

Charity Registration No. 1000515

Company Registration No. 02516047 (England and Wales)

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Andrew McNeill Frazer Robson Jane Taylor Robert Eglinton Patricia Hobbs David Fawcett Andrew Morley Kaseem Chaudry Junaid Rafiq Vindhani	(Appointed 24 June 2020) (Appointed 24 June 2020)
Secretary	David Brazier	
Charity number	1000515	
Company number	02516047	
Principal address	13 Welford Road Leicester LE2 7AD	
Registered office	13 Welford Road Leicester LE2 7AD	
Independent examiner	David T Mayfield Mayfield & Co (Accountants) Ltd 2 Merus Court Meridian Business Park Leicester LE19 1RJ	
Bankers	HSBC Bank 2 TO 6 Gallowtree Gate Leicester LE1 1DA	
Solicitors	Knights Plc 34 Pocklingtons Walk Leicester LE1 6BU	

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

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SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their annual report and financial statements for the year ended 31 March 2021.

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 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)

Objectives and activities

The objects of the charity, principal activities and organisation of our work:

The objects of SHARP are as follows:

- a. To prevent and relieve hardship and distress among persons who are homeless and/or living in adverse housing conditions.
- b. To promote research about housing conditions, housing problems and the circumstances of persons who are homeless and/or living in adverse housing conditions, and the dissemination of the useful results of such research.
- c. As long as Shelter (National Campaign for the Homeless) remains established for charitable purposes under the Law of England and Wales, to advance, support and promote the charitable work thereof.
- d. Generally to advance education, relieve poverty and further other charitable purposes beneficial to the community.

SHARP's vision is that every person will have a decent, safe and affordable place to live.

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

Achievements and performance

2020/21 was an exceptional year. The Coronavirus Pandemic resulted in a national 'Lockdown' that started in March 2020. In Leicester, this lockdown continued unabated throughout most of the year. In order to protect our clients and our staff, face to face contact with members of the public was dramatically curtailed. However SHARP remained continuously up and running throughout 2020/21. Help for our clients was delivered mostly over the phone, by email, and via social media. Despite this change in our principal method of service delivery the nature of the work we undertake remained similar to that done in previous years.

In working towards its objects SHARP undertakes three main types of activity.

First and foremost, we provide Housing Aid to people who are homeless or poorly housed. This includes the provision of information, advice, practical assistance, and advocacy to persons in need. This service is designed to prevent people from becoming homeless. If this is not possible, we aim to help people find another home.

Since October 2013 we have recorded and monitored this activity using a web-based casework management programme called "Advice-Pro". This programme has been designed by AdviceUK the national umbrella body for advice service providers of which SHARP is a member. It is regularly updated and is fully compliant with the requirements of the General Data Protection Regulations.

During the course of 2020/21 we provided this service to 418 new clients. In the previous year we were able to provide our service to 411 new clients. This small increase in the number of new clients we were able to help is a considerable achievement given the very extended 'lockdown' experienced in Leicester.

In September 2019, SHARP was subject to an external audit of our systems and procedures relating to advice service delivery. Subsequently we were very pleased to be awarded the Legal Aid Agency Specialist Quality Mark (SQM) for Housing Advice Services. We believe that we are one of only 2 Charities in Leicestershire that has the SQM for Housing.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Despite the Coronavirus Pandemic, new clients seen in 2020/21 continued to present a range of all too familiar Housing Problems. Such as Evictions; Homelessness; Overcrowding; Disrepair; Relationship Breakdown (including far too many instances of Domestic Violence); and all types of Housing Problem related to low income and ill-health. Notable in 2020/21 was a significantly higher prevalence of mental ill-health.

The case-studies below give just a brief glimpse into the kind of problems that some SHARP clients experience.

Case 1 – Ms Stibbe

An 18-year-old girl contacted SHARP. She is a vulnerable young person as her mother left the country when the client was still a child and had a bitter relationship with her father. The relationship became so difficult that before the first lockdown Ms Stibbe left her father's house and moved in with a friend, but as her friend had her own two children, Ms Stibbe was living and studying in overcrowded conditions. We contacted the Council to register client on the housing list and put her in the highest priority band. And when she was offered a property, we supported her with the first rent and some basic items, including a fridge and a bed, through applications to various charitable funds.

