

Charity registration number 801043 (England and Wales)

Company registration number 02241670

CHELTENHAM HOUSING AID CENTRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

CHELTENHAM HOUSING AID CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr T P Cadogan Mr A C Machin Ms K J Patterson Ms G C Wilcox Mr H W Booty	(Appointed 1 October 2023) (Appointed 1 October 2023) (Appointed 30 November 2024)
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Charity number 801043

Company number 02241670

Registered office
Room B25
Municipal Offices
Promenade
Cheltenham
Gloucestershire
England
GL50 9SA

Independent examiner
BK Plus Limited
6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

CHELTENHAM HOUSING AID CENTRE

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CHELTENHAM HOUSING AID CENTRE

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, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)".

Objectives and aims

The main objects of the charity, according to its Memorandum & Articles, as amended by special resolution dated 27 April 2015, are the relief of poverty for the benefit of predominantly the inhabitants of Gloucestershire generally and the Borough of Cheltenham in particular ("the Area of Benefit") by the provision of advice and assistance on matters relating to housing, benefits and financial and debt management amongst persons living or working in the Area of Benefit who have need of such assistance because of their homelessness, adverse living conditions, financial circumstance or any other cause.

Significant activities

Cheltenham Housing Aid Centre ("CHAC") has a wide range of policies to enable its service to be provided fairly and professionally, including, in particular, an equal opportunities policy in respect of access for clients and the recruitment of staff and volunteers.

CHAC is party to a wide range of local forums for the improvement of working practice, to promote the Centre's and clients' interests, to improve communications and to assist in the development of initiatives for improving the lives of people in Cheltenham.

Public benefit

In planning the charity's activities for the year the trustees kept in mind the Charity Commission's guidance on public benefit. The focus of the charity's activities during the year, which explains the delivery by the charity of public benefit, is set out above under 'Objectives and activities' and below under 'Achievement and performance'.

Achievements and performance

Significant activities and achievements against objectives

The charity continues to be based in an office located in Cheltenham Borough Council's Municipal Offices on the promenade in Cheltenham. Whilst this is an interim arrangement, the charity has benefited greatly from being in this location for the time being.

The charity is aware that Cheltenham Borough Council is attempting to move out of these buildings, and so the trustees are continuing to explore new accommodation options.

Mrs Hazel Langford resigned as a trustee in November 2024. Hazel has been instrumental in the smooth operation of CHAC for its entire existence – a period of over 25 years. The Trustees and Staff extend their sincere thanks to Hazel for her contribution.

Ms Sara Bennett also resigned as a trustee in July 2024 after four years service, latterly as Chair. Again the Trustees and staff thank Sara for her contribution.

The charity welcomes new trustees Kelly Patterson, Gwen Wilcox and Harry Booty.

CHELTENHAM HOUSING AID CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Financial review

As in the previous year, the charity is unable to report a surplus for the period under review, however the trustees consider that the charity continues to be a going concern following consideration of the various funding streams that are available to be applied for.

The trustees acknowledge and thank all donors and funders during the year, the majority of whom are listed later in the attached financial statements. Again, as we have reported in earlier years, work continues on obtaining a broader funding base to enable continued operations.

Where appropriate, CHAC continues to engage external service providers to assist with strategic decision making.

Reserves policy

The charity has supported its ongoing activities from accumulated reserves during the year. The trustees are hopeful that reserves will begin to be built up in the coming year.

Going concern

The trustees continue to consider it appropriate to prepare the financial statements on a going concern basis. The income of the charity arises from grants from a number of donors, and regular funding applications are made by the charity. At the time of signing this report, the reserves, together with expected donations, are sufficient to cover the running costs for at least a further twelve months.

Major risks

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Plans for future periods

The Board remains committed to ensuring current projects continue and continues to work to identify additional areas of unmet need where CHAC has the professional skills to help and to seek appropriate funding to address those needs. Securing sufficient funding has been more problematic this year than in previous. The team continue to work diligently to secure the necessary funds to continue our work.

