

Company number: 4402061

Charity number: 1094827

Friends First

Report and Financial Statements

Year ended 31 August 2022

FRIENDS FIRST

Financial Statements - 31 August 2022

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FRIENDS FIRST

REFERENCE AND ADMINISTRATIVE DETAILS

Friends First is a registered charity (1094827) and a company limited by guarantee (4402061).

Its registered office is: 21/23 Clarendon Villas
Hove
East Sussex
BN3 3RE

The Trustees throughout the year, (unless otherwise shown), and at the date the report is signed were:

S Horne
P Jarvis
N Jones
A Knight (appointed 11th October 2022)
W Bigwood (appointed on 21st February 2023)
J Foreman
K Stevens (resigned on 22nd November 2022)
M Sibanda
K Ball

Company Secretary A Waller

The company's advisors are:

Bankers: National Westminster Bank plc
103 Church Road
Hove
East Sussex
BN3 2BF

Independent Examiner: John Thacker FCA DChA
Chariot House Limited
44 Grand Parade
Brighton
BN2 9QA

FRIENDS FIRST

TRUSTEES' ANNUAL REPORT

The trustees present their 21st report and the unaudited financial statements for the year ended 31 August 2022.

The financial statements have been prepared in accordance with the accounting policies set out on pages 10 and 11 and comply with current statutory requirements the Financial Reporting Standard applicable in the U.K. and Republic of Ireland (FRS102) (effective from 1 January 2019), the Memorandum and Articles of Association, and the Statement of Recommended Practice: Accounting and Reporting by Charities 2015.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The company was incorporated on 22 March 2002 and was registered as a charity on 28 November 2002. It is governed by its Memorandum and Articles of Association. The company is limited by guarantee and has no share capital.

Friends First is connected with Clarendon Trust Ltd (of 21-23 Clarendon Villas, Hove, East Sussex, BN3 3RE) in that the charities have common trustees and Clarendon Trust Ltd is the sole corporate member of Friends First. The trustees of the company are appointed upon becoming a trustee of Clarendon Trust Ltd. The induction process for trustees involves supplying them with copies of the Memorandum & Articles of Association, recent Accounts and Minutes of trustees' Meetings. They are also shown the work of Friends First and meet with the senior staff. Trustees meet regularly through the year and all the major decisions of the charity are made by them in consultation with the charity's managers.

The trustees have recognised the importance of assessing and managing risk associated with the charity's objectives. The process of identifying risk is ongoing and has been an essential part of the management of the charity. The trustees have implemented systems to ensure ongoing identification, management and documentation of foreseeable risks.

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The trustees have had regard to the Charity Commission guidance on public benefit, and paid due regard to it in deciding what activities the charity should undertake. The trustees are satisfied that the ongoing activities which they are involved in means that the charity is continuing to meet the public benefit requirement.

Friends First Trust aims to contribute toward:

- reducing long-term unemployment
- reducing homelessness
- reducing social isolation
- increasing the provision of safe supportive housing

Friends First also works with socially minded property investors, enabling Friends First beneficiaries access to secure and affordable accommodation. The accommodation Friends First have available includes: short stay and emergency accommodation, shared housing and lodgings in the local community.

Friends First provides intensive personal support for beneficiaries to assist them in gaining momentum and achieving independent living. Alongside this Friends First recruit, screen, and train volunteer mentors and befrienders to come alongside beneficiaries living in their local communities. The charity also has access to counselling referral and regularly work alongside and signposts to other like-minded agencies in the city.

FRIENDS FIRST

Trustees' Report – continued

ACHIEVEMENTS AND PERFORMANCE FOR THE PUBLIC BENEFIT

Housing

Friends First provides support to residents in three houses across the city.

Coldean House: 4 -5 bed

The focus of this house is Christian discipleship and preparation and transition to full time work. Two of the men are in full time work and the third is starting voluntary work experience. One person who was in work recently moved on to a private rented flat.

Hove House: 3 bed

During the year, the tenant successfully moved to private rented accommodation. She's now serving as a volunteer for Friends First. Following her move, a single parent mum from Ethiopia with three young children moved into the house. She is part of City Coast Church and Friends First is partnering with them to support her.