Case 2 – Mr Olusoga

A 30-year-old man originally from Africa. Mr Olusoga suffers from various health issues, including tuberculosis, and had been homeless for months. The Council had been ignoring his calls and requests for temporary accommodation. We kept contacting the Council several times a week until we got a successful outcome: Mr Olusoga has now been placed into a hotel room and no longer has to sleep in the streets, allowing him to focus on recovering his health.

Please note that in these case-studies the name of the client has been changed.

In 2020/21 SHARP continued to assist our clients to obtain small grants. These grants are used to prevent eviction or to secure a new place to live. Our work in this respect was expanded during the Pandemic by the provision of an additional fund of just over £5000 from the Ministry of Housing, Communities, and Local Government distributed to local charities such as SHARP via Homeless Link.

Secondly, SHARP provides free information about homelessness, housing conditions and the work of SHARP to members of the public. For example, we can give short presentations concerning homelessness to various church and community groups and offer training sessions to local agencies. This work has been restricted by the departure of our information officer some years ago and our lack of funds with which to employ a replacement member of staff, however, with the assistance of volunteers, SHARP has, for example, continued to provide up to date information about a wide variety of topics. Including lists of Hostels, Housing Associations, Private Rented Sector Landlords, and places where food can be obtained free of charge by homeless people.

Thirdly, SHARP has been funded by the National Lottery to develop a volunteer cohort, supporting people, many of whom are ex-service users to learn life and vocational skills. This has the dual benefits of increasing the volume of the work that SHARP can do, whilst simultaneously improving the confidence and employability of many of its ex-service users. The National Lottery funding for this programme recommenced in June 2019. Unfortunately during the year we were only able to provide two such placements due to lockdown restrictions arising as result of the Coronavirus Pandemic.

In October 2018, the Bishop of Leicester, the Right Reverend Martyn Snow, and Sir Peter Soulsby Leicester's City Mayor launched a Homelessness Charter for Leicester. The Charter brought together a wide range of local people & organisations determined to bring homelessness and in particular street homelessness in Leicester to an end. SHARP was one of the original signatories to the Charter and continues to try to progress its work.

SHARP, in addition to its volunteers, employs staff to provide the above services. In 2020/21 there were an average of five full-time equivalent paid staff. As of 31 March 2021 there were three full-time members of staff - Mara Forana, Amany Jabir, and Rebecca Toone. And three part-time members of staff - Deepa Bhogal, David Brazier, and Hope Gray.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

David Brazier is Executive Advisor to the SHARP Trustee Board and is Company Secretary.

The Trustee Board meets monthly to monitor the work of the project and to determine its overall policies. There are Sub-Committees for Fundraising and occasionally a sub-committee is formed for a specific purpose, e.g. recruitment of staff.

Public Benefit

We have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives, and in planning our future activities.

The charity believes it has provided a public benefit during the year through the areas outlined in the section of this Report headed Achievements and performance.

As, trustees we take our charitable role very seriously and the charity works hard to make sure that it provides charitable services that are socially inclusive.

Financial review

The Board of Trustees recognises we are continuing to operate in very challenging times with 'austerity' resulting in reductions of local authority expenditure of about 40%. These difficulties have been added to by the effects of the Coronavirus Pandemic that started in late 2019/20. These financial constraints impact significantly upon a charity such as ourselves who work with some of the most economically deprived members of society.

The statement of financial activities (on Page 6) shows a total income of £167,666 and expenditure of £153,585. This results in a surplus for the year of £14,081. We started the year with fund balances of £52,279 and the surplus for the year of £14,081 after all charitable activities had been financed leaves fund balances carried forward of £66,360. These are comprised of £37,904 in unrestricted funds and a further £28,456 in restricted funds.

For SHARP, from a purely financial perspective 2020/21 was a good year. The National Lottery Community Fund were able to award SHARP grant funding of £29,000 in addition to our previously awarded 5-year grant of £306,326. As a result we were able to employ an additional full-time caseworker specifically to respond to the needs arising as a result of the Coronavirus Pandemic. Furthermore the Ministry of Housing, Communities, and Local Government, the Lloyds Bank Foundation, Leicester City Council and the Charities Aid Foundation Resilience Fund all awarded grants to SHARP in consequence of the Pandemic.