The Charity will look at its Risk Management, Fundraising and Corporate Strategies in the forthcoming year. This is to ensure that we stay abreast of legislation and good practice, and continue to keep our clients at the heart of what we do.

Structure, governance and management

The charity is controlled by its governing document, its revised Memorandum and Articles adopted by Special Resolution on 27 April 2015, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Ms S F Bennett	(Resigned 22 July 2024)
Mr T P Cadogan	
Mrs H M Langford	(Resigned 30 November 2024)
Mr A C Machin	
Ms K J Patterson	(Appointed 1 October 2023)
Ms G C Wilcox	(Appointed 1 October 2023)
Mr H W Bocky	(Appointed 30 November 2024)

Recruitment and appointment of trustees

The power to appoint new trustees is vested in the current board of trustees.

CHELTENHAM HOUSING AID CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Organisational structure

The charity is managed by a board of trustees, who are no less than four and no more than thirteen in number.

Relationship with related parties

The charity has key working relationships with Cheltenham Borough Council, Cheltenham Borough Homes, resident social landlords, social services and the probation service, Citizen's Advice Bureau, Caring for Communities and People, Change Grow Live, Home Group and P3.

Statement of trustees' responsibilities

The trustees, who are also the directors of Cheltenham Housing Aid Centre for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees' report was approved by the Board of Trustees and signed on its behalf by:

Mr T P Cadogan

Trustee

20 December 2024

CHELTENHAM HOUSING AID CENTRE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CHELTENHAM HOUSING AID CENTRE

I report to the trustees on my examination of the financial statements of Cheltenham Housing Aid Centre (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.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 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. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

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 Companies Act 2006.
- 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 Companies Act 2006 other than any requirement that the financial statements 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 financial statements 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.

Roger Downes FCA
BK Plus Limited
6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

Dated: 20 December 2024

CHELTENHAM HOUSING AID CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Unrestricted funds 2023 £
	Notes		
Income from:			
Donations and legacies	2	1,598	2,894
Charitable activities	3	91,428	45,517
Investments	4	-	1,464
Total income		<u>93,026</u>	<u>49,875</u>
Expenditure on:			
Charitable activities	5	108,626	112,888
Total expenditure		<u>108,626</u>	<u>112,888</u>
Net expenditure and movement in funds		<u>(15,600)</u>	<u>(63,013)</u>
Reconciliation of funds:			
Fund balances at 1 April 2023		37,478	100,491
Fund balances at 31 March 2024		<u>21,878</u>	<u>37,478</u>

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

CHELTENHAM HOUSING AID CENTRE

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2024

		2024		2023	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	10		668		1,336
Current assets					
Debtors	11	277		268	
Cash at bank and in hand		63,701		78,162	
		<u>63,978</u>		<u>78,430</u>	
Creditors: amounts falling due within one year	12	<u>(42,768)</u>		<u>(42,288)</u>	
Net current assets			<u>21,210</u>		<u>36,142</u>
Total assets less current liabilities			<u>21,878</u>		<u>37,478</u>
Net assets			<u>21,878</u>		<u>37,478</u>
			<u><u>21,878</u></u>		<u><u>37,478</u></u>
The funds of the charity					
Unrestricted funds			<u>21,878</u>		<u>37,478</u>
			<u>21,878</u>		<u>37,478</u>
			<u><u>21,878</u></u>		<u><u>37,478</u></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 20 December 2024

Mr T P Cadogan
Trustee

Company registration number 02241670 (England and Wales)

CHELTENHAM HOUSING AID CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Cheltenham Housing Aid Centre is a private company limited by guarantee incorporated in England and Wales. The registered office is Room B25, Municipal Offices, Promenade, Cheltenham, Gloucestershire, GL50 9SA, England.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The charity is a Public Benefit Entity as defined by FRS 102.

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. The principal accounting policies adopted are set out below.

1.2 Going concern

The trustees continue to consider it appropriate to prepare the financial statements on a going concern basis. The income of the charity arises from grants from a number of donors, and regular funding applications are made by the charity. At the time of signing this report, the reserves together with expected donations, are sufficient to cover the running costs for at least a further twelve months.

