
SHARP

Shelter Housing Aid
and Research Project

**Annual Report
& Accounts**

2024

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 2024

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Frazer Robson Jane Taylor Andrew Morley Kaseem Chaudry Junaid Rafiq Vindhani Laura Hancox Margaret Robinson Feroza Narma	(Appointed 28 May 2024)
Secretary	David Brazier	
Senior Management	David Brazier Mara Forana	Executive Adviser Senior Case Worker & Project Lead
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 FCA 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

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SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

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

The Shelter Housing Advice and Research Project (Leicester), known as SHARP, was established as an independent charitable trust by members of the Leicester Shelter Group in 1974. It was incorporated as a company limited by guarantee in 1990. 2024 is therefore our 50th anniversary. This in itself is a very considerable achievement. 20 years ago there were independent Housing Advice Centres operating in Brighton, Derby, Gloucester, Kirklees, Leicester, Oxford, North Yorkshire, Nottingham and Taunton. Despite increasing housing need only Brighton, Kirklees and Leicester have been able to sustain themselves. We are very proud of the continuous service we have been able to provide to the people of Leicester, Leicestershire, and Rutland for the last 50 years.

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. SHARP is a member of Advice UK. 'Advice-Pro' is regularly updated and is fully compliant with the requirements of the General Data Protection Regulations.

During the course of 2023/24 we were able to provide this service to 565 new clients. In the previous year we were able to provide our service to 551 new clients. This modest increase in the number of new clients we were able to help reflects the continuity of the services we are able to provide.

New clients seen in 2023/24 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 our Annual Report for 2022 has continued ever since.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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 was funded for two years. Unfortunately this funding was not renewed. However, despite this disappointment, SHARP has been able to secure ongoing mental health support for our clients.

This support is now being provided by arrangement with The Olive Trust, another Leicester based charity (registered charity number 1181558). Furthermore the transfer of service provision was seamless. The mental health support worker employed by SHARP until November 2023 was employed by the Olive Trust in the same role and with the same client group with effect from December 2023. It helps of course to facilitate this partnership that the two charities have some trustees in common.

The case-studies below illustrate the kind of appalling housing conditions that SHARP clients all too often experience.

Ms Pennycook

A client with 2 children in a 2 bed ground floor council tenancy. The water tank in the flat above burst, flooding the whole of the ground floor flat. The Council temporarily housed the clients for just two weeks in a hotel. However, after two weeks, the flat had not dried out, all the bedding, all their clothing, carpets, settee, cooker, toys etc. were still wringing wet. The Council still insisted that the client move back into the property. Our Caseworker did a home visit and found the flat to be absolutely dire. The children and client had no dry clothing, the electrics and gas had been turned off. After several meetings with the Housing Officer, the head of maintenance and the Council's legal team, who were of no help, the Caseworker approached the Director of Housing, sent him photographs and explained that the electric and gas had been turned off. The Director agreed to allow the family to stay in a hotel until the flat was habitable.

Ms Hollinrake

A young mother with 3 children under the age of 10 who was a domestic abuse survivor 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 Ms Hollinrake by a lettings 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 an excellent example of the type of collaborative working that SHARP caseworkers can initiate involving the Police, the Environmental Health Department, the City Council Housing Options Team and Lawstop, the solicitors that SHARP used in this case.

The clients were eventually re-housed in a Council property and the owners of the Lettings Agent were charged 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. 2023/24 saw continuing improvements in both the quantity and quality of the information available on our website see:- <https://leicestershelter.org.uk/>. We have also established a much greater presence on TikTok, and on X (formerly Twitter) using these Social Media to disseminate information about SHARP and indeed about homelessness more generally. For example our post on TikTok about how to prevent mould and damp has been viewed on over 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 volunteers. 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 20 of whom have gone on to find paid employment.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

