 2019

#### 2 Donations

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Donations and gifts	19,248	493	19,741	33,182
Grants receivable for core activities	0	117,067	117,067	117,649
	<u>19,248</u>	<u>117,560</u>	<u>136,808</u>	<u>150,831</u>

#### 3 Investment income

	2019 £	2018 £
Interest receivable	<u>85</u>	<u>14</u>

# SUSSEX NIGHTSTOP PLUS LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 30 JUNE 2019

#### 4 Total resources expended

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>Costs of charitable activities</b>				
Direct cost of providing accommodation and travel				9,407
Hosting costs		5,885	5,885	
Volunteer management costs	79	2,446	2,525	
Guest expenses		1,196	1,196	
Fundraising events				96
Salaries and pensions	24,481	92,958	117,439	86,003
Staff telephones		1,532	1,532	1,457
Staff travel and expenses	66		66	899
Staff training	131		131	
Staff supervision		768	768	1,123
Payroll costs	660		660	
Rent	1,940	3,700	5,640	5,460
	<u>27,357</u>	<u>108,485</u>	<u>135,842</u>	<u>104,445</u>
<b>Support costs</b>				
Insurance		937	937	934
IT expenses	65	3,330	3,395	1,022
Printing, postage, stationery and advertising	273	375	648	2,342
Fundraising costs	1,711		1,711	4,500
Affiliation fees and subscriptions	398		398	348
Management and administration fees				1,612
Meeting costs and office refreshments	116	179	295	
Office expenses	2	301	303	
Consultancy and finance support	986	2,998	3,984	
Depreciation of fixtures, fittings and equipment	518		518	385
	<u>4,069</u>	<u>8,120</u>	<u>12,189</u>	<u>11,143</u>
<b>Governance costs</b>				
Accountancy fee – independent examination	1,896		1,896	2,236
Legal and professional fees	108	407	515	530
Governance, trustees and AGM	180		180	
	<u>2,184</u>	<u>407</u>	<u>2,591</u>	<u>2,766</u>
<b>TOTAL</b>	<u><u>33,610</u></u>	<u><u>117,012</u></u>	<u><u>150,622</u></u>	<u><u>118,354</u></u>

# SUSSEX NIGHTSTOP PLUS LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 30 JUNE 2019

#### 5 Trustees and related parties

Rachel Foggitt, Mark Price's partner, was paid £240 (2018: £240) for training.  
 Karen O'Rourke, Pete Wileman's partner, was paid £250 (2018: £Nil) for training.  
 These amounts are shown under volunteer management costs.  
 None of the trustees (or any persons connected with them) received any remuneration during the year.

#### 6 Employees

Manager and host co-ordinator costs represent salaries invoiced by YMCA Downslink Group in the period and other related costs. Sussex Nightstop Plus had use of 4 (2018: 4) employees during the period.

Employment costs	2019 £	2018 £
Wages and salaries incurred	<u>117,439</u>	<u>86,003</u>

#### 7 Tangible fixed assets

	Fixtures, fittings & equipment £
<b>Cost</b>	
At 1 July 2018	3,491
Additions	534
<b>At 30 June 2019</b>	<u><b>4,025</b></u>
<b>Depreciation</b>	
At 1 July 2018	2,919
Charge for the year	518
<b>At 30 June 2019</b>	<u><b>3,437</b></u>
<b>Net book value</b>	
<b>At 30 June 2019</b>	<u><b>588</b></u>
At 30 June 2018	<u>572</u>

8 Debtors	2019 £	2018 £
Other debtors	<u>3,000</u>	<u>18,301</u>

# SUSSEX NIGHTSTOP PLUS LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 30 JUNE 2019

<b>9 Creditors: amounts falling due within one year</b>	<b>2019</b>	2018
Accruals and deferred income	<b>83,644</b>	63,189

The Charity received a restricted £60,000 grant in 2017/18 for £20,000 per year over 3 years which is being released to the Statement of Financial Activities over this period. The Charity has deferred restricted grants of £7,765 in 2018/19 relating to contracts for services rendered in 2019/20.

	Balance at 1 July 2018	Income deferred in year	Released from prior years	Balance at 30 June 2019
	£	£	£	£
Deferred income	60,000	7,765	(18,686)	<b>49,079</b>

#### 10 Restricted funds

The income funds of the charity include restricted funds comprising the following balances of grants held on trust for the Charity's work. Restricted fund areas for 2019 comprised the following:

Development fund - supporting host recruitment, accommodation costs, salaries and project development

	Movement in funds			
	Balance at 1 July 2018	Incoming resources	Resources expended	Balance at 30 June 2019
	£	£	£	£
Development fund	3,885	117,560	(117,012)	<b>4,433</b>
	<u>3,885</u>	<u>117,560</u>	<u>(117,012)</u>	<u><b>4,433</b></u>

#### 11 Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Fund balances at 30 June 2019 are represented by:			
Tangible fixed assets	588	0	<b>588</b>
Current assets	113,468	53,512	<b>166,980</b>
Creditors: amounts falling due within one year	(34,565)	(49,079)	<b>(83,644)</b>
	<u>79,491</u>	<u>4,433</u>	<u><b>83,924</b></u>



# SUSSEX NIGHTSTOP PLUS LIMITED

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 30 JUNE 2019

#### 12 Statement of Financial Activities for the year ended 30 June 2018

For the purposes of providing comparatives of the restricted and unrestricted funds for the previous year a copy of the 2018 Statement of Financial Activities is set out as below:

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018 £
<b><u>Incoming resources from generated funds</u></b>				
Donations and grants	2	48,182	102,649	150,831
Investment income	3	14	0	14
<b>Total incoming resources</b>		<b>48,196</b>	<b>102,649</b>	<b>150,845</b>
<b><u>Resources expended</u></b>				
<b>Charitable activities</b>				
Costs of providing accommodation and travel		9,699	94,746	104,445
Support costs		8,625	2,518	11,143
Governance costs		1,266	1,500	2,766
<b>Total resources expended</b>	4	<b>19,590</b>	<b>98,764</b>	<b>118,354</b>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>28,606</b>	<b>3,885</b>	<b>32,491</b>
Fund balances at 1 July 2017		65,162	0	65,162
<b>Fund balances at 30 June 2018</b>		<b>93,768</b>	<b>3,885</b>	<b>97,653</b>

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

All income and expenditure derive from continuing activities.

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