



Shelter Housing Advice
and Research Project

Annual Report &
Accounts

2022

Charity registration number 1000515

Company registration number 02516047 (England and Wales)

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Frazer Robson Jane Taylor Robert Eglington Patricia Hobbs David Fawcett Andrew Morley Kaseem Chaudry Junaid Rafiq Vindhani
Secretary	David Brazler
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 Pocklington 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 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

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

Following the Coronavirus Pandemic, 2021/22 saw only a partial return to 'business as usual'. The Coronavirus Pandemic 'lockdown' that started in March 2020 had effects that continued through until at least July 2021. In Leicester, this 'lockdown' had continued for longer than almost any other City in the country. And indeed it seems likely that the aftereffects of Covid 19 will be with us for many months if not years to come.

Despite the Pandemic SHARP remained continuously up and running throughout the period of the 'lockdown' from March 2020 through to July 2021. During this period help for our clients was delivered mostly over the phone, by email, and via social media. Albeit that some limited face to face interviews occurred in the summer of 2020 and from the June of 2021 onwards. Despite this change in our principal method of service delivery the nature of the work we undertake remained quite similar to that done in previous years. Albeit that for the duration of the 'lockdown' the Leicester County Court was closed and the number of evictions occurring by due process of law reduced to virtually zero. Unfortunately the 'lockdown' did result in an increase in the number of informal evictions when friends and families could no longer tolerate living in the same accommodation.

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.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

During the course of 2021/22 we were able to provide this service to 510 new clients. In the previous year we were able to provide our service to 418 new clients. This 22% increase in the number of new clients we were able to help is a considerable achievement given the very extended 'lockdown' experienced in Leicester.

Despite the aftereffects the Coronavirus Pandemic, new clients seen in 2021/22 continued to present a range of all too familiar Housing Problems. Such problems 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 2021/22 was a significantly higher prevalence of mental ill-health.

Appreciating the scale of the problem related to mental ill-health in early 2021 SHARP sought additional funding to try to address this need. Fortunately, our application to the Carlton Hayes Mental Health charity was successful. In November 2021, our new part-time Mental Health Support Worker commenced work with our clients. This post has been funded for at least two years. It represents a very welcome addition to our staff complement. It enables our other staff to concentrate upon resolving a client's housing problems whilst the Mental Health Support Worker addresses problems related to mental ill-health. Mental ill-health is widely recognised to be simultaneously both a cause and a consequence of homelessness.

The case-studies below illustrate the point that whilst homelessness and poor housing conditions are typically problems experienced by younger people they can affect anyone at any age.

Case 1 – Mr Biden

Referred to us by a social prescriber. This 88-year-old client was an owner/occupier whose house burnt down at 3 am in the morning. His two daughters lived in Devon. Fortunately, Mr Biden was not injured. Hospital contacted the Red Cross who contacted Oadby & Wigston Borough Council who placed him in a Premier Inn, but only for two nights. We contacted the daughters who were on their way to visit their father. We discussed the loss adjuster paying for accommodation, but this was not possible. Eventually we arranged for Oadby & Wigston Council to continue to pay for his stay at the Premier Inn for two weeks till all legalities and accommodation issues could be sorted.

Case 2 – Mrs Clinton

Another case referred to us by a social prescriber from a GP surgery – a 95-year-old woman caring for her 70-year-old son. Son had suffered a stroke, and both mother and son needed adaptations in the home. Both were unable to climb the stairs to access the bathroom and bedrooms. The Housing Association's housing officer, visited on several occasions but did nothing to help them with their mobility difficulties around the house. This Housing Association had no ground floor properties to move our client into, and no properties with the appropriate adaptations. An urgent application was made to Leicester City Council and the couple were re-housed in semi-supported ground floor accommodation, with all the aids and adaptations required to live comfortably. Social Services were also contacted to arrange a home assessment to look at providing home support.

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

In 2021/22 SHARP continued to assist our clients to obtain small grants. Normally these grants are used to prevent eviction or to secure a new place to live. We are very grateful for the funding we have received on behalf of our clients from the Vicar's Relief Fund based at St Martins in the Fields church in London and from the Olive Trust.