SHARP Volunteering Case study – Ms Davey

Ms Davey came to us after being unemployed for many years due to poor mental health, mainly anxiety. Once the placement began, our Volunteer Co-ordinator quickly noticed how quiet Ms Davey was towards our Co-ordinator and the rest of the team. Ms Davey would sit and watch the other volunteers have a conversation but looked too anxious to interact with them herself. We encouraged Ms Davey to come out of her shell more, by having group meetings with her and the other volunteers weekly, along with 1-1 meetings. From week 3 onwards, we did notice Ms Davey started to interact with other volunteers more and with SHARP staff. Ms Davey even started a conversation and began to ask more questions about housing and the work set out. Ms Davey picked up the admin work very quickly, always using the handbook provided to double check her work was correct. As a group we did feedback phone calls to clients and Ms Davey successfully completed 2 feedback forms without any issues. As we progressed onto gaining employment we updated her CV and began to look at interview techniques, which she picked up really well. By the beginning of week 6, she had secured employment at a waste management company in administration.

Please note that in this case-study the name of the volunteer 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. Our work with the Olive Trust is an excellent example of how such cooperation can be of benefit to homeless and poorly housed people.

SHARP, in addition to its volunteers, employs staff to provide the above services. In 2023/24 there were an average of 4 full-time equivalent paid staff. As of 31 March 2024 there were two full-time members of staff - Mara Forana (Housing Advice Specialist Caseworker and Project Leader), and Deepa Bhogal (Volunteer Coordinator). And two part-time members of staff - Yasin Koya (Administrator Receptionist), and David Brazler (Executive Advisor). 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 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 11) shows a total income of £121,972 and expenditure of £134,152. This results in a deficit for the year of £12,180. We started the year with fund balances of £58,284 and the deficit for the year of £12,180 after all charitable activities had been financed leaves fund balances carried forward of £46,104. These are comprised entirely of unrestricted funds after transferring £6,826 to restricted funds to settle overspend on 3 projects which are ending.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

For SHARP, from a purely financial perspective 2023/24 was a year of modest losses. During 2023/24 we were relying upon our National Lottery Community Fund 5-year grant of £306,326, the grant from Henry Smith £9,000 and some £51,730 in other income. This £51,730 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 £46,104 as at the 31 March 2024 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.

Principal funding sources

The charity considers itself to be extremely fortunate to have received considerable financial support from a large number of funders, trusts, organisations and individuals. The following noted contributors' have been really important to the charity's work and we wish to thank them for their contributions

Major Funders

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

Charitable Trusts

The Helen Jean Cope Charity
The J R Corah Foundation
The Maud Elkington Charitable Trust
P & C Hickinbotham Charitable Trust
The Edith Murphy Foundation
Saint Martin de Porres Foundation
The Henry Smith Charity
Florence Turner Charitable Trust

Individuals

Katherine Burns
Katie Hutchinson
Helen Ingall
Rev A L Lattimore
R. E. Marshall
M.A. McKay
Noel Oldershaw
Dr Andrew Teuten
Gill Taylor

Housing Associations

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

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Churches

All Saints Church Kirby Mallory
Ashby Parva P.C.C.
Breedon P.C.C.
Blaby Congregational Church
Blessed Sacrament Church & St Peter
Christ Gospel Church
Christchurch, Clarendon Park, Leicester
Churches Together in Leicestershire
Enderby URC
Great Glen Methodist Church
Holy Trinity, Leicester, PCC
Immaculate Conception R C Church
Leicester Cathedral
Leicester Quaker Meeting House
Markfield Congregational Church
Market Harborough Congregational Church
Mayflower Methodist Church
Narborough Congregational Church
Newton Burgoland Congregational Church
Our Lady of Victories Church, Lutterworth
Oadby Methodist Church
Sacred Heart and St Margarets
Saffron Lane URC
Sheepy Parish Church
South Wigston URC
St Bartholomews Church
St Edwards House, Aylestone
St Margarets Church, Leicester
St Marys Church, Anstey
St Marys Church, Barkby
St Marys Church, Osgathorpe
St Marys P.C.C.
St Nicholas Church, Mowsley
St Peters Church Tilton on the Hill
St Pauls Woodhouse Eaves
St Theresas & Sacred Heart Birstall
St Thomas Moore Parish
St Wilfrids Church, Kibworth
Stuart Court Chapel, Kibworth
Supernumerary Methodist Church
Westcotes URC
Wigston URC

Other Organisations

Asda Foundation
Charities Trust
Earl Shilton Building Society
Hormann (UK) Ltd
Leicester Charity Link
NEXT Holdings Ltd
Rotary Club – Leicester
Vicar's Relief Fund, St Martin-in-the-Fields
Wyggestons Hospital

And many, many, many more

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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.