Unfortunately, additional grants excepted the Coronavirus Pandemic had a detrimental effect upon both our fundraising and our donations including donations from our associated company the Leicester Social Economy Consortium Ltd. This type of income diminished from £46,489 in 2019/20 to only £20,333 in 2020/21. Although it should be noted that around Christmastime in 2020 the number of our regular donors and the amount they donated more than doubled albeit from a quite modest starting position.

Reserves Policy

The Trustees have given some thought as to what level of reserves is appropriate for a charity such as SHARP. The charity had closing reserves of £66,360 as at the 31 March 2021 an increase from the figure at the end of the previous year. As a result the Charity now has sufficient unrestricted funds to act as a contingency reserve equivalent to three month's expenditure, for use to cover the work of the charity in the event that other funding should cease. 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 whilst consideration is given to ways in which additional funds may be raised.

Risk Management

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management

The charity is constituted as a company limited by guarantee, number 02516047 and is therefore governed by its Memorandum and Articles of Association, as amended by special resolution dated 23rd August 1990. SHARP was initially established as a charitable trust in 1974 and was subsequently incorporated as a company limited by guarantee in 1990.

SHARP's vision is that every person will have a decent, safe and affordable place to live. We believe that a home is a basic human right that could and should be available to everyone.

The charity is organised so that Trustees meet regularly Ten times each year to manage its affairs. The paid staff, as directed by the Trustee Board, are responsible for the day-to-day administration of the charity and the delivery of its services.

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

Andrew McNeill	
Frazer Robson	
Denise O'Sullivan	(Resigned 24 June 2020)
Jane Taylor	
Robert Eglinton	
Patricia Hobbs	
David Fawcett	
Andrew Morley	
Kaseem Chaudry	(Appointed 24 June 2020)
Junaid Rafiq Vindhani	(Appointed 24 June 2020)

The Trustees/Directors are elected by majority vote at the Annual General Meeting. Their period of office ends at the following Annual General Meeting when they are eligible to stand for re-election.

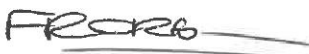
No Director/Trustee received any remuneration for services or expenses as a Director/ Trustee (2019 - £nil).

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Change of Name

The charity officially changed its name on the 5 March 2021 from Shelter Housing Aid and Research Project (Leicester) Ltd to Shelter Housing Advice and Research Project (Leicester) Ltd, by virtue of a written resolution.

The trustees report was approved by the Board of Trustees.



Frazer Robson

Trustee

Dated: 30 November 2021

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

I report to the trustees on my examination of the financial statements of Shelter Housing Advice and Research Project (Leicester) Ltd (the charity) for the year ended 31 March 2021.

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

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.



David T Mayfield

Mayfield & Co (Accountants) Ltd
2 Merus Court
Meridian Business Park
Leicester
LE19 1RJ

Dated: 30 November 2021

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
Income and endowments from:							
Donations and legacies	3	36,551	116,104	152,655	46,489	77,210	123,699
Raising funds	4	15,000	-	15,000	12,846	-	12,846
Investments	5	11	-	11	26	-	26
Other income	6	-	-	-	90	-	90
Total income		51,562	116,104	167,666	59,451	77,210	136,661
Expenditure on:							
Charitable activities	7	40,420	113,165	153,585	59,890	52,043	111,933
Net income for the year/ Net movement in funds		11,142	2,939	14,081	(439)	25,167	24,728
Fund balances at 1 April 2020		26,762	25,517	52,279	27,201	350	27,551
Fund balances at 31 March 2021		37,904	28,456	66,360	26,762	25,517	52,279

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.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Debtors	11	84,451		83,987	
Cash at bank and in hand		37,577		25,668	
		<u>122,028</u>		<u>109,655</u>	
Creditors: amounts falling due within one year	12	<u>(5,668)</u>		<u>(7,376)</u>	
Net current assets			116,360		102,279
Creditors: amounts falling due after more than one year	13		(50,000)		(50,000)
Net assets			<u>66,360</u>		<u>52,279</u>
Income funds					
Restricted funds	15		28,456		25,517
Unrestricted funds - general			37,904		26,762
			<u>66,360</u>		<u>52,279</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 31 March 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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 30 November 2021


Andrew Morley
Trustee

Company Registration No. 02516047

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Shelter Housing Advice and Research Project (Leicester) Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 13 Welford Road, Leicester, LE2 7AD.