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. Naturally, this work was brought to an abrupt halt by the Coronavirus Pandemic. 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. 2021/22 also saw a dramatic improvement in both the quantity and quality of the information available on our website see:- <https://leicestershelter.org.uk/>. An improvement that would not have been possible without the help of a volunteer with a strong interest in and knowledge of Information Technology. We have also established a much greater presence on Facebook and Twitter using these Social Media to disseminate information about SHARP and indeed about homelessness more generally.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

During the course of 2021/22 from May to November SHARP was able to employ two additional part-time members of staff by making use of the Kickstart Scheme. The Kickstart Scheme was funded by the Department of Work and Pensions (DWP). The Kickstart Scheme paid qualifying organisations to employ people aged 18 to 24 years who had previously been in receipt of out of work benefits. Funding was limited to the employment costs of someone working for 25 hours per week at the National Minimum Wage for up to 6 months. Using the Kickstart Scheme SHARP employed a Data Inputting Assistant and an Assistant Volunteer Coordinator. And with help from the Data Inputting Assistant we were able to produce a report entitled 'SHARP Research and Evaluation Report Leicester August 2019 to May 2021'. This report is available to download from:

<https://leicestershelter.org.uk/wp-content/uploads/2022/04/SHARP-Research-Project-Final-26-01-22.pdf>

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 benefit 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. This programme commenced in August 2019, was suspended during the 'lockdown' and recommenced in June 2021. During what remained of 2021/22 we worked with at least 14 new volunteers. An example of the type of work we do with volunteers is set out below.

SHARP Volunteering Case study – Ms Reeves

Ms Reeves was a woman in her fifties who had been out of work for over 3 years and had completely lost her confidence and had very low self-esteem. During her 6 weeks volunteering with us she gained new skills and worked specifically on her interview skills, confidence and self-esteem. This enabled her to feel confident in applying for jobs. A few months later we received a reference request from a potential employer, and a few weeks after that, the Volunteer contacted us to say that she had got a job in a school thanks to this reference and the skills she gained during her time volunteering with us.

Please note that in this case-study the name of the client has been changed.

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. We work cooperatively with a wide range of other local charities and organisations to fulfil the ambitions set out in the Charter which we continue to fully support.

SHARP, in addition to its volunteers, employs staff to provide the above services. In 2021/22 there were an average of five full-time equivalent paid staff. As of 31 March 2022 there were two full-time members of staff - Mara Forana (Housing Advice Specialist Caseworker and Project Leader) , and Rebecca Toone (Volunteer Coordinator). And three part-time members of staff - Deepa Bhogal (Administrator Receptionist), David Brazier (Executive Advisor), and Shannon Woolman (Mental Health Support Worker). The Trustee Board wishes to thank all SHARP's volunteers and paid members of staff who have worked tirelessly throughout the year to deliver our services.

The Trustee Board meets monthly to monitor the work of the project and to set its overall policies. There is a sub-committee that deals with Fundraising and Communications. And occasionally another sub-committee maybe 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.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

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 disadvantaged members of society.

The statement of financial activities (on Page 7) shows a total income of £158,515 and expenditure of £158,023. This results in a very small surplus for the year of £492. We started the year with fund balances of £66,360 and the surplus for the year of £492 after all charitable activities had been financed leaves fund balances carried forward of £66,852. These are comprised of £50,956 in unrestricted funds and a further £15,856 in restricted funds.

For SHARP, from a purely financial perspective 2021/22 was a year of modest gains. In addition to our National Lottery Community Fund 5-year grant of £306,326 we were able to intentionally carry forward a further £26,337 of lottery funding into 2021/22. This enabled SHARP to employ an extra full-time Housing Advice Caseworker from April to November. And as described earlier in this Trustees Report in October we also received a grant of £18,000 from the Carlton Hayes Mental Health charity. Most of this grant (£12,000) has been carried forward into 2022/23 to enable us to continue to employ a Mental Health Support Worker. Also as described earlier we received funding of £14,529 from the DWP Kickstart Scheme to employ two part-time members of staff for six months.

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 £66,852 as at the 31 March 2022 a very small 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 almost four 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.

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

(Resigned 30 June 2022)

Frazer Robson

Jane Taylor

Robert Eglinton

Patricia Hobbs

David Fawcett

Andrew Morley

Kaseem Chaudry

Junaid Rafiq Vindhani

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

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. We believe that this change of name reflects more accurately what SHARP actually does.

John Elliott and Margaret Herrington

The Trustees wish to place on record their thanks to John Elliott and Margaret Herrington.