Plans for future periods

The trustees are pleased to announce that on 5th March 2024, the charity has secured funding of £399,000 from the National Lottery Community Fund for a 5 year project starting in 2024-25 as part of a spending pledge costing £555,823 which will have a major impact on people's lives. The funding will be provided over the five year period in instalments starting in June 2024. This funding is for the SHARP Homelessness Prevention and Support Project, a project that will support 350 unique individuals and 450 unique families.

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:

Frazer Robson

Jane Taylor

Robert Eglington

(Resigned 5 October 2023)

David Fawcett

(Resigned 28 November 2023)

Andrew Morley

Kaseem Chaudry

Junaid Rafiq Vindhani

Laura Hancox

Margaret Robinson

Feroza Narma

(Appointed 28 May 2024)

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.

The trustees report was approved by the Board of Trustees.



Frazer Robson

Trustee

26 November 2024

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

50TH ANNIVERSARY - SPECIAL REPORT

FOR THE YEAR ENDED 31 MARCH 2024

In 2024 we celebrated 50 years of charitable service. None of this could have been achieved without the wonderful commitment of our trustees. We wish to thank all of those trustees below who provided such wonderful service to the charity.

Cron Ager	Andrew John Morley
Edith Barbara Elliott	Junald Rafiq Vindhani
John Elliott	Kaseem Chaudry
Paul Raymond Herrington	Laura Jane Hancox
David Robert Hewitt	Margaret Gillian Robinson
George Samuel Inglis	Feroza Narma
Peter Geoffrey Scafe	
Gertrud Traub	
Mavis Brown	
Jane Taylor	
Catherine Twelvetrees	
Brian Griffiths	
Malwyn Robert Collins	
Frazer Roderic Calder Robson	
John Lewis Copeland	
Iain Davidson	
Robert Minors Edge	
Patricia Jean Hobbs	
Robert John Line	
Mandy McCrory	
Anil Bhadressa	
Bharat Sachdev	
Sangeeta Patel	
Nathalie Riordan	
Ian Morton	
Chandrakant Kataria	
Vinu Vaghela	
Angela Maye	
Jaqueline Lesley Eastbrook	
Mary Hannah Griffin	
Nitin Kumar Shukla	
Jaqueline Esther O'Brien	
Martin George Laidler	
Lorna Brabin-Smith	
Mark Tristram Stott	
Suzanne Jennifer McClure	
Sarah Anne Hodgkinson	
Sarah Hughes	
Rosalyn Janina Hunt	
Simon Turner Watkiss	
Richard Alfred Lount	
Judith Cox	
Peter Grindley Smith	
Michelle Arthur	
Timothy James Abbott	
Denise O'Sullivan	
Beverley Anne Hall	
Diane Kaczmar	
Andrew Keith McNeill	
Narendra Kumar Mehta	
Robert Eglington	
David Anthony Fawcett	

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

50TH ANNIVERSARY - SPECIAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

In addition to the wonderful contributions made by our trustees we wish to thank the following staff members too.