1.3 Charitable funds

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

1.4 Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations, trading and investment income are recognised on receipt.

Grant income is recognised on receipt unless there is a future obligation to deliver services against that income, in which case it is recognised when those services are delivered.

1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

CHELTENHAM HOUSING AID CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies (Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings 25% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Retirement benefits

The charitable company makes contributions into personal pension schemes of employees, all of which are defined contribution schemes. Contributions payable are charged to the Statement of Financial Activities in the period to which they relate.

2 Income from donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations	1,598	2,894

3 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Grants	91,428	45,517

CHELTENHAM HOUSING AID CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Income from charitable activities (Continued)

Performance related grants analysis

	2024	2023
	£	£
Barnwood Trust	30,000	5,600
Gloucestershire Community Foundation	8,000	-
Gloucestershire County Council	7,500	5,000
Albert Hunt Trust	5,000	10,000
Centrica Management	2,000	-
Mayor's Charity Collection	8,344	-
National Benevolent Charity	11,000	10,000
Gloucestershire Funders (NHS ICB)	15,000	-
Dent Brocklehurst Charitable Family Trust	2,500	-
Garfield Weston Foundation	-	10,000
Henry Smith Charity	-	4,917
Other	2,084	-
	<u>87,260</u>	<u>45,517</u>

4 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	-	1,464
	<u>-</u>	<u>1,464</u>

CHELTENHAM HOUSING AID CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

5 Expenditure on charitable activities

	Total 2024 £	Total 2023 £
Direct costs		
Staff costs	94,394	85,502
Depreciation and impairment	668	669
Rent	5,300	5,767
Rates and water	-	87
Insurance	1,168	1,624
Office costs	3,844	3,830
Repairs & maintenance	45	11,407
Bank charges	95	92
Training costs	648	-
	<u>106,162</u>	<u>108,978</u>
Share of support and governance costs (see note 6)		
Governance	2,464	3,910
	<u>108,626</u>	<u>112,888</u>
Analysis by fund		
Unrestricted funds	<u>108,626</u>	<u>112,888</u>

6 Support costs allocated to activities

	2024 £	2023 £
Governance costs	<u>2,464</u>	<u>3,910</u>
Analysed between:		
Accountancy fees	1,772	2,101
Bookkeeping and payroll costs	692	1,809
	<u>2,464</u>	<u>3,910</u>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

CHELTENHAM HOUSING AID CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

8 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	3	3
	<u>3</u>	<u>3</u>
Employment costs	2024	2023
	£	£
Wages and salaries	82,153	79,677
Social security costs	1,936	1,816
Other pension costs	10,305	4,009
	<u>94,394</u>	<u>85,502</u>

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

9 Taxation

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

10 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2023	2,674
At 31 March 2024	<u>2,674</u>
Depreciation and impairment	
At 1 April 2023	1,338
Depreciation charged in the year	668
At 31 March 2024	<u>2,006</u>
Carrying amount	
At 31 March 2024	<u>668</u>
At 31 March 2023	<u>1,336</u>

11 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Prepayments and accrued income	<u>277</u>	<u>268</u>

CHELTENHAM HOUSING AID CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

12 Creditors: amounts falling due within one year

	2024 £	2023 £
Other creditors	40,610	36,734
Accruals and deferred income	2,158	5,554
	<u>42,768</u>	<u>42,288</u>

Other creditors includes a reserve for potential redundancies in the event of cessation of core services.

Income in advance represents grant income received during an earlier year, which relates specifically to periods after the year-end date.

13 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
General fund	37,478	93,026	(108,626)	21,878
	<u>37,478</u>	<u>93,026</u>	<u>(108,626)</u>	<u>21,878</u>
Previous year:				
	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
General funds	100,491	49,875	(112,888)	37,478
	<u>100,491</u>	<u>49,875</u>	<u>(112,888)</u>	<u>37,478</u>

14 Contingent liabilities

Various funders retain the right to claw back grants should the use of the funds not be in accordance with the terms of the grant. In the opinion of the trustees no such liability exists at the year end.

15 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.