Moulsecoomb House 2 bed

An Emmanuel church member has asked us Friends First to manage this property. A single parent mum and her daughter are currently living there. The young girl has started school and the mum is considering part time work options.

Housing First and SWEP

Friends First have actively been involved in the leading and running of the Brighton Churches Night Shelter for many years. Following Covid, government advice is that rough sleepers are given individual rooms. Over the winter months last year, Friends First switched to supporting a council led provision for rough sleepers at The Brighton Hotel. Friends First helped clean the rooms, provide toiletries, food and a Christmas bag of goodies. The team helped guests who had been given move on accommodation to move into their new flat.

Another council initiative is Housing First which offers some rough sleepers an unfurnished flat. Friends First have partnered with them and Holland Road Baptist Church to provide a basic start-up kit of a kettle, microwave etc. together with some furniture. The team would like to find premises where donated furniture can be stored.

Foodbanks

In 2021-22 Emmanuel Church Brighton set up two more foodbanks in addition to the Shoreham foodbank. Friends First Team members supported the opening of these two projects and continue to do so, weekly. Having Friends First team members attend these foodbank sessions, offers an instant ability to refer clients who may need further support with counselling, housing or work experience.

FRIENDS FIRST

Trustees' Report – continued

Keys Community Detox

Keys Detox is a National church based detox programme to help people escape from alcohol and drug addiction through integrated medical, spiritual and community support. Friends First has become the Keys hub coordinating support across Brighton & Hove. The team has supported clients engaging with the programme. The team recently attended a conference at Ashburnham Place which brought together agencies and churches working with recovery in the South East. Friends First are hoping to start an in person recovery course with a longer term aim of running it in Lewes Prison.

FINANCIAL REVIEW

The Statement of Financial Activities on page 7 shows total incoming resources of £124,204. The charitable company has funded a variety of projects and activities, which are in line with its stated objectives. The level of activity for the year was satisfactory. There was a surplus for the year of £1,542. At the end of the year the funds of the charity were in surplus by £38,449. The trustees of Clarendon Trust Ltd have indicated that they will provide ongoing financial support for at least 12 months from the date of this report.

RESERVES POLICY

The trustees have formulated a reserves policy in line with Charity Commission guidance. It is the trustees' intention to create free reserves sufficient to enable the trust to meet its recurring expenditure for the foreseeable future. At year end unrestricted reserves of £38,449 cover more than three months of current expenditure.

PLANS FOR FUTURE YEARS

Friends First hopes to be able to relaunch its pathway to employment project that provides work experience and training to the long-term unemployed. The charity has been awarded £4,000 from Garfield Weston and 60 bus tickets from Brighton & Hove Buses to enable our trainees to get to training, education and work opportunities.

Friends First have also been approached by a Christian entrepreneur who wants to partner with the charity to offer carpentry and construction skills training. They have identified a location on a farm in West Sussex where they hope to have a workshop. On the farm there is also opportunity for learning market gardening and animal husbandry. Produce grown own site can supply the foodbank Friends First is partnering with.

Building on the good relationships established with other churches in the city through running the Nightshelter Friends First continued to meet with key leaders and have decided that one of the best ways that the team can serve the homeless is by supporting frontline workers. Partnering with other churches, Friends First plans to offer space for frontline workers to access the internet and have team meetings.

FRIENDS FIRST

Trustees' Report – continued

Chariot House Limited have been appointed as independent examiners via a resolution at the Annual General Meeting.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

Approved by the trustees on 21st March 2023 and signed on their behalf by



Neville Jones
Chair of Trustees

21/23 Clarendon Villas
Hove
East Sussex
BN3 3RE



INDEPENDENT EXAMINER'S REPORT TO THE SOLE MEMBER OF FRIENDS FIRST

I report to the charity trustees on my examination of the accounts of Friends First for the year ended 31 August 2022.

Responsibilities and basis of report

As the charity trustees of Friends First 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 Friends First's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do 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.



