

Registered Charity Number  
1064006

Registered Company Number  
3296807

Safehaven Trust Limited  
(A company limited by guarantee)

Reports and Financial Statements

For The Year Ended

31st March 2021

**Safehaven Trust Limited**  
**(A company limited by guarantee)**

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**Safehaven Trust Limited**  
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**Report of the trustees for the year ended 31st March 2021**

**Introduction**

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2011, the Memorandum and Articles of Association, 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) (effective 1 January 2015).

**Chair's report**

The charity has had yet another successful year with regards to the objects of the charity. Many young persons have passed through our doors and all of them benefited from the help and advice we have given them.

Due to COVID 19 and the resultant restrictions we decided to give up the shop. It is very sad and we will miss it immensely.

The charity remains strong financially and we look forward to many more years work ahead of us.

Mrs B M Cater  
Chair

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**Our purposes and activities**

The principal activity of the charity is that of providing services and education for persons with learning disabilities and special needs. The particular areas of provision are that of office work and home management. Computer equipment is provided and the teaching thereof, together with the skills needed to be able to look after oneself in a home environment. Having this learning enables the pupils to be more independent in themselves and more able to partake in public life.

**Achievements and performance**

The use of the house has continued to be very successful. Unfortunately the shop has had to be given up.

**Financial review**

The trustees consider the financial performance by the charity during the year to have been satisfactory.

The Statement of Financial Activities show net incoming resources for the year of a revenue nature of £11,082 (2020 - outgoing £5,288) and net realised outgoing resources of a capital nature of £0, (2020 - £0), making net overall realised incoming resources of £11,082, (2020 - outgoing £5,288).

The total reserves at the year end stand at £77,623, (2020 - £66,541).

Free unrestricted liquid reserves amounted to £64,952, (prior year £53,581).

**Investment powers and policy**

The trustees keep the funds in a Building Society which attracts interest at similar rates to a deposit account. The trustees believe that they are getting the best return for the reserves whilst mitigating financial risk.

**Reserves policy and going concern**

It is the policy of the Charity to maintain unrestricted funds, which are free reserves, at approximately three months unrestricted expenditure. The Charity has a strong financial position and believes that it will continue to trade for at least the 12 months following approval of the financial statements. There are also plans to obtain mobile homes, and some land to situate them on, to be able to give respite care as well as overnight stays for clients. Therefore the charity is building the reserves for this purpose.

**Plans for future periods**

The charity will continue as it has done. The landlord of the shop has intimated that it may be sold soon. There have been assurances that any prospective purchaser will be informed that we intend to stay, however there can be no certainty that this will be permitted. There are sufficient vacant shops within the locale that the charity could transfer to if required. The trustees are also searching for some land to purchase, as mentioned in the reserves policy above.

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**Reference and administrative details**

Charity number:	1064006
Company number:	3296807
Registered office:	2 Lembang Cottages Reigate Road Horley Surrey, RH6 0AS
Independent examiner:	Anthony Brown & Co., Registered Auditors Chenies Okewood Hill Dorking RH5 5NB

**Directors and trustees**

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

Mrs B M Cater - Chair  
Mr G Cater  
Mr A J Wakeling

Mr G Cater - Company secretary

**Structure, Governance and Management**

**Governing document**

The charity is a registered charity. It is a company with no share capital limited by guarantee. The Governing document is the Memorandum and Articles of Association dated 27th December 1996.

**Appointment of trustees**

New Trustees are recruited from persons known to current Trustees. They will first have an affinity with the Trust's objectives and with skills appropriate to the Trust's needs at any given time.

**Related parties**

None of our trustees receive remuneration or other benefit from their work with the charity. Two of the clients are related to the trustees; Denise Cater is the daughter of Mr G and Mrs B M Cater, Helen Jones is the daughter of Mrs J M Jones. They are charged by the charity for services provided at prevailing rates charged to unrelated clients.

**Risk management**

The trustees manage risks regarding safeguarding, health and safety etc. as expected. The financial risks are monitored by them constantly but are considered minimal.

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**Trustees' responsibilities in relation to the financial statements**

The charity trustees (who are also the directors of Safehaven Trust for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2011. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Statement as to disclosure to our independent examiner**

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the examiner in connection with preparing their report, of which the examiner is unaware, and
- the trustees, having made enquiries of fellow directors and the examiner that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

By order of the board of trustees

Mrs B M Cater (Chair)

16th December 2021

**Safehaven Trust Limited**  
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**Independent examiner's report to the trustees of Safehaven Trust Limited**  
**for the year ended 31st March 2021**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st March 2021, which are set out on pages 8 to 16

**Responsibilities and basis of reports**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

Name: Dominic Edginton, FCCA.

