



Shelter Housing Advice
and Research Project

Annual Report &
Accounts

2023

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 2023

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|-----------------------------|--|---|
| Trustees | Frazer Robson Jane Taylor Robert Eglington David Fawcett Andrew Morley Kaseem Chaudry Junaid Rafiq Vindhani Laura Hancox Margaret Robinson | (Appointed 13 February 2023) (Appointed 29 March 2023) |
| 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 | Thomas Mayfield BA ACA Mayfield & Co 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

CONTENTS

| | Page |
|--|---------------|
| Trustees report | 1 - 5 |
| Independent examiner's report | 6 |
| Statement of financial activities | 7 |
| Balance sheet | 8 |
| Notes to the financial statements | 9 - 21 |

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

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, 2022/23 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 quite likely that the aftereffects of Covid 19 will be with us for many years to come.

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

First and foremost, we provide housing advice 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 to 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 Advice UK 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 2022/23 we were able to provide this service to 551 new clients. In the previous year we were able to provide our service to 510 new clients. This 8% increase in the number of new clients we were able to help is a considerable achievement.

New clients seen in 2022/23 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. The higher prevalence of mental ill-health noted in 2021/22 continued into 2022/23. We recorded 276 clients as experiencing some form of mental ill-health almost exactly 50% of all new clients.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

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 – Mrs Truss

Mrs Truss was in her mid-70's. She had mobility problems, mental health issues, and was very lonely. Mrs Truss contacted SHARP to explain that she had lived in her property for 70 years (born in the property) with her parents, who were deceased. The property was owned by a landlord, who passed the property onto their son, who had not completed any works in the property for 70 years. The property had no central heating, an electric hot water heater was the only form of hot water. The whole property needed to be refurbished. Our client had tried to discuss a total upgrade of the property on several occasions but was ignored. Our client only had a niece to try and support her. On contacting the landlord, it was clear, he wanted the tenant to leave so he could upgrade the property and charge more rent. SHARP contacted the Environmental Health Department who condemned the property. SHARP helped the client register with the Council for supported accommodation. This resulted in the client moving into a warm, environmentally friendly bedsit. She has made friends with the other residents, and stated she felt her life was, once again, worth living. The client continued to have mental health support until she had settled into the property and made friends. The landlord was also given advice on landlord obligations and legal requirements.

Case 2 – Mrs Rayner

A young Mother with 3 children under the age of 10. She was a domestic abuse survivor and was living in a private rented 3-bedroom property above an empty shop. All the rooms in the property were covered with damp and mould. Her children's bedroom had water running down the walls. The child had constant chest infections, and at one stage was admitted to hospital. The property was let to Mrs Rayner by a letting's agent, who it transpired was growing cannabis in the empty shop downstairs and the client's electricity was rigged to pay for the growing of the cannabis. The owners of the property also refused to carry out any maintenance work to solve the extreme damp problems. This was a good case for collaborative working with the Police, the Environmental Health Department, Leicester City Council, the Housing Options Team and Lawstop, the solicitors that SHARP uses. Mrs Rayner was eventually re-housed in a council property and the owners of the Lettings Agent were charged with criminal offences and given a custodial sentence.

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

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. Furthermore 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. 2022/23 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. For example our post on Tik Tok about how to prevent mould and damp has been viewed on almost 3000 occasions.

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. Since the start of this lottery programme we have worked with 62 volunteers at least 15 of whom have gone on to find paid employment.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

SHARP Volunteering Case study – Ms Moran

Ms Moran started volunteering with us in January 2023. She was referred to us by the Job Centre as she had been out of work for over 3 ½ years. She was looking for a job in administration but was struggling due to having no previous administrative experience. She was also lacking in confidence due to being out of work for so long. She began her volunteering with us and started to gain improved skills and greater confidence. During this time, she applied for a job as an administrator in the Child Maintenance section of the DWP and was successful in getting an interview for this role. We worked with her on prepping her for her interview. We also helped her develop the skills she would need for this prospective role which included telephone work, using a client database and becoming proficient in the use of Microsoft Office software packages. At the end of her volunteering with us she found out she had been successful in getting the job. She started her new job in March 2023.