John together with his late wife Barbara was a founder member of the Leicester Shelter Group in the late 1960s. He went on to be one of the original trustees of the Shelter Housing Aid and Research Project (Leicester) and a subscriber to the Company Limited by Guarantee that was incorporated in 1990. John was an indefatigable advocate on behalf of homeless people. And for more than 25 years he and members of his family ran the Leicester Shelter Emergency out of hours telephone line from his own home. Describing in vivid detail the tales of those who called him on rainy nights from a telephone box with a baby in their arms.

Margaret Herrington too, with her late husband Paul, was an early member of the Leicester Shelter Group. She established in the early 1970s the Leicester Shelter Group research sub-committee. Producing a series of detailed reports based upon close analysis of the casework undertaken by the Group's volunteer Housing Aid Workers. The forensic detail of these reports was the basis for the research arm of the Shelter Housing Aid and Research Project.

John and Margaret were both exceptional people. Their contributions towards the development of SHARP were immeasurable. Both died in 2022. They will be missed.

The trustees report was approved by the Board of Trustees.



Frazer Robson

Trustee

Dated: 30 November 2022

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 2022.

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).

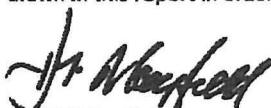
Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 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 1RU

Dated: 30 November 2022

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Income from:							
Donations and legacies	3	36,514	91,689	128,203	36,551	116,104	152,655
Raising funds	4	30,307	-	30,307	15,000	-	15,000
Investments	5	5	-	5	11	-	11
Total Income		<u>66,826</u>	<u>91,689</u>	<u>158,515</u>	<u>51,562</u>	<u>116,104</u>	<u>167,666</u>
Expenditure on:							
Charitable activities	6	53,515	104,508	158,023	40,420	113,165	153,585
Net income/(expenditure) before transfers		13,311	(12,819)	492	11,142	2,939	14,081
Gross transfers between funds		(219)	219	-	-	-	-
Net income/(expenditure) for the year							
Net movement in funds		13,092	(12,600)	492	11,142	2,939	14,081
Fund balances at 1 April 2021		37,904	28,456	66,360	26,762	25,517	52,279
Fund balances at 31 March 2022		<u>50,996</u>	<u>15,856</u>	<u>66,852</u>	<u>37,904</u>	<u>28,456</u>	<u>66,360</u>

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 2022

	Notes	2022 £	£	2021 £	£
Current assets					
Debtors	10	87,384		84,451	
Cash at bank and in hand		35,827		37,577	
		<u>123,211</u>		<u>122,028</u>	
Creditors: amounts falling due within one year	11	<u>(6,359)</u>		<u>(5,668)</u>	
Net current assets			116,852		116,360
Creditors: amounts falling due after more than one year	12		(50,000)		(50,000)
Net assets			<u>66,852</u>		<u>66,360</u>
Income funds					
Restricted funds	14		15,856		28,456
Unrestricted funds - general			50,996		37,904
			<u>66,852</u>		<u>66,360</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 2022.

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 2022


Andrew Morley
Trustee

Company registration number 02516047

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

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 2022

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 measured 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.

1.9 Retirement benefits

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

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies **(Continued)**

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 2022

3 Donations and legacies

	Unrestricted funds general	Restricted funds	Total 2022	Total 2021
	£	£	£	£
Donations and legacies	27,614	-	27,614	20,333
Grants receivable	8,900	91,689	100,589	132,322
	<u>36,514</u>	<u>91,689</u>	<u>128,203</u>	<u>152,655</u>
For the year ended 31 March 2021	<u>36,551</u>	<u>116,104</u>		<u>152,655</u>
Donations and legacies				
Donations and gift aid	15,196	-	15,196	12,288
Unsolicited donations	12,418	-	12,418	8,045
	<u>27,614</u>	<u>-</u>	<u>27,614</u>	<u>20,333</u>
Grants receivable for core activities				
The National Lottery Community Fund	-	60,235	60,235	87,068
Lloyds Bank Foundation	-	-	-	7,125
Vicars Relief Fund	-	1,325	1,325	1,531
Haramead Grant	5,000	-	5,000	-
MHCLG Via Homeless Link	-	-	-	10,100
CAF Resilience Fund	-	-	-	10,280
Leicester City Council	-	-	-	15,000
Job Retention Scheme	-	-	-	1,218
Carlton Hayes MH Charity	-	18,000	18,000	-
Kickstart	2,400	12,129	14,529	-
Other	1,500	-	1,500	-
	<u>8,900</u>	<u>91,689</u>	<u>100,589</u>	<u>132,322</u>