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 charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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 financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, 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 financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

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.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

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

1.6 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. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measures at their settlement value with the exception of bank loans, which are 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.

1.8 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.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.9 Retirement benefits

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

1.10 Equipment, fixtures and fittings

Expenditure on equipment, fixtures and fittings is written off against grant income in the year in which expenditure is incurred.

1.11 Fund accounting

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

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

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.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Donations and legacies

	Unrestricted funds general	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Donations and legacies	20,333	-	20,333	46,489
Grants receivable	16,218	116,104	132,322	77,210
	<u>36,551</u>	<u>116,104</u>	<u>152,655</u>	<u>123,699</u>
For the year ended 31 March 2020	<u>46,489</u>	<u>77,210</u>		<u>123,699</u>
Donations and legacies				
Donations and gift aid	12,288	-	12,288	21,109
Unsolicited donations	8,045	-	8,045	25,380
	<u>20,333</u>	<u>-</u>	<u>20,333</u>	<u>46,489</u>
Grants receivable for core activities				
The National Lottery Community Fund	-	87,068	87,068	65,855
Lloyds Bank Foundation	-	7,125	7,125	10,400
Vicars Relief Fund	-	1,531	1,531	955
MHCLG Via Homeless Link	-	10,100	10,100	-
CAF Resilience Fund	-	10,280	10,280	-
Leicester City Council	15,000	-	15,000	-
Job Retention Scheme	1,218	-	1,218	-
	<u>16,218</u>	<u>116,104</u>	<u>132,322</u>	<u>77,210</u>

4 Raising funds

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
LSEC services provided	15,000	12,846

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

5 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest receivable	11	26

6 Other income

	Total 2021 £	Unrestricted funds general 2020 £
Other income	-	90

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Charitable activities

	Unrestricted funds expenditure	National Lottery Community fund expenditure	Lloyds Bank Foundation expenditure	Other Restricted Funds Expenditure	Total 2021	Total 2020
	£	£	£	£	£	£
Staff costs	19,968	60,089	5,251	12,003	97,311	62,848
Rent, rates and service charges	3,509	5,573	-	1,171	10,253	13,563
Light and heat	924	1,467	-	308	2,699	2,187
Telephone	1,479	2,494	-	523	4,496	3,178
Insurance	498	800	-	168	1,466	1,534
Travel, training and conference expenses	41	-	-	-	41	563
VAT input tax not reclaimable	5,430	-	-	-	5,430	4,570
Printing, postage and stationery	802	1,543	-	324	2,669	2,810
Computer equipment and licences	1,056	2,389	-	284	3,729	4,591
Loan interest	1,200	-	-	-	1,200	1,300
Maintenance, repairs and sundry equipment	687	759	-	159	1,605	2,028
Miscellaneous expenses	-	-	-	-	-	2,412
Payments to clients	131	-	-	6,258	6,389	1,158
Consultancy	-	-	8,541	-	8,541	1,875
	<u>35,725</u>	<u>75,114</u>	<u>13,792</u>	<u>21,198</u>	<u>145,829</u>	<u>104,617</u>
Share of governance costs (see note 8)	4,695	2,609	-	452	7,756	7,316
	<u>40,420</u>	<u>77,723</u>	<u>13,792</u>	<u>21,650</u>	<u>153,585</u>	<u>111,933</u>
Analysis by fund						
Unrestricted funds - general	40,420	-	-	-	40,420	
Restricted funds	-	77,723	13,792	21,650	113,165	
	<u>40,420</u>	<u>77,723</u>	<u>13,792</u>	<u>21,650</u>	<u>153,585</u>	
For the year ended 31 March 2020						
Unrestricted funds - general	59,890	-	-	-		59,890
Restricted funds	-	48,863	1,875	1,305		52,043
	<u>59,890</u>	<u>48,863</u>	<u>1,875</u>	<u>1,305</u>		<u>52,043</u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Charitable activities		(Continued)				
	59,890	48,863	1,875	1,305		111,933
	<u>59,890</u>	<u>48,863</u>	<u>1,875</u>	<u>1,305</u>		<u>111,933</u>
8 Support costs						
	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Staff costs	-	3,774	3,774	-	3,692	3,692
Audit fees	-	1,500	1,500	-	1,900	1,900
Legal and professional	-	30	30	-	(35)	(35)
Rent	-	892	892	-	791	791
Light and heat	-	235	235	-	113	113
Telephone	-	391	391	-	160	160
VAT input tax not reclaimable	-	472	472	-	397	397
Other governance costs including insurance, cleaning, miscellaneous and PPS	-	462	462	-	298	298
	<u>-</u>	<u>7,756</u>	<u>7,756</u>	<u>-</u>	<u>7,316</u>	<u>7,316</u>
Analysed between Charitable activities	-	7,756	7,756	-	7,316	7,316
	<u>-</u>	<u>7,756</u>	<u>7,756</u>	<u>-</u>	<u>7,316</u>	<u>7,316</u>

