

# **Hope Housing (Bradford) LTD**

Charity number 1132349

A company limited by guarantee number 6911577

## **Annual Report and Financial Statements for the year ended 31 May 2018**



West Yorkshire Community Accounting Service

# **Hope Housing (Bradford) LTD**

## **Annual Report and Financial Statements for the year ended 31 May 2018**

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**Prepared by West Yorkshire Community Accounting Service**

# Hope Housing (Bradford) LTD

## Trustees' report for the year ended 31 May 2018

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
James Clayton	Chair	
June Dennis		Resigned February 2018
Hannah Stickland		
John Playle		Appointed August 2017
Lara Oyedele		Appointed January 2018
Priya Patel		Appointed February 2018
Helen Shew		Appointed January 2019
<b>Charity number</b>	1132349	Registered in England and Wales
<b>Company number</b>	6911577	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
Millside House	The Co-operative bank	
131 Grattan Road	6 Tyrrel Street	
Bradford	Bradford	
BD1 2HS	BD1 1RJ	

### Independent examiner

Simon Bostrom FCIE

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a company limited by guarantee and was formed on 20 May 2009. It is governed by a memorandum and articles of association as amended by special resolution on 18 October 2010. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

### Method of recruitment and appointment of trustees

The members of the charity may by ordinary resolution appoint a person who is willing to act as a trustee. Appointments to the board must always be made such that a majority of members will hold a Christian faith.

### Objectives and activities

#### The charity's objects

To reduce homelessness in such ways as maybe thought fit within the context of Christian values and practice, based on the biblical mandate to love our neighbour as ourselves;  
To support, advise and accommodate the homeless and inadequately housed in partnership with local churches and other organisations and individuals as the trustees from time to time may think fit;  
To fulfil other purposes which are exclusively charitable according to the law of England and Wales that are connected with the charitable work of the charity;

# Hope Housing (Bradford) LTD

## Trustees' report (continued) for the year ended 31 May 2018

### The charity's main activities

Our work with people experiencing homelessness in Bradford has continued to comprise a range of activities as follows:

Providing advice, support and advocacy for people experiencing, or at risk of experiencing, homelessness including those who are destitute (having no recourse to benefits and other public funds) .

Providing supported accommodation for those who are homeless through our supported tenancies in our 8 properties across Bradford and also through our hosting scheme.

Providing recovery focussed support for those clients who are homeless and also experiencing substance misuse and mental and physical health problems.

Developing and working with a wide range of partnerships with statutory and voluntary services and churches to support our clients.

Providing opportunities and training for volunteers to enable them to contribute to support of our clients.

We continue to receive referrals from hostels, police, Bradford day shelter providers, drug and alcohol services, outreach and probation workers. We believe it is a great privilege to help people experiencing homelessness by providing hope where they often feel there is no hope. We are extremely well respected across the Bradford District and have an excellent track record of effective delivery and partnership working.

### Public benefit statement

The trustees confirm that they have complied with their duty in section 4 of the 2006 Charities Act to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

### Achievements and performance

At the start of this (2018) financial year a review led us to redesign our programme, including ending a council contract to deliver Bradford's emergency 'No Second Night Out' (NSNO) Hostel at Discovery House. This was because the contract was no longer covering the costs of delivery. As part of this change, we significantly reduced our paid-staff-team and increased our investment in volunteer recruitment, training and support. This was a difficult time for the charity particularly as our CEO was made redundant and charity staff at 'No Second Night Out' hostel were TUPE'd to Developing Initiatives Supporting Communities (DISC) charity, now known as Humankind charity. Although a difficult time, we were pleased that the NSNO service at Discovery House continued for our clients and that we were able to still support clients through our Supported Tenancy Scheme.

After the start of the year's difficulties it was good news to finally get our Housing Benefit Exempt Accommodation rents agreed by Bradford Council (including a considerable amount of backdated payments), as well as some other one-off funding bids. We were subsequently able to employ an Admin Worker and another Housing Support/Recovery Worker. We are also pleased that Hope Housing continues to be part of the Cold Weather Provision (CWP) which has provided emergency accommodation when the weather has been freezing in Bradford.