Date: 16th December 2021

For and on behalf of Anthony Brown & Co., Accountants  
Chenies  
Okewood Hill  
Dorking  
RH5 5NB

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**Statement of Financial Activities (including income and  
expenditure account) for the year ended 31st March 2021**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		2021 £	2021 £	2021 £	2020 £
<b>Income:</b>					
Donations and legacies	3	0	0	0	0
Income from charitable activities	4	52,102	0	52,102	53,015
Income from other activities	5	1,514	0	1,514	9,303
Investment income		58	0	58	68
<b>Total income</b>		<b>53,674</b>	<b>0</b>	<b>53,674</b>	<b>62,386</b>
<b>Expenditure:</b>					
Costs of generating other income		-1,103	0	-1,103	24,974
Costs of charitable activities	6	43,695	0	43,695	42,700
<b>Total expenditure</b>		<b>42,592</b>	<b>0</b>	<b>42,592</b>	<b>67,674</b>
<b>Net income/(expenditure) and net movement in funds for the year</b>		<b>11,082</b>	<b>0</b>	<b>11,082</b>	<b>(5,288)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		66,541	0	66,541	71,829
<b>Total funds carried forward</b>		<b>77,623</b>	<b>0</b>	<b>77,623</b>	<b>66,541</b>

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

The notes at pages 10 to 16 form part of these accounts

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**Balance Sheet as at 31st March 2021**

	Notes	£	2021 £	£	2020 £
<b>Fixed assets</b>					
Tangible assets	10		168		457
<b>Current assets</b>					
Debtors	11	7,471		8,964	
Cash at bank and in hand		59,322		46,517	
		<u>66,793</u>		<u>55,481</u>	
<b>Liabilities</b>					
Amounts falling due within one year	12	(1,841)		(1,900)	
<b>Net current assets</b>			<u>64,952</u>		53,581
<b>Total assets less current liabilities</b>			<u>65,120</u>		<u>54,038</u>
<b>Net assets</b>			<u><u>65,120</u></u>		<u><u>54,038</u></u>
<b>The funds of the charity:</b>					
Restricted income funds	13		65,120		54,038
Unrestricted income funds			0		0
<b>TOTAL FUNDS</b>			<u><u>65,120</u></u>		<u><u>54,038</u></u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The 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 16th December 2021.  
and are signed on their behalf, by:

Mrs B M Cater - Chair of Trustees

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**Notes to the Accounts for the year ended 31st March 2021**

**1 Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to the accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice; Accounting and Reporting by Charities preparing their accounts, Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16th July 2014 and the Companies Act 2011.

Under the Update Bulletin 1 issued by the Charities Commission on 2nd February 2016, the charity is exempt from preparing a Statement of Cash Flows.

Safehaven Trust Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Preparation of the accounts on a going concern basis

The trustees are of the view that for the next 12 to 18 months is a going concern and that there are no material uncertainties about the charity's ability to continue as a going concern.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

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For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to a distribution. Where legacies have been notified to the charity, or the charity is aware of the of probate, and the criteria for income recognition have not been met, then the legacy is a treated as a contingent asset and disclosed if material.

d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid by the bank.

f) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Trust's work.

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g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs of running the shop and associated support costs.
- Expenditure on charitable activities includes the costs of running the house and other educational activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Trusts artistic programmes and activities.

i) Tangible fixed assets

Individual fixed assets are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

<b>Asset Category</b>	<b>Annual rate</b>
Long leasehold buildings	20%
Plant and equipment	15%

j) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

k) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

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**2 Legal status of the trust**

The Trust is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

<b>3 Income from donations and legacies</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Donations	0	0
Legacies	0	0
	<u>0</u>	<u>0</u>
	<u><u>0</u></u>	<u><u>0</u></u>

The donations are all unrestricted.

<b>4 Income from charitable activities</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Primary purpose trading, all unrestricted	<u>52,102</u>	<u>54,306</u>

<b>5 Income from other activities</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Income generated by the shop, all unrestricted	<u>1,514</u>	<u>9,449</u>

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<b>6 Analysis of expenditure on charitable activities</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Training consultancy	24,828	28,878
Volunteers costs	0	0
Rent and rates	12,839	17,693
Insurance	1,066	1,040
Light and heat	725	800
Waste disposal and cleaning	0	0
Premises repairs and renewals	971	160
Garden	425	255
Telephone and fax	471	666
Software	0	0
Sundry expenses	23	13
Depreciation	289	312
Materials	0	27
Motor costs	0	56
Students' welfare	0	80
Stationery and printing	338	792
Household goods	298	477
Accountancy fees	1,422	942
	<u>43,695</u>	<u>52,191</u>

All expenditure was unrestricted.

<b>7 Governance costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accountancy fees	<u>1,422</u>	<u>942</u>

<b>8 Net income/(expenditure) for the year</b>	<b>2021</b>	<b>2020</b>
<b>This is stated after charging</b>	<b>£</b>	<b>£</b>
Depreciation	289	312
Accountancy fees	1,422	942
Operating lease - rent	24,400	24,400

**9 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.

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<b>10 Tangible fixed assets</b>	<b>Leasehold Land and Buildings £</b>	<b>Plant and Machinery £</b>	<b>Total £</b>
<b>Cost</b>			
At 1st April 2020	2,083	14,819	16,902
Additions	0	0	0
Disposals	0	0	0
At 31st March 2021	<u>2,083</u>	<u>14,819</u>	<u>16,902</u>
<b>Depreciation</b>			
At 1st April 2020	2,083	14,362	16,445
Charge for the year	0	289	289
Disposals	0	0	0
At 31st March 2021	<u>2,083</u>	<u>14,651</u>	<u>16,734</u>
<b>Net book value</b>			
At 31st March 2021	<u>0</u>	<u>168</u>	<u>168</u>
At 31st March 2020	<u>0</u>	<u>457</u>	<u>457</u>

All assets are used for direct charitable purposes.