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 2022/23 there were an average of 4 full-time equivalent paid staff. As of 31 March 2023 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 Brazler (Executive Advisor), and Shannon Woolman (Mental Health Support Worker). The Trustee Board wishes to thank all SHARP's volunteers and paid members of staff. They 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 subcommittee 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.

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 £138,299 and expenditure of £146,867. This results in a deficit for the year of £8,568. We started the year with fund balances of £66,852 and the deficit for the year of £8,568 after all charitable activities had been financed leaves fund balances carried forward of £58,284. These are comprised of £50,830 in unrestricted funds and a further £7,454 in restricted funds.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

For SHARP, from a purely financial perspective 2022/23 was a year of modest losses. The additional grant we had received in previous years from the National Lottery Community Fund as a result of our additional work during the Corona Virus Pandemic came to an end. This had enabled SHARP to employ an extra full-time Housing Advice Caseworker from the summer of 2020 through to the end of November 2021. The DWP kickstart scheme that had funded two additional part-time workers came to an end at the same time. During 2022/23 we were therefore relying upon our National Lottery Community Fund 5-year grant of £306,326, the grant (£15,000) from the Carlton Hayes Mental Health charity, and some £53,373 in other income. This £53,373 includes our regular donors, gift-aid, our Christmas Appeal, small grants, legacies, and the sale of services to other not-for-profit organisations. Such diversity of income is most welcome but remains too low to sustain SHARP without support from the National Lottery Community Fund.

We would like to thank the National Lottery, the Carlton Hayes Mental Health Charity, the Henry Smith Charity and all our other supporters for their financial help over the year.

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 £58,284 as at the 31 March 2023 a decrease from the figure at the end of the previous year. Despite this somewhat disappointing result the Charity still 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 Eglington | |
| Patricia Hobbs | (Resigned 13 February 2023) |
| David Fawcett | |
| Andrew Morley | |
| Kaseem Chaudry | |
| Junaid Rafiq Vindhani | |
| Laura Hancox | (Appointed 13 February 2023) |
| Margaret Robinson | (Appointed 29 March 2023) |

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

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.

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.

The trustees report was approved by the Board of Trustees.



Frazer Robson

Trustee

Dated: 28 November 2023

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 2023.

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.



Thomas Mayfield BA ACA

**Mayfield & Co
2 Merus Court
Meridian Business Park
Leicester
LE19 1RJ**

Dated: 28 November 2023

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

| | | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ | Unrestricted funds 2022 £ | Restricted funds 2022 £ | Total 2022 £ |
|---|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| | Notes | | | | | | |
| Income from: | | | | | | | |
| Donations and legacies | 3 | 29,964 | 84,926 | 114,890 | 36,514 | 91,689 | 128,203 |
| Raising funds | 4 | 23,300 | - | 23,300 | 30,307 | - | 30,307 |
| Investments | 5 | 109 | - | 109 | 5 | - | 5 |
| Total income | | 53,373 | 84,926 | 138,299 | 66,826 | 91,689 | 158,515 |
| Expenditure on: | | | | | | | |
| Charitable activities | 6 | 53,539 | 93,328 | 146,867 | 53,515 | 104,508 | 158,023 |
| Net (expenditure)/income for the year/ | | (166) | (8,402) | (8,568) | 13,311 | (12,819) | 492 |
| Gross transfers between funds | | - | - | - | (219) | 219 | - |
| Net movement in funds | | (166) | (8,402) | (8,568) | 13,092 | (12,600) | 492 |
| Fund balances at 1 April 2022 | | 50,996 | 15,856 | 66,852 | 37,904 | 28,456 | 66,360 |
| Fund balances at 31 March 2023 | | 50,830 | 7,454 | 58,284 | 50,996 | 15,856 | 66,852 |