#### Case Study: Jim

We received a referral for Jim from his Probation Worker as he was at the time sleeping rough in Bradford City Centre. Jim had served a prison term for violence associated to alcoholism. Our keyworker was able to ensure that Jim attended regular recovery group meetings to help manage his addiction. One of our befriending volunteers was introduced to Jim; they established a positive bond which boosted his confidence and helped his reintegration. Our staff were also able to signpost him to appropriate training which led to him gaining paid work within three months of his initial contact with Hope Housing. Jim is now drug and alcohol free and is living in permanent accommodation.

## Hope Housing (Bradford) LTD

### Trustees' report (continued) for the year ended 31 May 2018

#### Achievements and performance continued



*A vulnerable lady had been sleeping here for over six months. She moved into our female house and now has her own place.*

Over the last year Hope Housing accommodated 64 clients with 30 of them living in our supported housing. Our clients have been assisted with food parcels, provided with recovery support, helped to get out of destitution, navigation through the asylum process, connected with befrienders to integrate them back into the community, guided back into work and encouraged and helped to access mental and physical health services.

In October 2017 we successfully opened our first dedicated female house with two bed spaces enabling us to specifically support vulnerable homeless women back into housing.



*A lady in our new female house*

# **Hope Housing (Bradford) LTD**

## **Trustees' report (continued) for the year ended 31 May 2018**

### **Achievements and performance continued**

2018 saw the launch of our new wellbeing 'One Step at a Time' trips for residents. Our clients assisted with coordinating the events and preparing the lunch for our first trip, a great day out at Shibden Hall museum and park.

It was with sadness that we attended funerals for three of our clients, and we continue to work to prevent the harsh realities for our homeless clients presenting with multiple complex needs. As a charity, we had the privilege to speak to European leaders at a conference in Brussels about the treatment of homeless EEA migrants in the UK. It was a good opportunity to highlight their needs and advocate for better treatment.

We ended the year in a more secure financial position than at the start and our numbers reflect the longer-term support we are providing to support clients. We are particularly grateful to our ongoing individual and organisational donors. In this financial year we were grateful to receive funding grants from The Message Trust, Green Pastures, West Yorkshire Police Safer Communities Fund and The Lottery 'Awards for All'. We were very much assisted and supported in our grant application processes by Futurekraft (a Bradford-based Christian organisation) to whom we are really grateful. We pray that God will continue to provide for us through our donors and funders to enable us to continue and expand our vital work in Bradford.

### **Financial review**

The net income for the year was £14,445, including net income of £628 on unrestricted funds and net income of £13,817 on restricted funds.

### **Reserves policy**

The Trustees have established as a matter of policy that the aim of the charity is to have reserves that represent three months operating costs of the charity.

Budgeted expenditure for the year to 31 May 2018 is £125,132 which would require a minimum reserve of £31,283.

The charity's free reserves, excluding fixed assets, at the year end were £35,234.

# Hope Housing (Bradford) LTD

## Trustees' report (continued) for the year ended 31 May 2018

### Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed..... (Trustee)

Name.....

Date.....

## **Hope Housing (Bradford) LTD**

### **Independent examiner's report to the trustees of Hope Housing (Bradford) LTD**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 May 2018, which are set out on pages 8 to 14.

#### **Responsibilities and basis of report**

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

Having satisfied myself that the accounts of the charitable company 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 your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts 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 accounts 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 accounts to be reached.

Signed: ..... Name: Simon Bostrom

Relevant professional qualification or body: FCIE

Date: .....

#### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Hope Housing (Bradford) LTD**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 May 2018**

	Notes	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
<b>Income from:</b>					
Grants, contracts and donations	(2)	68,414	16,449	84,863	252,279
Rent and service charges		43,778	-	43,778	53,173
Other income		372	-	372	1,400
Bank interest		1	-	1	13
<b>Total income</b>		<b>112,565</b>	<b>16,449</b>	<b>129,014</b>	<b>306,865</b>
<b>Expenditure on:</b>					
Salaries NI and pensions	(3)	49,334	2,632	51,966	240,254
Staff travel		704	-	704	2,680
Volunteer expenses		1,256	-	1,256	347
Training		452	-	452	151
Premises costs for clients		44,444	-	44,444	52,256
Office and administration		1,811	-	1,811	2,099
Phone and postage		2,373	-	2,373	4,539
Insurance		737	-	737	1,634
Payroll and HIR		794	-	794	1,964
Legal and professional		6,779	-	6,779	1,360
Office rent		783	-	783	485
Repairs and renewals		1,570	-	1,570	60
Independent examination		900	-	900	1,020
<b>Total expenditure</b>		<b>111,937</b>	<b>2,632</b>	<b>114,569</b>	<b>308,849</b>
<b>Net income / (expenditure)</b>		<b>628</b>	<b>13,817</b>	<b>14,445</b>	<b>(1,984)</b>
<b>Fund balances brought forward</b>		<b>34,606</b>	<b>2,063</b>	<b>36,669</b>	<b>38,653</b>
<b>Fund balances carried forward</b>	(4)	<b>35,234</b>	<b>15,880</b>	<b>51,114</b>	<b>36,669</b>

All incoming resources and resources expended derive from continuing activities.

# Hope Housing (Bradford) LTD

## Balance sheet

as at 31 May 2018

	2018	2018	2018	2017
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(5) 14,899	-	14,899	31,215
Cash at bank and in hand	21,569	15,880	37,449	10,238
<b>Total current assets</b>	<u>36,468</u>	<u>15,880</u>	<u>52,348</u>	<u>41,453</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(6) 1,234	-	1,234	4,784
<b>Total current liabilities</b>	<u>1,234</u>	<u>-</u>	<u>1,234</u>	<u>4,784</u>
<b>Net current assets / (liabilities)</b>	<u>35,234</u>	<u>15,880</u>	<u>51,114</u>	<u>36,669</u>
<b>Net assets</b>	<u>35,234</u>	<u>15,880</u>	<u>51,114</u>	<u>36,669</u>
<b>Funds</b>				
Unrestricted funds	35,234	-	35,234	34,606
Restricted funds	-	15,880	15,880	2,063
<b>Total funds</b>	<u>35,234</u>	<u>15,880</u>	<u>51,114</u>	<u>36,669</u>

For the year ending 31 May 2018 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2015).

The financial statements were approved by the board of trustees on

Date: .....

Signed: .....

(Trustee)

Name .....

# **Hope Housing (Bradford) LTD**

## **Notes to the accounts**

### **for the year ended 31 May 2018**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

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

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

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives.

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

**Hope Housing (Bradford) LTD**  
**Notes to the accounts**  
**for the year ended 31 May 2018**

**1 Accounting policies continued**

**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.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

# Hope Housing (Bradford) LTD

## Notes to the accounts continued

### for the year ended 31 May 2018

2 Grants, contracts and donations	2018	2018	2018	2017
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
DISC Ltd	20,096	-	20,096	128,215
Green Pastures	500	-	500	-
Lottery Awards Grant	-	9,999	9,999	-
Safer Communities Fund WYPCC	-	5,000	5,000	-
Vicars Relief Fund (St Martins in the Fields)	892	-	892	-
ACTS 435	-	1,450	1,450	-
Henry Smith Charity	-	-	-	27,000
Lloyds TSB Foundation	-	-	-	25,000
The Tudor Trust	-	-	-	20,000
Wellsprings Together	-	-	-	12,000
Donations	46,926	-	46,926	40,064
	<u>68,414</u>	<u>16,449</u>	<u>84,863</u>	<u>252,279</u>

3 Staff costs and numbers	2018	2017
	£	£
Gross salaries	50,998	227,204
Social security costs	1,146	12,632
Employment allowance	(984)	(3,000)
Pensions	806	3,418
	<u>51,966</u>	<u>240,254</u>

The average number employees during the year was 5, being an average of 2.3 full time equivalent (2017: 17, 10 FTE).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2018	2017
	£	£
Costs of the scheme to the charity for the year	806	3,418
Amount of any contributions outstanding at the year end	-	645