John Thacker FCA DChA
Chariot House Limited
Chartered Accountants
44 Grand Parade
Brighton
East Sussex
BN2 9QA

Date: 21st March 2023

FRIENDS FIRST**Statement of Financial Activities for the year ended 31 August 2022**

	Notes	2022	2021
		£	£
INCOME AND EXPENDITURE ACCOUNT			
Incoming resources from generated funds			
Voluntary income	2	95,828	64,284
Activities for generating funds		3,622	11,517
Incoming resources from charitable activities	4	24,754	15,032
		<u> </u>	<u> </u>
Total incoming resources		124,204	90,833
Resources expended			
Cost of generating funds			
Fundraising and publicity		141	-
Charitable activities			
Housing & Employment Support	5	122,521	82,693
		<u> </u>	<u> </u>
Total resources expended		122,662	82,693
		<u> </u>	<u> </u>
Net movement in funds		1,542	8,140
Fund balances brought forward at 1 September 2022		36,907	28,767
		<u> </u>	<u> </u>
Fund balances carried forward at 31 August 2022		38,449	36,907
		<u> </u>	<u> </u>

All funds are unrestricted.

The Statement of Financial Activities reflects the results of continuing activities for the year. There were no recognised gains or losses for the year other than those shown on the Statement of Financial Activities.

The notes on pages 10 to 15 form part of these financial statements.

Balance Sheet at 31 August 2022

	Notes	2022		2021	
		£	£	£	£
CURRENT ASSETS					
Debtors	7	12,197		470	
Cash at bank and in hand		36,005		40,988	
		<u>48,202</u>		<u>41,458</u>	
CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR					
	8	<u>(9,753)</u>		<u>(4,551)</u>	
NET CURRENT ASSETS			<u>38,449</u>	<u>36,907</u>	
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>38,449</u>	<u>36,907</u>	
FUNDS					
Unrestricted funds					
General fund	9		36,994		35,452
Designated funds	9		1,455		1,455
TOTAL FUNDS			<u>38,449</u>	<u>36,907</u>	


The company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 August 2022. The members have not required the company to obtain an audit of its financial statements for the year in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus and deficit for each financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the trustees, signed on their behalf by and authorised for issue on 21st March 2023.


Neville Jones
Chair of Trustees

The notes on pages 10 to 15 form part of these financial statements.

FRIENDS FIRST

Cash Flow Statement for the year ended 31 August 2022

	2022		2021	
	£	£	£	£
Reconciliation of net movement in funds to net cash flows from operating activities				
Net movement in funds	1,542		8,140	
Depreciation	-		-	
Decrease/(increase) in debtors	(11,727)		4,665	
Increase/(decrease) in creditors	5,202		671	
Net cash outflow from operating activities		(4,983)		13,476
Capital expenditure				
Purchase of tangible fixed assets	-		-	
Net cash outflow from capital expenditure		-		-
Increase/(decrease) in cash in the year		(4,983)		13,476
Reconciliation of net cash flow to movement in net cash funds				
Net funds at beginning of the year		40,988		27,512
Change in net funds during the year		(4,983)		13,476
Net funds at end of the year		36,005		40,988

FRIENDS FIRST

Notes to the Financial Statements for the year ended 31 August 2022

1 ACCOUNTING POLICIES

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', and the Companies Act 2006. The financial statements have been prepared under the historical cost convention

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. The trustees do not consider that Covid 19 will have a significant impact on the charity for the following reasons:

In light of the above and following a review of our financial position, reserves and future plans, the trustees have confidence the charity will remain a going concern for the foreseeable future.

(a) Incoming resources

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.

Gifts in kind are included at estimated market value.

Any income relating to future years is deferred.

(b) Resources expended

Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. Expenditure is recognised on an accruals basis and is allocated between cost of generating funds, charitable expenditure, support costs and governance of the charitable company. Overhead and support costs have been allocated to charitable expenditure.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office and governance costs. They are incurred directly in support of expenditure on the objects of the charity.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees.