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 2023

| | Notes | 2023 £ | £ | 2022 £ | £ |
|--|-------|----------------|---------------|----------------|---------------|
| Current assets | | | | | |
| Debtors | 11 | 85,878 | | 87,384 | |
| Cash at bank and in hand | | 29,762 | | 35,827 | |
| | | <u>115,640</u> | | <u>123,211</u> | |
| Creditors: amounts falling due within one year | 12 | <u>(7,356)</u> | | <u>(6,359)</u> | |
| Net current assets | | | 108,284 | | 116,852 |
| Creditors: amounts falling due after more than one year | 13 | | (50,000) | | (50,000) |
| Net assets | | | <u>58,284</u> | | <u>66,852</u> |
| Income funds | | | | | |
| Restricted funds | 15 | | 7,454 | | 15,856 |
| Unrestricted funds - general | | | 50,830 | | 50,996 |
| | | | <u>58,284</u> | | <u>66,852</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 2023.

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 28/11/2023 .


.....
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 2023

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 2023

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 2023

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 2023

3 Donations and legacies

| | Unrestricted funds | Restricted funds | Total 2023 | Total 2022 |
|--|-----------------------|---------------------|----------------|----------------|
| | £ | £ | £ | £ |
| Donations and legacies | 27,464 | - | 27,464 | 27,614 |
| Grants receivable | 2,500 | 84,926 | 87,426 | 100,589 |
| | <u>29,964</u> | <u>84,926</u> | <u>114,890</u> | <u>128,203</u> |
| For the year ended 31 March 2022 | <u>36,514</u> | <u>91,689</u> | | <u>128,203</u> |
| Donations and legacies | | | | |
| Donations and gift aid | 10,806 | - | 10,806 | 15,196 |
| Unsolicited donations | 16,658 | - | 16,658 | 12,418 |
| | <u>27,464</u> | <u>-</u> | <u>27,464</u> | <u>27,614</u> |
| Grants receivable for core activities | | | | |
| The National Lottery Community Fund | - | 60,926 | 60,926 | 60,235 |
| Henry Smith | - | 9,000 | 9,000 | - |
| Vicars Relief Fund | - | - | - | 1,325 |
| Haramead Grant | - | - | - | 5,000 |
| Edith Murphy | 2,500 | - | 2,500 | - |
| Carlton Hayes MH Charity | - | 15,000 | 15,000 | 18,000 |
| Kickstart | - | - | - | 14,529 |
| Other | - | - | - | 1,500 |
| | <u>2,500</u> | <u>84,926</u> | <u>87,426</u> | <u>100,589</u> |

4 Raising funds

| | Unrestricted funds general 2023 £ | Unrestricted funds general 2022 £ |
|-------------------|---|---|
| Services provided | <u>23,300</u> | <u>30,307</u> |

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

5 Investments

| | Unrestricted funds general 2023 £ | Unrestricted funds general 2022 £ |
|----------------------------|--|--|
| Interest receivable | 109 | 5 |