John Walker	Alison Roper
Linda Stevens	Kay Wright
Nigel Kitt	Dragan Aleksov
Jackie King (nee Lawton)	Fiona Gorham
David Brazier	Samira Sulleman
Ian Nicholson	Diane Welnowski
Jim Mullineaux	Shelly Arthur
Charlie De Podesta	Kaseem Chaudry
Andrew Brooks	Mara Forana
Alexcis Hall	Rachel Devonshire
Parmjit Dhami	Debbie Coles
Mandy McCrory	Elizabeth Glover
Sandra Branch	Rebecca Pallett
Iain Davidson	Kirit Patel
Tracey Ford	Frances Wrench
Jude Crieghton	Tim Port
Suchila Shah	Chris Haylett
Jill Taylor	Abby Lockwood-Jones
Kim Walsh	Chris Poole
Annette Ansell	David Waddington
Philip Dodd	Amelia Dyson
Mary Mills	Babara Clifton
Lynda Zablok	Karon Phillips
Sonny Allen	Kathy Harriman
Ann Bates	Danny Collyer
Angie Maye	Johara Allen
Paul Morris	Jenny Atter
David Glynn	Lara Lish
Julle Bew	Sam Poole
Tracy Andrew	Sam O'Flaherty
Sara Davies	Paula Skinner
Phill Saunders	David BATTERY
Anthony Smith	Wilber Carruthers
Jo Wright	Ailce Garner
Maria Bush	Anita Kumari-Bhardwaj
Gemma Jones	Judy Dawson
Melanie McCrory	Sue Nice
Pat Stacey	Kat Taylor
Dan Moody	Deepa Bhogal
Greg West	Rebecca Toone
Ceri Baldwin	Amany Jabir
Elaine Phillips	Hope Gray
Amina Haji	Jonathan Parker
Brian Hitchcock	Nikita Williams Gardner
Jean Wynd	Vishal Sedani
Tina Young	Shannon Woolman
Mark Gardner	Yasin Koya
Phil Tulba	Amy Whitmore
Chris Lincoln	
Michael Clements	
Helen Howson	
Paul Linnell	
Carole Hammond	
Leyla Ozkan	

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

50TH ANNIVERSARY - SPECIAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

In our 50 years of providing charitable service we have recorded a staggering 42,433 new cases and enquiries. This is spread over the following years as set out below.

April	March	Number	April	March	Number
1974	1975	416	1999	2000	953
1975	1976	916	2000	2001	1025
1976	1977	668	2001	2002	840
1977	1978	568	2002	2003	930
1978	1979	662	2003	2004	964
1979	1980	811	2004	2005	747
1980	1981	840	2005	2006	643
1981	1982	975	2006	2007	653
1982	1983	938	2007	2008	570
1983	1984	944	2008	2009	237
1984	1985	1313	2009	2010	307
1985	1986	1326	2010	2011	556
1986	1987	1514	2011	2012	538
1987	1988	1395	2012	2013	635
1988	1989	1466	2013	2014	722
1989	1990	1351	2014	2015	747
1990	1991	1188	2015	2016	842
1991	1992	1049	2016	2017	726
1992	1993	1029	2017	2018	754
1993	1994	980	2018	2019	230
1994	1995	1371	2019	2020	411
1995	1996	1300	2020	2021	416
1996	1997	1168	2021	2022	510
1997	1998	1102	2022	2023	551
1998	1999	1071	2023	2024	565

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 2024.

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 FCA

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

Dated: 26 November 2024

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from:							
Donations and legacies	3	27,532	70,242	97,774	29,964	84,926	114,890
Other trading activities	4	23,940	-	23,940	23,300	-	23,300
Investments	5	258	-	258	109	-	109
Total income		51,730	70,242	121,972	53,373	84,926	138,299
Expenditure on:							
Charitable activities	6	49,630	84,522	134,152	53,539	93,328	146,867
Total expenditure		49,630	84,522	134,152	53,539	93,328	146,867
Net income/(expenditure)		2,100	(14,280)	(12,180)	(166)	(8,402)	(8,568)
Transfers between funds		(6,826)	6,826	-	-	-	-
Net movement in funds	8	(4,726)	(7,454)	(12,180)	(166)	(8,402)	(8,568)
Reconciliation of funds:							
Fund balances at 1 April 2023		50,830	7,454	58,284	50,996	15,856	66,852
Fund balances at 31 March 2024		46,104	-	46,104	50,830	7,454	58,284

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Current assets					
Debtors	12	84,792		85,878	
Cash at bank and in hand		21,565		29,762	
		<u>106,357</u>		<u>115,640</u>	
Creditors: amounts falling due within one year	13	<u>(10,253)</u>		<u>(7,356)</u>	
Net current assets			96,104		108,284
Creditors: amounts falling due after more than one year	14		<u>(50,000)</u>		<u>(50,000)</u>
Net assets excluding pension liability			<u>46,104</u>		<u>58,284</u>
Net assets			<u>46,104</u>		<u>58,284</u>
The funds of the charity					
Restricted income funds	16		-		7,454
Unrestricted funds			<u>46,104</u>		<u>50,830</u>
			<u>46,104</u>		<u>58,284</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 2024.