<b>11 Debtors</b>	<b>2021 £</b>	<b>2020 £</b>
Other debtors	6,349	7,596
Prepaid expenses	1,122	1,368
Taxation recoverable	0	0
	<u>7,471</u>	<u>8,964</u>

<b>12 Creditors: amounts falling due within one year</b>	<b>2021 £</b>	<b>2020 £</b>
Accrued expenses	1,369	1,604
Pension contributions	106	0
Other taxes	366	296
	<u>1,841</u>	<u>1,900</u>

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**13 Particulars of Individual Funds and analysis of assets and liabilities representing funds**

<b>At 31st March 2021</b>	<b>Unrestricted Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
Tangible Fixed Assets	168	0	0	168
Current Assets	66,793	0	0	66,793
Current Liabilities	<u>(1,841)</u>	<u>0</u>	<u>0</u>	<u>(1,841)</u>
	<u>65,120</u>	<u>0</u>	<u>0</u>	<u>65,120</u>

<b>At 1st April 2020</b>	<b>Unrestricted Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
Tangible Fixed Assets	457	0	0	457
Current Assets	55,481	0	0	55,481
Current Liabilities	<u>(1,900)</u>	<u>0</u>	<u>0</u>	<u>(1,900)</u>
	<u>54,038</u>	<u>0</u>	<u>0</u>	<u>54,038</u>

The individual funds included above are :-

<b>Funds at 2020 £</b>	<b>Movements in Funds as below £</b>	<b>Transfer Between Funds £</b>	<b>Funds at 2021 £</b>
<u>54,038</u>	<u>11,082</u>	<u>0</u>	<u>65,120</u>

Analysis of movements in funds as shown in the table above are :-

<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>Gains &amp; Losses £</b>	<b>Movement in Funds £</b>
<u>53,674</u>	<u>(42,592)</u>	<u>0</u>	<u>11,082</u>

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**Detailed Statement of Financial Activities for the year ended 31st March 2021**

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2021 £	2021 £	2021 £	2020 £
<b>Donations and legacies received</b>				
Donations	0	0	0	0
<b>Incoming Resources from Voluntary Activities</b>				
Shop income from sale goods	1,514	0	1,514	9,449
<b>Investment Income</b>				
Bank deposit interest received	58	0	58	57
<b>Incoming Resources from Charitable Activities</b>				
Primary purpose trading	52,102	0	52,102	54,306
<b>TOTAL INCOMING RESOURCES</b>	<b>53,674</b>	<b>0</b>	<b>53,674</b>	<b>63,812</b>
<b>Support Costs for Generating Voluntary Income</b>				
Wages and national insurance	17,747	0	17,747	14,131
Rent and rates	(20,716)	0	(20,716)	7,718
Insurance	125	0	125	0
Light and heat	383	0	383	736
Telephone	0	0	0	0
Waste disposal and cleaning	885	0	885	1,115
Repairs	428	0	428	403
Stock purchased	0	0	0	0
Ancillary costs	17	0	17	12
Sundry expenses	28	0	28	9
Depreciation	0	0	0	0
<b>Total Costs of Generating Voluntary Income</b>	<b>(1,103)</b>	<b>0</b>	<b>(1,103)</b>	<b>24,124</b>
<b>Support Costs of Charitable Activities</b>				
Training consultancy	24,828	0	24,828	28,878
Volunteers costs	0	0	0	0
<b>Total Support Costs of Charitable Activities</b>	<b>24,828</b>	<b>0</b>	<b>24,828</b>	<b>28,878</b>

*This page does not form part of the financial statements.*

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**Detailed Statement of Financial Activities for the year ended 31st March 2021**

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2021	2021	2021	2020
	£	£	£	£
<b>Management and Administration Costs In Support of Charitable Activities</b>				
<b>Premises costs</b>				
Rent and rates	12,839	0	12,839	17,693
Insurance	1,066	0	1,066	1,040
Light and heat	725	0	725	800
Waste disposal and cleaning	0	0	0	0
Premises repairs and renewals	971	0	971	160
Garden	425	0	425	255
	16,026	0	16,026	19,948
<b>General administration expenses</b>				
Telephone and fax	471	0	471	666
Software	0	0	0	0
Sundry expenses	23	0	23	13
	494	0	494	679
<b>Other support costs</b>				
Depreciation	289	0	289	312
Materials	0	0	0	27
Motor costs	0	0	0	56
Students' welfare	0	0	0	80
Stationery and printing	338	0	338	792
Household goods	298	0	298	477
Accountancy fees	1,422	0	1,422	942
	2,347	0	2,347	2,686
<b>TOTAL COSTS OF CHARITABLE ACTIVITIES</b>	43,695	0	43,695	52,191

*This page does not form part of the financial statements.*