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

| 6 Charitable activities | Unrestricted funds expenditure | National Lottery Community fund | Lloyds Bank Foundation expenditure | Carlton Hayes | Kickstart | Vfcars | Henry Smith | Total 2023 | Total 2022 |
|---|--------------------------------|---------------------------------|------------------------------------|---------------|-----------|--------|-------------|------------|------------|
| | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Staff costs | 24,760 | 52,811 | - | 15,270 | - | - | 6,769 | 99,610 | 111,086 |
| Rent, rates and service charges | 5,624 | 5,733 | - | - | - | - | - | 11,357 | 11,753 |
| Light and heat | 3,130 | 3,818 | - | - | - | - | - | 6,948 | 3,866 |
| Telephone | 1,326 | 1,688 | - | - | - | - | - | 3,014 | 3,612 |
| Insurance | 554 | 879 | - | - | - | - | - | 1,433 | 1,496 |
| Travel, training and conference expenses | 1,035 | - | - | - | - | - | - | 1,035 | 227 |
| VAT input tax not reclaimable | 4,191 | - | - | - | - | - | - | 4,191 | 4,653 |
| Printing, postage and stationery | 751 | 2,045 | - | - | - | - | - | 2,796 | 3,142 |
| Computer equipment and licences | 1,493 | 1,239 | - | - | - | - | - | 2,732 | 2,915 |
| Loan interest | 1,300 | 415 | - | - | - | - | - | 1,715 | 1,200 |
| Maintenance, repairs and sundry equipment | 1,777 | 656 | - | - | - | - | - | 2,433 | 3,722 |
| Miscellaneous expenses | 48 | - | - | - | - | - | - | 48 | 1,258 |
| Payments to clients | 188 | - | - | - | - | - | - | 188 | 1,985 |
| Consultancy | - | 495 | - | - | - | - | - | 495 | - |
| | 46,177 | 69,779 | - | 15,270 | - | - | 6,769 | 137,995 | 150,915 |
| Share of governance costs (see note 7) | 7,362 | 1,510 | - | - | - | - | - | 8,872 | 7,108 |
| | 53,539 | 71,289 | - | 15,270 | - | - | 6,769 | 146,867 | 158,023 |
| Analysis by fund | | | | | | | | | |
| Unrestricted funds - general | 53,539 | - | - | - | - | - | - | 53,539 | - |
| Restricted funds | - | 71,289 | - | 15,270 | - | - | 6,769 | 93,328 | 158,023 |

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

| 6 Charitable activities | (Continued) | | | | | | | | | |
|---|-------------|--------|-------|--------|--------|-------|---|-------|---------|---------|
| | 53,539 | 71,289 | - | 15,270 | - | - | - | 6,769 | 146,867 | - |
| | 53,515 | 82,716 | - | 6,000 | 12,129 | 1,805 | - | - | 53,515 | 104,508 |
| For the year ended 31 March 2022 | | | | | | | | | | |
| Unrestricted funds - general | - | 82,716 | 1,858 | 6,000 | 12,129 | 1,805 | - | - | 53,515 | 104,508 |
| Restricted funds | 53,515 | 82,716 | 1,858 | 6,000 | 12,129 | 1,805 | - | - | 158,023 | - |

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

| 7 Support costs | Support costs | Governance costs | 2023 | 2022 |
|---|---------------|------------------|-------|-------|
| | £ | £ | £ | £ |
| Staff costs | - | 2,712 | 2,712 | 2,581 |
| Independent examiner fees | - | 2,150 | 2,150 | 1,900 |
| Legal and professional fees | - | 1,300 | 1,300 | - |
| Bank charges | - | 85 | 85 | 38 |
| Rent | - | 988 | 988 | 1,022 |
| Light and heat | - | 604 | 604 | 336 |
| Telephone | - | 262 | 262 | 314 |
| VAT input tax not reclaimable | - | 364 | 364 | 405 |
| Other governance costs including insurance, cleaning, miscellaneous and PPS | - | 407 | 407 | 512 |
| | - | 8,872 | 8,872 | 7,108 |
| Analysed between | | | | |
| Charitable activities | - | 8,872 | 8,872 | 7,108 |

Governance costs Includes payments to the Independent examiners of £2,150 (2022- £1,900) 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 (2022- £nil).

9 Employees

The average monthly number of employees during the year was:

| | 2023 Number | 2022 Number |
|-------------------------------------|----------------|----------------|
| Provision of housing advice support | 4 | 5 |
| Employment costs | | |
| | 2023 £ | 2022 £ |
| Wages and salaries | 101,002 | 112,396 |
| Other pension costs | 1,320 | 1,271 |
| | 102,322 | 113,667 |

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 2023

10 Taxation

The charity is exempt from tax on Income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

11 Debtors

| | 2023 | 2022 |
|--------------------------------------|---------------|---------------|
| | £ | £ |
| Amounts falling due within one year: | | |
| Trade debtors | 79,231 | 79,415 |
| Other debtors | 5,326 | 6,482 |
| Prepayments and accrued income | 1,321 | 1,487 |
| | <u>85,878</u> | <u>87,384</u> |