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Safer Communities Fund	-	5,000	-	-	5,000
Awards for All	-	9,999	-	-	9,999
ACTS 435	-	1,450	569	-	881
Wellsprings Together	2,063	-	2,063	-	-
	<u>2,063</u>	<u>16,449</u>	<u>2,632</u>	<u>-</u>	<u>15,880</u>

Fund name	Purpose of restriction
Safer Communities Fund	Towards staffing and volunteer costs
Awards for All	Towards staffing and volunteer costs
ACTS 435	Towards client support costs
Wellsprings Together	Towards salary costs for the Pathways out of Homelessness Worker

**Hope Housing (Bradford) LTD**  
**Notes to the accounts continued**  
**for the year ended 31 May 2018**

<b>5 Debtors and prepayments</b>	2018	2017
	£	£
Debtors	14,899	30,806
Prepayments	-	409
	<u>14,899</u>	<u>31,215</u>

<b>6 Creditors and accruals</b>	2018	2017
	£	£
Creditors	-	2,472
Accruals	1,234	2,312
	<u>1,234</u>	<u>4,784</u>

**7 Trustee expenses**

No trustee was paid expenses during the year (previous year: 1 trustees and £250 in respect of travel).

**8 Related party transactions**

**Key management personnel**

The key management personnel of the charity comprises the Chief Officer only. The total employee benefits of the key management personnel of the charity were £2,784 (2017: £29,514).

There were no other related party transactions during this year or the previous year.

**9 Operating leases**

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

	Properties for beneficiaries
	£
Within one year	10,671
In the second to fifth years inclusive	2,349
Over five years from the balance sheet date	-
	<u>13,020</u>

## Hope Housing (Bradford) LTD

### Statement of Financial Activities including comparatives for all funds

(including summary income and expenditure account)

for the year ended 31 May 2018

	2018 Unrestricted funds £	2017 Unrestricted funds £	2018 Restricted funds £	2017 Restricted funds £	2018 Total funds £	2017 Total funds £
<b>Income</b>						
Grants, contracts and donations	68,414	168,279	16,449	84,000	84,863	252,279
Rent and service charges	43,778	53,173	-	-	43,778	53,173
Other income	372	1,400	-	-	372	1,400
Bank interest	1	13	-	-	1	13
<b>Total income</b>	<b>112,565</b>	<b>222,865</b>	<b>16,449</b>	<b>84,000</b>	<b>129,014</b>	<b>306,865</b>
<b>Expenditure</b>						
Salaries NI and pensions	49,334	130,082	2,632	110,172	51,966	240,254
Staff travel	704	2,680	-	-	704	2,680
Volunteer expenses	1,256	347	-	-	1,256	347
Training	452	151	-	-	452	151
Premises costs for clients	44,444	52,256	-	-	44,444	52,256
Office and administration	1,811	2,099	-	-	1,811	2,099
Phone and postage	2,373	4,539	-	-	2,373	4,539
Insurance	737	1,634	-	-	737	1,634
Payroll and HIR	794	1,964	-	-	794	1,964
Legal and professional	6,779	1,360	-	-	6,779	1,360
Office rent	783	485	-	-	783	485
Repairs and renewals	1,570	60	-	-	1,570	60
Independent examination	900	1,020	-	-	900	1,020
<b>Total expenditure</b>	<b>111,937</b>	<b>198,677</b>	<b>2,632</b>	<b>110,172</b>	<b>114,569</b>	<b>308,849</b>
<b>Net income / (expenditure)</b>	<b>628</b>	<b>24,188</b>	<b>13,817</b>	<b>(26,172)</b>	<b>14,445</b>	<b>(1,984)</b>
<b>Fund balances brought forward</b>	<b>34,606</b>	<b>10,418</b>	<b>2,063</b>	<b>28,235</b>	<b>36,669</b>	<b>38,653</b>
<b>Fund balances carried forward</b>	<b>35,234</b>	<b>34,606</b>	<b>15,880</b>	<b>2,063</b>	<b>51,114</b>	<b>36,669</b>