# FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD

# Report and Accounts

year ended: 31 March 2021

**Subject to Independent Examination**

**FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD**

**REPORT OF THE DIRECTORS**

**FOR THE YEAR ENDED 31 MARCH 2021**

The Directors have pleasure in submitting the Report and Accounts for the year.

**Objects of the charity**

The Trust seeks to demonstrate the Christian faith in action by relieving poverty among homeless persons and rough sleepers living in Waltham Forest who are in conditions of need, hardship and distress by reason of their social and economic circumstances, in particular but not exclusively by deploying human and material resources to provide appropriate relief to such persons.

**Governance**

The charity is a Company limited by guarantee. The policy and operating decisions of the charity rest with the Trustees who meet regularly to monitor the activities of the Company. This includes recruitment of new trustees, who must be practising Christians. At any one time there must be a minimum of four trustees and no more than seven.

The Trustees form the management group for the Night Shelter. Participating Churches appoint volunteer coordinators who meet with the Trustees to help organise the running of the Night Shelter.

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The Trustees recruit paid staff to support the work of the Night Shelter. This year these included one full-time Caseworker on permanent contract, one full-time caseworker on a fixed term contract, two Overnight project workers on part-time, fixed term contracts and one assistant caseworker on part-time fixed-term contract.

**Review of Activities**

In planning the activities the Directors have had regard to the guidance on public benefit last updated by the Charity Commission in September 2014.

FCENS provides emergency accommodation to rough sleepers and homeless persons in Waltham Forest during thevwinter. In the Winter of 2020/21 due to the Covid-19 pandemic we provided this through a partnership with the Cranbrook Hotel, Ilford. We worked in collaboration with local churches to provide three meals a day for the guests during their stay in the shelter. In addition we offer ongoing casework support for every guest helping them with a move on plan to find more permanent accommodation as well as assisting them with any support needs such as mental health, substance dependency, immigration status and pastoral support.

FCENS helps to bring about a transformation in the lives of those we encounter, seeking to work with local agencies and the local authority to improve the plight of those who are homeless or sleeping rough. The shelter opens for five months from 1 November to 31 March each year.

**Outcomes**

We opened in November 2020 until March 2021 and we took over one of the annexes of the Hotel which, as a self-contained building, meant we were able to provide 15 hotel rooms with en-suite facilities for guests as well as provide a space for meeting and for our staff to work from.

Throughout the Shelter period we had 55 referrals from various organisations. These included Waltham Forest Council, Chingford Probation, NELFT Mental Health, CRISIS, Single Homeless Project (SHP), the triage hub in Hackney, The Metropolitan Police and a few self-referrals. Of the 55 referrals, 49 were men and 6 women who stayed at the Shelter.

Thanks to the hard work of our Caseworkers we managed to House 30 of our guests who were referred to us. 15 guests went into Private accommodation, 11 guests went to Hostels -YMCA, Leabridge Hostel and other Hostels. 3 guests are currently in Temporary Accommodation under Waltham Forest Council and 1 individual was re-united with his parents. Of the remaining referrals a number failed to turn up, a few were asked to leave due to non-compliance of rules, 3 left of their own accord and 2 refused the offer of help.

Whilst the season officially ended on 31st March, thanks to some funding by Housing Justice, we provided a further 4 weeks' accommodation for 6 guests in order to finalise their move-on plans their accommodation and we are also working with 3 who have no recourse to public funds

**Safeguarding**
Along with all the other organisations that serve in the community, the Trustees recognised the absolute necessity of ensuring the protection and safety of all those the charity serves. All of our key personnel who are in close contact with our vulnerable clientele have to obtain clearance from the Disclosure and Barring Service.

## Funding and Support

FCENS was able to raise funds for its operation from a number of Trusts and Foundations, including:
£62,288 from National Lottery Community Fund
£20,000 from Postcode Neighbourhood Trust
£12,100 from London Borough of Waltham Forest
£10,799 from the Parish of St Mary, Wanstead
£10,000 from London-over-the border fund.
We thank them and all our funders for their support.

We would also like to thank the local churches, volunteers and all who have supported FCENS during the past year

**Volunteers**
Whilst this year we had to operate very differently, we were also able to utilise volunteers to provide hot meals and breakfast for every guest.