Governance costs includes payments to the independent examiners of £1,500 (2020- £2,500) for examination fees.

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year and none of them were reimbursed for travelling expenses (2020- £nil).

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Provision of housing advice support	5	4

Employment costs

	2021 £	2020 £
Wages and salaries	99,842	65,856
Other pension costs	1,243	684
	<u>101,085</u>	<u>66,540</u>

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

11 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	79,231	82,416
Other debtors	3,750	118
Prepayments and accrued income	1,470	1,453
	<u>84,451</u>	<u>83,987</u>

12 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	2,370	1,278
Trade creditors	-	2,400
Accruals and deferred income	3,298	3,698
	<u>5,668</u>	<u>7,376</u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

13 Creditors: amounts falling due after more than one year

	2021 £	2020 £
Other creditors	50,000	50,000

14 Unrestricted funds

	Balance at 1 April 2020 £	Movement in funds		Balance at 31 March 2021 £
		Income £	Expenditure £	
Unrestricted funds	26,762	51,562	(40,420)	37,904
	<u>26,762</u>	<u>51,562</u>	<u>(40,420)</u>	<u>37,904</u>

15 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:

	Balance at 1 April 2020 £	Movement in funds		Balance at 31 March 2021 £
		Income £	Expenditure £	
The National Lottery Community Fund	16,992	87,068	(77,723)	26,337
Lloyds Bank Foundation	8,525	7,125	(13,792)	1,858
Vicars Relief Fund	-	1,531	(1,051)	480
CAF Resilience Fund	-	10,280	(10,367)	(87)
MHCLG Via Homeless Link	-	10,100	(10,232)	(132)
	<u>25,517</u>	<u>116,104</u>	<u>(113,165)</u>	<u>28,456</u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

16 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Current assets/(liabilities)	87,904	28,456	116,360	76,762	25,517	102,279
Long term liabilities	(50,000)	-	(50,000)	(50,000)	-	(50,000)
	<u>37,904</u>	<u>28,456</u>	<u>66,360</u>	<u>26,762</u>	<u>25,517</u>	<u>52,279</u>

17 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	9,500	9,500
Between two and five years	38,000	38,000
In over five years	9,500	19,000
	<u>57,000</u>	<u>66,500</u>

The operating leases represent rental leases of premises which are fixed at £9,500 per annum until 2027.

18 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2021 £	2020 £
Aggregate compensation	<u>52,683</u>	<u>43,665</u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

18 Related party transactions

(Continued)

HITS Home Trust

Mr David Brazier, who is a member of staff of Shelter Housing Aid Research Project (SHARP) is also a Director of HITS Home Trust.

SHARP received a loan of £50,000 from HITS Home Trust repayable over 3 years. The balance outstanding as at the year ended 31st March 2021 is £50,000 (2020: £50,000) and the interest paid this year £1,200 (to date on the loan was £10,000).

Leicester Social Economy Consortium (LSEC)

Frazer Robson and Jane Taylor, are trustees of Shelter Housing Aid Research Project (SHARP) and Mr David Brazier, is a member of staff of Shelter Housing Aid Research Project (SHARP), and all three are directors of LSEC.

During the year SHARP recharged management fees of £15,000 (2020: £12,701) to LSEC. LSEC made donations to the charity of £5,800 (2020: £18,000). As at the 31 March 2021 SHARP was owed £79,231 (2020: £82,420) in respect of management fees and the commission on rental income during the normal course of business.