4 Raising funds

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
LSEC services provided	<u>30,307</u>	<u>15,000</u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

5 Investments

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Interest receivable	<u>5</u>	<u>11</u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6 Charitable activities	Unrestricted funds	National Lottery fund	Lloyds Bank Foundation	Carlton Hayes	Kickstart	Vicars	Total	
							2022	2021
	£	£	£	£	£	£	£	£
Staff costs	28,483	63,991	483	6,000	12,129	-	111,086	97,311
Rent, rates and service charges	4,663	6,340	750	-	-	-	11,753	10,253
Light and heat	1,390	1,976	500	-	-	-	3,866	2,699
Telephone	1,524	1,963	125	-	-	-	3,612	4,496
Insurance	679	817	-	-	-	-	1,496	1,466
Travel, training and conference expenses	227	-	-	-	-	-	227	41
VAT input tax not reclaimable	4,653	-	-	-	-	-	4,653	5,430
Printing, postage and stationery	510	2,632	-	-	-	-	3,142	2,669
Computer equipment and licences	1,453	1,462	-	-	-	-	2,915	3,729
Loan interest	1,200	-	-	-	-	-	1,200	1,200
Maintenance, repairs and sundry equipment	1,927	1,795	-	-	-	-	3,722	1,605
Miscellaneous expenses	518	740	-	-	-	-	1,258	-
Payments to clients	180	-	-	-	-	1,805	1,985	6,389
Consultancy	-	-	-	-	-	-	-	8,541
	<u>47,407</u>	<u>81,716</u>	<u>1,858</u>	<u>6,000</u>	<u>12,129</u>	<u>1,805</u>	<u>150,915</u>	<u>145,829</u>
Share of governance costs (see note 7)	6,108	1,000	-	-	-	-	7,108	7,756
	<u>53,515</u>	<u>82,716</u>	<u>1,858</u>	<u>6,000</u>	<u>12,129</u>	<u>1,805</u>	<u>158,023</u>	<u>153,585</u>
Analysis by fund								
Unrestricted funds - general	53,515	-	-	-	-	-	-	53,515
Restricted funds	-	82,716	1,858	6,000	12,129	1,805	104,508	104,508

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6 Charitable activities	(Continued)						
	53,515	82,716	1,858	6,000	12,129	1,805	158,023
	40,420	-	-	-	-	-	40,420
For the year ended 31 March 2021	-	77,723	13,792	21,650	-	-	113,165
Unrestricted funds - general	40,420	77,723	13,792	21,650	-	-	153,585
Restricted funds							

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

7 Support costs	Support costs	Governance costs	2022	2021
	£	£	£	£
Staff costs	-	2,581	2,581	3,774
Audit fees	-	1,900	1,900	1,500
Bank charges	-	38	38	30
Rent	-	1,022	1,022	892
Light and heat	-	336	336	235
Telephone	-	314	314	391
VAT Input tax not reclaimable	-	405	405	472
Other governance costs Including insurance, cleaning, miscellaneous and PPS	-	512	512	462
	-	7,108	7,108	7,756
Analysed between Charitable activities	-	7,108	7,108	7,756

Governance costs Includes payments to the Independent examiners of £1,900 (2021- £1,500) for examination fees.

8 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 (2021- £nil).

9 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Provision of housing advice support	5	5
Employment costs		
	2022 £	2021 £
Wages and salaries	112,396	99,842
Other pension costs	1,271	1,243
	113,667	101,085

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

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Debtors		
	2022	2021
	£	£
Amounts falling due within one year:		
Trade debtors	79,415	79,231
Other debtors	6,482	3,750
Prepayments and accrued income	1,487	1,470
	<u>87,384</u>	<u>84,451</u>
	<u><u>87,384</u></u>	<u><u>84,451</u></u>
11 Creditors: amounts falling due within one year		
	2022	2021
	£	£
Other taxation and social security	2,802	2,370
Accruals and deferred income	3,557	3,298
	<u>6,359</u>	<u>5,668</u>
	<u><u>6,359</u></u>	<u><u>5,668</u></u>
12 Creditors: amounts falling due after more than one year		
	2022	2021
	£	£
Other creditors	50,000	50,000
	<u>50,000</u>	<u>50,000</u>
	<u><u>50,000</u></u>	<u><u>50,000</u></u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Unrestricted funds	Balance at 1 April 2020		Movement in funds		Balance at 1 April 2021		Movement in funds		Balance at 31 March 2022	
	£	£	Income	Expenditure	£	£	Income	Expenditure	Transfers	£
	26,762		51,562	(40,420)	37,904		66,826	(53,515)	(219)	50,996
Unrestricted funds	26,762		51,562	(40,420)	37,904		66,826	(53,515)	(219)	50,996