**Financial Review**
A summary of the year's results can be found on page 6 of this report and accounts. During 2020/2021 the total incoming resources amounted to £146,868 (2019/20 £84,417). All was received by way of donations and grants. Resources expended totalled £141,902 (2019/20 £64,990) being mostly being expenditure on serving our homeless guests. Expenditure on governance totalled £698 (2019/20 £194).

A major new item of expenditure for 2020-21 was £58,630 spent on hotel accommodation arising from our partnership with Cranbrook hotel. Staff costs also increased substantially from £51,346 in 2019/20 to £69,994 in 2020/21. This was an increase of £18,648 or 36%. This was due to the employment of an additional caseworker to increase our efforts to find lasting solutions for our guests and to porvide day-time support at the hotel. These additional costs a result of the Covid-19 pandemic causing a change in the way we help our clientele. They were funded from a greatly increased level of grants, notable £62,288 from National Lottery Community Fund.

**Reserves Policy**
The Board of Directors have established a policy whereby free reserves held by the charity should be maintained at a level of at least £2,000.

**Risk Statement**
The Directors have reviewed the risks to which a small charity operating with few employees is exposed. Appropriate procedures are in place to identify, monitor and review these risks on a regular basis.

**Directors' Responsibilities**
Charity law requires us as Directors to prepare financial statements for each accounting year which give a true and fair view of the state of the charity and of its income and expenditure for the year. We are required to:

1. Select suitable accounting policies and apply them consistently.
2. Make judgements and estimates that are reasonable and prudent.
3. State whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.
4. Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

We are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable us to ensure that the financial statements comply with the Companies Act 2006.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

**Approval**
This report was approved by the Directors on 21st September 2021 and signed on their behalf by:



Reverend David Britton
Chair of Trustees

29th September 2021

## FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD

## FOR THE YEAR ENDED 31 MARCH 2021

### Statement of Financial Activities incorporating Income and Expenditure Account

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2021 £ | Total Funds 2020 £ |
|---|---|---|---|---|---|
| **Income from:** | | | | | |
| Donations and legacies | 3 | 43,580 | 103,288 | 146,868 | 84,417 |
| Total Income and Endowments | | 43,580 | 103,288 | 146,868 | 84,417 |
| **Expenditure on** | | | | | |
| Raising funds | 4a | 98 | - | 98 | 187 |
| Charitable activities | 4b,4c | 16,376 | 124,529 | 140,906 | 64,409 |
| Other | 4d | 898 | - | 898 | 394 |
| Total Expenditure | | 17,372 | 124,529 | 141,902 | 64,990 |
| **Net Income/(Expenditure) for the Year** | | **26,207.08** | **(21,241)** | **4,966** | **19,428** |
| Fund balances at 1 April 2020 | 9 | 43,110 | 26,771 | 69,881 | 50,453 |
| **Fund balances at 31 March 2021** | | 69,317 | 5,530 | 74,847 | 69,881 |

The charity does not have any endowment funds

Movements on reserves and all recognised gains and losses are shown above.

The notes on pages 10 - 12 form part of these accounts.

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## BALANCE SHEET

## AS AT 31 MARCH 2021

| | Note | Unrestricted Funds | Restricted Funds | 2021 | 2020 |
|---|---|---|---|---|---|
| | | £ | £ | £ | £ |
| **CURRENT ASSETS** | | | | | |
| Debtors | 6 | - | - | - | 410 |
| Cash at bank | 7 | 71,326 | 5,530 | 76,855 | 70,640 |
| | | 71,326 | 5,530 | 76,855 | 71,050 |
| **CURRENT LIABILITIES** | | | | | |
| Liabilities falling due within one year | 8 | 2,009 | - | 2,009 | 1,170 |
| Net Current Assets | | 69,317 | 5,530 | 74,847 | 69,881 |
| **NET ASSETS** | | 69,317 | 5,530 | 74,847 | 69,881 |
| **FUND BALANCES** | | | | | |
| Unrestricted funds | | | | | |
| General Funds | | 69,317 | - | 69,317 | 43,110 |
| Restricted Funds | 9 | - | 5,530 | 5,530 | 26,771 |
| | | 69,317 | 5,530 | 74,847 | 69,881 |

*For the year ended 31 March 2021, the company was entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.*

*Responsibilities of directors/trustees:*

a. *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 of the Companies Act - however, in accordance with Section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report forms part of this document.*

b. *The directors/trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.*

c. *These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.*

Company number: 07904107 Charity number: 1148362

The notes on pages 10 - 12 form part of these accounts.

**FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31 MARCH 2021**

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| ***Net income for the year (as per the Statement of Financial Activities page 7)*** | 4,966 | 19,428 |
| **Adjustments for:** | | |
| (increase)/decrease in debtors | 410 | (242) |
| increase/(decrease) in creditors | 839 | (410) |
| *Net cash provided by operating activities* | 6,215 | 18,776 |
| Cash at the beginning of the financial year | 70,640 | 51,864 |
| **Cash at the end of the financial year** | 76,855 | 70,640 |

All cash is held in a bank account with immediate access

The notes on pages 10 - 12 form part of these accounts.

**FOREST CHURCHES EMERGENCY NIGHT SHELTER (FCENS) LTD**

**FOR THE YEAR ENDED 31 MARCH 2021**

## 1 Accounting Policies

The accounts have been prepared under the historic cost convention, in accordance with applicable accounting standards, the Companies Act 2006 and the Charities Act 2011. They follow the Statement of Recommended Practice: Accounting and Reporting by Charities 2015 and Financial Reporting Standard (FRS)102. The following are the accounting policies which have been applied in dealing with material items:-

a) Donated and grant income:
Donated income and grants receivable are taken into account when received by the charity. Income received in circumstances where a claim for repayment of tax has been or will be made to HM Revenue & Customs is grossed up for the tax recoverable. Any amount of tax reclaimed from HM Revenue & Customs but not yet received is shown within the charity's debtors.

b) Expenditure:
Expenditure is recognised when there is a contractual obligation to make payment or when payment is actually made, whichever is the sooner.

c) Funds:
Unrestricted funds are donations and other income received or generated for the objects of the charity without specified purpose and are available for purposes as directed by the trustees. Restricted funds are amounts received where the donor has specified the purpose for which it

d) Taxation
The company is a registered charity and is exempt from taxation under the Income & Corporation Taxes Acts.

## 2 Public Benefit

The charity is a public benefit entity which seeks to support local homeless people.

## 3 Voluntary income

| | Unrestricted Funds | Restricted Funds | Total 2021 | Total 2020 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| National Lottery Community Fund | - | 62,288 | 62,288 | - |
| Postcode Neighbourhood Trust | - | 20,000 | 20,000 | - |
| London Borough of Waltham Forest | 1,100 | 11,000 | 12,100 | - |
| St Mary's, Wanstead | 10,799 | - | 10,799 | - |
| London Over the Border | - | 10,000 | 10,000 | 10,000 |
| Claire Donaldson | 5,010 | - | 5,010 | - |
| St Johns BH Gift | 4,000 | - | 4,000 | - |
| Forest Choir | 2,571 | - | 2,571 | - |
| Cornerstone Church | 2,000 | - | 2,000 | 2,000 |
| Charities Trust | - | - | - | 22,354 |
| Pret Foundation Trust | - | - | - | 16,500 |
| Housing Justice | - | - | - | 13,500 |
| All Saints Church, Highams Park | - | - | - | 2,192 |
| General donations | 15,912 | - | 15,912 | 15,839 |
| Tax recoverable | 2,187 | - | 2,187 | 2,033 |
| | 43,580 | 103,288 | 146,868 | 84,417 |