12 Creditors: amounts falling due within one year

| | 2023 | 2022 |
|------------------------------------|--------------|--------------|
| | £ | £ |
| Other taxation and social security | 3,006 | 2,802 |
| Accruals and deferred income | 4,350 | 3,557 |
| | <u>7,356</u> | <u>6,359</u> |

13 Creditors: amounts falling due after more than one year

| | 2023 | 2022 |
|-----------------|---------------|---------------|
| | £ | £ |
| Other creditors | <u>50,000</u> | <u>50,000</u> |

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

| 14 Unrestricted funds | Balance at 1 April 2021 | | Movement in funds | | Transfers | Balance at 1 April 2022 | | Movement in funds | | Balance at 31 March 2023 |
|-----------------------|-------------------------|---|-------------------|-------------|-----------|-------------------------|-------------|-------------------|-------------|--------------------------|
| | £ | £ | Income | Expenditure | | Income | Expenditure | Income | Expenditure | |
| Unrestricted funds | 37,904 | | 66,826 | (53,515) | (219) | 50,996 | 53,373 | (53,539) | 50,830 | |
| | 37,904 | | 66,826 | (53,515) | (219) | 50,996 | 53,373 | (53,539) | 50,830 | |

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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 2021 | | Movement in funds | | Transfers | Balance at 1 April 2022 | | Movement in funds | | Balance at 31 March 2023 |
|-------------------------------------|----------------------------|---|-------------------|------------------|------------|----------------------------|---------------|-------------------|--------------|-----------------------------|
| | £ | £ | Income | Expenditure | | Income | Expenditure | Income | Expenditure | |
| The National Lottery Community Fund | 26,337 | | 60,235 | (82,716) | - | 3,856 | 60,926 | (71,289) | (6,507) | |
| Lloyds Bank Foundation | 1,858 | | - | (1,858) | - | - | - | - | - | |
| Vicars Relief Fund | 480 | | 1,325 | (1,805) | - | - | - | - | - | |
| CAF Resilience Fund | (87) | | - | - | 87 | - | - | - | - | |
| MHCLG Via Homeless Link | (132) | | - | - | 132 | - | - | - | - | |
| Kickstart | - | | 12,129 | (12,129) | - | - | - | - | - | |
| Carlton Hayes | - | | 18,000 | (6,000) | - | 12,000 | 15,000 | (15,270) | 11,730 | |
| Henry Smith | - | | - | - | - | - | 9,000 | (6,769) | 2,231 | |
| | <u>28,456</u> | | <u>91,689</u> | <u>(104,508)</u> | <u>219</u> | <u>15,856</u> | <u>84,926</u> | <u>(93,328)</u> | <u>7,454</u> | |

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

16 Analysis of net assets between funds

| | Unrestricted funds 2023 £ | Restricted funds 2023 £ | Total 2023 £ | Unrestricted funds 2022 £ | Restricted funds 2022 £ | Total 2022 £ |
|--|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Fund balances at 31 March 2023 are represented by: | | | | | | |
| Current assets/(liabilities) | 100,830 | 7,454 | 108,284 | 100,996 | 15,856 | 116,852 |
| Long term liabilities | (50,000) | - | (50,000) | (50,000) | - | (50,000) |
| | <u>50,830</u> | <u>7,454</u> | <u>58,284</u> | <u>50,996</u> | <u>15,856</u> | <u>66,852</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:

| | 2023 £ | 2022 £ |
|----------------------------|---------------|---------------|
| Within one year | 9,500 | 9,500 |
| Between two and five years | 28,500 | 38,000 |
| | <u>38,000</u> | <u>47,500</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.

| | 2023 £ | 2022 £ |
|------------------------|---------------|---------------|
| Aggregate compensation | <u>56,699</u> | <u>54,009</u> |

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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 2023 is £50,000 (2022: £50,000) and the interest paid this year £1,300 (to date on the interest on the loan was £12,500).

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 £22,500 (2022: £30,154) to LSEC. LSEC made donations to the charity of £Nil (2022: £Nil). As at the 31 March 2023 SHARP was owed £79,231 (2022: £79,415) in respect of management fees and the commission on rental income during the normal course of business.