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 26 November 2024


Andrew Morley
Trustee

Company registration number 02516047 (England and Wales)

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

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 or grantors 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 2024

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 2024

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 2024

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2024	Total 2023
	£	£	£	£
Donations and legacies	27,532	-	27,532	27,464
Grants receivable	-	70,242	70,242	87,426
	<u>27,532</u>	<u>70,242</u>	<u>97,774</u>	<u>114,890</u>
For the year ended 31 March 2023	<u>29,964</u>	<u>84,926</u>		<u>114,890</u>
Donations and legacies				
Regular donations and gift aid	8,610	-	8,610	10,806
Other donations and appeals	18,922	-	18,922	16,658
	<u>27,532</u>	<u>-</u>	<u>27,532</u>	<u>27,464</u>
Grants receivable for core activities				
The National Lottery Community Fund	-	61,242	61,242	60,926
Henry Smith	-	9,000	9,000	9,000
Edith Murphy	-	-	-	2,500
Carlton Hayes MH Charity	-	-	-	15,000
	<u>-</u>	<u>70,242</u>	<u>70,242</u>	<u>87,426</u>

4 Income from other trading activities

	Unrestricted funds 2024	Unrestricted funds 2023
	£	£
Services provided	<u>23,940</u>	<u>23,300</u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	258	109

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

6 Charitable activities

	Unrestricted funds expenditure	National Lottery Community fund	Carlton Hayes £	Henry Smith £	Total 2024 £	Total 2023 £
Staff costs	23,938	43,809	10,850	11,348	89,945	99,610
Rent, rates and service charges	2,502	4,987	2,375	-	9,864	11,357
Light and heat	2,178	2,196	-	-	4,374	6,948
Telephone	1,895	2,401	-	-	4,296	3,014
Insurance	1,072	908	-	-	1,980	1,433
Travel, training and conference expenses	47	379	-	-	426	1,035
VAT input tax not reclaimable	3,919	-	-	-	3,919	4,191
Printing, postage and stationery	2,756	1,351	-	-	4,107	2,796
Computer equipment and licences	1,157	1,088	-	-	2,245	2,732
Loan interest	1,300	-	-	-	1,300	1,715
Maintenance, repairs and sundry equipment	1,603	380	-	-	1,983	2,433
Miscellaneous expenses	540	747	-	-	1,287	48
Payments to clients	37	-	-	-	37	188
Consultancy	-	628	-	-	628	495
	<u>42,944</u>	<u>58,874</u>	<u>13,225</u>	<u>11,348</u>	<u>126,391</u>	<u>137,995</u>
Share of governance costs (see note 7)	6,686	1,075	-	-	7,761	8,872
	<u>49,630</u>	<u>59,949</u>	<u>13,225</u>	<u>11,348</u>	<u>134,152</u>	<u>146,867</u>
Analysis by fund						
Unrestricted funds - general	49,630	-	-	-	49,630	
Restricted funds	-	59,949	13,225	11,348	84,522	
	<u>49,630</u>	<u>59,949</u>	<u>13,225</u>	<u>11,348</u>	<u>134,152</u>	
For the year ended 31 March 2023						
Unrestricted funds - general	53,539	-	-	-		53,539
Restricted funds	-	71,289	15,270	6,769		93,328
	<u>53,539</u>	<u>71,289</u>	<u>15,270</u>	<u>6,769</u>		<u>146,867</u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

7 Support costs	Support costs	Governance costs	2024	2023
	£	£	£	£
Staff costs	-	2,837	2,837	2,712
Independent examiner fees	-	2,250	2,250	2,150
Legal and professional fees	-	-	-	1,300
Bank charges	-	76	76	85
Rent	-	858	858	988
Light and heat	-	380	380	604
Telephone	-	374	374	262
VAT input tax not reclaimable	-	341	341	364
Other governance costs including insurance, cleaning, miscellaneous and PPS	-	645	645	407
	<u>-</u>	<u>7,761</u>	<u>7,761</u>	<u>8,872</u>
Analysed between				
Charitable activities	<u>-</u>	<u>7,761</u>	<u>7,761</u>	<u>8,872</u>

Governance costs includes payments to the independent examiners of £2,250 (2023- £2,150) for examination fees.