## 4 Resources Expended

| | | Unrestricted Funds | Restricted Funds | Total 2021 | Total 2020 |
|---|---|---|---|---|---|
| | | £ | £ | £ | £ |
| **a** | **Fundraising costs** | 98 | - | 98 | 187 |
| **b** | **Direct Charitable Costs** | | | | |
| | Gross pay | 7,957.65 | 59,178 | 67,136 | 49,150 |
| | Employers NIC | 1,532.79 | - | 1,533 | 996 |
| | Employers Pension Contribution | 1,325.49 | - | 1,325 | 1,200 |
| | Equipment & Laundry | 25.00 | - | 25 | 1,460 |
| | Hotal Accommodation | - | 58,630 | 58,630 | - |
| | Moving on costs | - | 3,300 | 3,300 | - |
| | Healthcare | - | - | - | - |
| | | 10,841 | 121,108 | 131,949 | 52,806 |
| **c** | **Support & Administration** | £ | £ | £ | £ |
| | Payroll | 657.80 | - | 658 | 624 |
| | Office Rental | 1,000 | - | 1,000 | 3,000 |
| | Consumable items | 91 | 2,761 | 2,852 | 2,635 |
| | Staff Training & Development | 300 | - | 300 | 85 |
| | Insurance | 1,172 | - | 1,172 | 1,177 |
| | Support costs | 2,315 | 660 | 2,975 | 4,082 |
| | | 5,535 | 3,421 | 8,957 | 11,603 |
| | **Combined charitable activity cost** | 16,376 | 124,529 | 140,906 | 64,409 |

| | | Institutions | Individuals | 2021 | 2020 |
|---|---|---|---|---|---|
| **d** | **Governance** | | | | |
| | Governance (subscriptions to other bodies) | 698 | - | 698 | 194 |
| | Independent Examination | 200 | - | 200 | 200 |
| | | 898 | - | 898 | 394 |

## 5 Staff & Trustees

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Gross wages, salaries & benefits in kind | 67,136 | 49,150 |
| Employer's National Insurance costs | 1,533 | 996 |
| Pension costs | 1,325 | 1,200 |
| Total staff costs | 69,994 | 51,346 |

* During the year the charity employed 5 staff, amounting to 3.5 full time equivalents. Its activities are generally carried out by volunteers.
* No staff received salaries at a rate of more than £60,000 per annum.
* Pension costs relate to a defined contribution scheme. Costs are apportioned between restricted and unrestricted funds in line with the allocation of gross pay of individual staff members.
* No remuneration was paid to any trustee during the year nor to any person connected to them.
* Corinna Creasy was reimbursed £4,614 for items she purchased. No other trustee received reimbursed expenses.

| | | | |
|---|---|---|---|
| **6** | **Current assets** | £ | £ |
| | Other Debtors | - | 410 |
| | | - | 410 |
| **7** | **Cash at Bank and in Hand** | | |
| | Bank operating accounts | 76,855 | 70,640 |
| **8** | **Liabilities falling due within one year** | | |
| | Trade Creditors | 1,465 | 675 |
| | Accruals | 544 | 495 |
| | | 2,009 | 1,170 |

**9 Funds**

The General Fund is an unrestricted fund designated by the Trustees to allow for future expenditure on general activities of the charity.

The restricted funds (Grants) represent amounts received for specific purposes and the movements in the year are as follows:

| To fund:- | Openir alanc | Incoming resources | Outgoing resources | Transfers in the year | Closing balance |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| provision of a caseworker | ### | - | (9,456) | - | - |
| winter casework | ### | - | (5,166) | - | - |
| provision of night-awake staff | ### | - | (2,779) | - | - |
| summer project | - | 10,000 | (10,000) | - | - |
| IT and data management | 703 | - | - | - | 703 |
| additional support for guests | ### | - | (3,840) | - | 4,826 |
| Additional costs due to Covid-19 | - | 93,288 | (93,288) | - | - |
| | ### | 103,288 | (124,529) | - | 5,530 |

**10 Donated Facilities and services**

The charity makes considerable use of volunteers who devote their time for nothing and also provide food for guests. It is not considered feasible to place a monetary value on this and therefore it is not included in the accounts.

**11 Going Concern**

The charity's expenditure remains stable and for the last 3 years it has generated sufficient income each year to cover its annual expenditure. It holds reserves sufficient to cover over 6 months' expenditure and over 90% of its reserves are in the form of cash.

In 2020/21 Covid restrictions have required the charity to provide Covid secure accommodation for its guests. The additional costs have been met from a Covid grant secured from the National Lottery. The charity therefore remains financially viable.

There are no material uncertainties about the charity's ability to continue. The trustees therefore consider the charity is a going concern and the accounts have been prepared on that basis.

**12 Members**

Each member of the company commits to contribute if the charity is wound up an amount of £10.