FRIENDS FIRST

Notes to the Financial Statements for the year ended 31 August 2022

(c) Voluntary assistance

A certain amount of time is expended by volunteers on the charitable company's activities which is donated free of charge. It is not possible to quantify the value of the time given, and accordingly it is neither recorded as donated income nor as an expense in the financial statements.

(d) Taxation

The company is a charity within the meaning of Para 1 Schedule 6 Finance Act 2010. Accordingly the company is potentially exempt from taxation in respect of income or capital gains within categories covered by Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes. No tax arose in the year.

(e) Pensions

The charitable company contributes to defined contribution pension schemes. The charge to the Statement of Financial Activities for 2022 was £5,785 (2021 - £3,571).

(f) Fund accounting

An explanation of the nature and purpose of each fund is included in the notes to the financial statements. Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

All funds held are unrestricted funds.

FRIENDS FIRST

Notes to the Financial Statements for the year ended 31 August 2022

2 VOLUNTARY INCOME

	2022 £	2021 £
Housing and Employment Support		
General Income	95,828	64,284
Donated facilities	-	-
	<u>95,828</u>	<u>64,284</u>

3 GRANTS RECEIVED

During the year the following grants were received:

Green Pastures	£750
ACTS 435	£1,590

4 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2022 £	2021 £
Housing and Work Support		
Local authority funding	24,754	14,806
Other funding	-	226
	<u>24,754</u>	<u>15,032</u>

FRIENDS FIRST

Notes to the Financial Statements for the year ended 31 August 2022

5 RESOURCES EXPENDED ON CHARITABLE ACTIVITIES

	2022 £	2021 £
Direct Costs:		
Direct staff costs	55,998	35,768
Other direct costs	64,425	45,042
	<u>120,423</u>	<u>80,810</u>
Support costs:		
Support staff costs	-	-
Other support costs	2,098	1,883
Depreciation	-	-
	<u>122,521</u>	<u>82,693</u>

Other support costs include independent examiner's fees of £1,750.

6 TRUSTEES AND STAFF COSTS

No trustees received or waived salary or expenses from the company during the year.

Staff costs

	2022 £	2021 £
Gross salaries	46,570	29,718
Social security costs	3,643	2,479
Pension costs	5,785	3,571
	<u>55,998</u>	<u>35,768</u>

Total paid to key management personnel was £36,073 (2021: £23,190).

The average number of persons employed by the charitable company during the year was as follows:

	2022 Number	2021 Number
Housing and work support	2	2
	<u>2</u>	<u>2</u>

No employees had emoluments in excess of £60,000: nil (2021: nil).

FRIENDS FIRST

Notes to the Financial Statements for the year ended 31 August 2022

7 DEBTORS

	2022	2021
	£	£
Other Debtors	12,197	470
	<u> </u>	<u> </u>

8 CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Accruals and deferred income	9,753	4,551
	<u> </u>	<u> </u>

9 UNRESTRICTED FUNDS

	Balance at 1 September 2021 £	Movement in resources			Balance at 31 August 2022 £
		Incoming £	Outgoing £	Transfers £	
General fund	35,452	124,204	122,662	-	36,994
Specific Project fund	1,455	-	-	-	1,455
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	36,907	124,204	122,662	-	38,449
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

	Balance at 1 January 2021 £	Movement in resources			Balance at 31 August 2021 £
		Incoming £	Outgoing £	Transfers £	
General fund	27,312	90,833	82,693	-	35,452
Specific Project fund	1,455	-	-	-	1,455
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	28,767	90,833	82,693	-	36,907
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

The designated fund was established to specifically develop Social Enterprise initiatives.

FRIENDS FIRST

Notes to the Financial Statements for the year ended 31 August 2021

10 CONNECTED CHARITY

The charitable company is connected with Clarendon Trust Limited (of 21-23 Clarendon Villas, Hove, East Sussex, BN3 3RE) in that the charities have common trustees and Clarendon Trust Ltd is the sole corporate member of Friends First.

11 CHARITABLE COMPANY STATUS

The charitable company does not have a share capital and the liabilities of its sole member are limited to the guarantee of up to a maximum of £10.

12 RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.