8 Net movement in funds	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	<u>2,250</u>	<u>2,150</u>

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year and none of them were reimbursed for travelling expenses (2023- £nil).

10 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
Provision of housing advice support	<u>5</u>	<u>4</u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

10 Employees	(Continued)	
Employment costs	2024	2023
	£	£
Wages and salaries	91,620	101,002
Other pension costs	1,162	1,320
	<u>92,782</u>	<u>102,322</u>

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

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024	2023
	£	£
Aggregate compensation	<u>59,595</u>	<u>56,699</u>

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Debtors

Amounts falling due within one year:	2024	2023
	£	£
Trade debtors	79,772	79,231
Other debtors	1,661	5,326
Prepayments and accrued income	3,359	1,321
	<u>84,792</u>	<u>85,878</u>

13 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	3,446	3,006
Other creditors	207	-
Accruals and deferred income	6,600	4,350
	<u>10,253</u>	<u>7,356</u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

14 Creditors: amounts falling due after more than one year

	2024	2023
	£	£
Other creditors	50,000	50,000

15 Retirement benefit schemes

	2024	2023
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	1,162	1,320

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

16 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
The National Lottery Community Fund	(6,507)	61,242	(59,949)	5,214	-
Carlton Hayes	11,730	-	(13,225)	1,495	-
Henry Smith	2,231	9,000	(11,348)	117	-
	<u>7,454</u>	<u>70,242</u>	<u>(84,522)</u>	<u>6,826</u>	<u>-</u>

Previous year:

	At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
	£	£	£	£	£
The National Lottery Community Fund	3,856	60,926	(71,289)	-	(6,507)
Carlton Hayes	12,000	15,000	(15,270)	-	11,730
Henry Smith	-	9,000	(6,769)	-	2,231
	<u>15,856</u>	<u>84,926</u>	<u>(93,328)</u>	<u>-</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 2024

17 Unrestricted funds

The unrestricted funds of the charity include donations and grants from a variety of sources and they enable the charity to pursue its general charitable activities:

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
General funds	50,830	51,730	(49,630)	(6,826)	46,104
	<u>50,830</u>	<u>51,730</u>	<u>(49,630)</u>	<u>(6,826)</u>	<u>46,104</u>
Previous year:	At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
	£	£	£	£	£
General funds	50,996	53,373	(53,539)	-	50,830
	<u>50,996</u>	<u>53,373</u>	<u>(53,539)</u>	<u>-</u>	<u>50,830</u>

18 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2024	2024	2024
	£	£	£
At 31 March 2024:			
Current assets/(liabilities)	96,104	-	96,104
Long term liabilities	(50,000)	-	(50,000)
	<u>46,104</u>	<u>-</u>	<u>46,104</u>
	<u>46,104</u>	<u>-</u>	<u>46,104</u>
	Unrestricted funds	Restricted funds	Total
	2023	2023	2023
	£	£	£
At 31 March 2023:			
Current assets/(liabilities)	100,830	7,454	108,284
Long term liabilities	(50,000)	-	(50,000)
	<u>50,830</u>	<u>7,454</u>	<u>58,284</u>
	<u>50,830</u>	<u>7,454</u>	<u>58,284</u>

SHELTER HOUSING ADVICE AND RESEARCH PROJECT (LEICESTER) LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

19 Operating lease commitments

Lessee

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:

	2024	2023
	£	£
Within one year	9,500	9,500
Between two and five years	19,000	28,500
	<u>28,500</u>	<u>38,000</u>

Lessor

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

20 Related party transactions

HITS Home Trust

Mr David Brazler, 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 2024 is £50,000 (2023: £50,000) and the interest paid this year £1,300 (to date on the interest on the loan was £13,800).

Leicester Social Economy Consortium (LSEC)

Frazer Robson and Jane Taylor, are trustees of Shelter Housing Aid Research Project (SHARP) and Mr David Brazler, 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 (2023: £22,500) to LSEC. As at the 31 March 2024 SHARP was owed £79,231 (2023: £79,231) in respect of management fees and the commission on rental income during the normal course of business.