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

14 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 1 April 2021		Movement in funds		Balance at 31 March 2022	
	£	£	Income	Expenditure	£	£	Income	Expenditure	£	£
The National Lottery Community Fund	16,992		87,068	(77,723)	26,337		60,235	(82,716)	-	3,856
Lloyds Bank Foundation	8,525		7,125	(13,792)	1,858		-	(1,858)	-	-
Vicans Relief Fund	-		1,531	(1,051)	480		1,325	(1,805)	-	-
CAF Resilience Fund	-		10,280	(10,367)	(87)		-	-	87	-
MHCLG Via Homeless Link	-		10,100	(10,232)	(132)		-	-	132	-
Kickstart	-		-	-	-		12,129	(12,129)	-	-
Carlton Hayes	-		-	-	-		18,000	(6,000)	-	12,000
	<u>25,517</u>		<u>116,104</u>	<u>(113,165)</u>	<u>28,456</u>		<u>91,689</u>	<u>(104,508)</u>	<u>219</u>	<u>15,856</u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

15 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Current assets/(liabilities)	100,996	15,856	116,852	87,904	28,456	116,360
Long term liabilities	(50,000)	-	(50,000)	(50,000)	-	(50,000)
	<u>50,996</u>	<u>15,856</u>	<u>66,852</u>	<u>37,904</u>	<u>28,456</u>	<u>66,360</u>

16 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:

	2022 £	2021 £
Within one year	9,500	9,500
Between two and five years	38,000	38,000
In over five years	-	9,500
	<u>47,500</u>	<u>57,000</u>

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

17 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	<u>54,009</u>	<u>52,683</u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

17 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 2022 is £50,000 (2021: £50,000) and the interest paid this year £1,200 (to date on the loan was £11,200).

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 £30,154 (2021: £15,000) to LSEC. LSEC made donations to the charity of £Nil (2021: £5,800). As at the 31 March 2022 SHARP was owed £79,415 (2021: £79,231) in respect of management fees and the commission on rental income during the normal course of business.

**SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st MARCH 2022**

Restricted funds:

	CAF	Lloyds	Homeless Link	Vicars	Lottery	Kickstart	Carlton Hayes	Total 2022	2021
Income:									
Grants	-	-	-	1,325	60,235	12,129	18,000	91,689	116,104
Less Expenditure:									
Computer Software	-	-	-	-	1,462	-	-	1,462	2,673
Consultancy	-	-	-	-	-	-	-	-	8,541
General running expenses	-	-	-	-	2,632	-	-	2,632	459
Independent examination	-	-	-	-	1,000	-	-	1,000	2,150
Insurance	-	-	-	-	817	-	-	817	968
Light & Heat	-	500	-	-	1,976	-	-	2,476	1,775
Payments to clients	-	-	-	1,805	-	-	-	1,805	6,258
PPS	-	-	-	-	-	-	-	-	1,811
Professional fees & Accountancy	-	-	-	-	-	-	-	-	452
Publications & Subs	-	-	-	-	150	-	-	150	56
Rent & Rates and service chg	-	750	-	-	6,340	-	-	7,090	6,744
Repairs & Maint	-	-	-	-	1,795	-	-	1,795	918
Staff Costs	-	483	-	-	63,991	12,129	6,000	82,603	77,343
Staff recruitment	-	-	-	-	590	-	-	590	-
Telephone	-	125	-	-	1,963	-	-	2,088	3,017
	-	1,858	-	1,805	82,716	12,129	6,000	104,508	113,165
(Deficit)/Surplus for the year	-	(1,858)	-	(480)	(22,481)	-	12,000	(12,819)	2,939
Transfer between reserves	87	-	132	-	-	-	-	219	-
Surplus brought forward	(87)	1,858	(132)	480	26,337	-	-	28,456	25,517
Surplus carried forward	-	-	-	-	3,856	-	12,000	15,856	28,456

SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)
NOTES TO THE INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2022

Unrestricted funds:

	<u>2022</u>	<u>2021</u>
	£	£
Income	66,826	51,562
Less Expenditure		
Accountancy fees	-	-
Bank charges	38	33
Computer equipment and licences	1,453	1,056
Fundraising costs	-	-
Independent examination	900	1,500
Insurance	809	498
Light and heat	1,726	924
Loan Interest	1,200	1,200
Maintenance, repairs and sundry equipment	1,927	687
Miscellaneous	627	1,168
Payments to clients	180	130
Rent, rates and service charge	5,685	3,510
Salaries and related employment costs	31,064	21,962
Stationery, postage and photocopying	783	802
Telephone	1,838	1,479
Training and conference	227	41
VAT input tax not reclaimable	5,058	5,430
	<u>53,515</u>	<u>40,420</u>
Surplus/(Deficit) for the Year	13,311	11,142
Transfer between reserves	(219)	-
Surplus brought forward	37,904	26,762
Surplus carried forward	<u>50,996</u>	<u>37,904</u>

SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)
NOTES TO THE INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st MARCH 2022

1. Income is made up of:

	<u>2022</u>	<u>2021</u>
	£	£
(a) Legacies, donations and covenanted income	27,614	20,333
(b) Fundraising, Management charges and Commission from related parties	30,307	15,000
(c) Grants Received	8,900	16,218
Interest received	5	11
	<hr/>	<hr/>
	66,826	51,562
(a) Legacies and donations		
Donations and gift aid	15,196	6,488
Unsolicited donations	12,418	8,045
LSEC Donations	-	5,800
	<hr/>	<hr/>
	27,614	20,333
(b) Fundraising, management charges and commission from related parties:		
LSEC services provided	30,000	15,000
Payroll Services	307	-
	<hr/>	<hr/>
	30,307	15,000
(c) Grants Received:		
Job Retention Scheme	-	1,218
Leicester City Council Covid Response Grants	-	15,000
Kickstart Grants	2,400	-
Haramead Grant	5,000	-
Helen Jean Cope Grant	1,000	-
Martin de Porres Grant	500	-
	<hr/>	<hr/>
	8,900	16,218

Thank You

Major Funders

National Lottery Community Fund
Carlton Hayes Mental Health Charity
Leicester Social Economy Consortium Ltd

Charitable Trusts

The Haremead Trust
The Helen Jean Cope Charity
E. G. Chadwick's Charitable Settlement
The J R Corah Foundation
The Maud Elkington Charitable Trust
P & C Hickinbotham Charitable Trust
The Edith Murphy Foundation
Saint Martin de Porres Foundation
Florence Turner Charitable Trust

Individuals

Katherine Burns
Professor Martin Gill
Angela Jennings
Rev A L Lattimore
Jamie and Lynn Lewis
Dr Andrew Teuten
Rev T R J Thomas

Churches

Blaby Congregational Church
Braunstone URC
Blessed Sacrament Church, Leicester
Church of St Winefride's, Shepshed
Christ Gospel Church
Christchurch, Clarendon Park, Leicester
Churches Together in Leicestershire
Enderby URC
Great Glen Methodist Church
Groby United Reformed Church
Harvest Community Church
Holy Trinity, Leicester, PCC
Immaculate Conception RC Church

Leicester Cathedral
Leicester Quaker Meeting House
Mount St Bernard Abbey
Our Lady of Victories Church
Parish of Our Lady of Good Counsel
Rothley Baptist Church
Rothley Methodist Church
Saffron Lane URC
South Wigston URC
St Edwards House, Aylestone
St Margaret's Church, Leicester
St Mary Magdalene, Peckleton
St Mary's RC Church, Loughborough
St Nicholas Church, Mowsley
St Patrick's Parish
St Paul's Church, Woodhouse Eaves
St Theresa's & Sacred Heart, Birstall
St Thomas Moore Parish
Trinity Methodist Church, Oadby
St Wilfrid's Church, Kibworth
Westcotes URC
Whetstone URC
Wigston URC

Housing Associations

EMH Housing Association
Nottingham Community H A
Riverside Housing Association
Waterloo Housing Association

Other Organisations

Charities Trust
Leicester Charity Link
John Lewis Partnership
NEXT Holdings Ltd
Red Leicester Choir
Rotary Club – Leicester
Staff at Europcar Group UK Ltd
Vicar's Relief Fund, St Martin-in-the-Fields
Wyggeston's Hospital

And many, many, many more..