

Colchester Emergency Night Shelter

a company limited by guarantee
& a registered charity



Annual Report & Financial Statements for the year ended 31 March 2009

Company Number 02475258

Charity Number 803328

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COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

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COLCHESTER EMERGENCY NIGHT SHELTER

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Reference and administrative details of the Charity, its trustees and advisers

Directors	Michael Abbs Nick Baker Dr Lester Carlyon MBBS Marian Clegg Gordon W Evans Teresa Hall Julie Ward Tina Graves
Company Secretary	Marian Clegg
Company registration No	02475258 (England and Wales)
Charity registration No	803328
The registered office of the company and the principle office of the charity is	39 – 41 Alexandra Road Colchester Essex CO3 3DF Telephone 01206 549885 www.colchesternightshelter.org.uk
Auditors	Passmore Weeks & Richardson Registered Auditors and Accountants 2 Beacon End Courtyard London Road Stanway Colchester Essex CO3 5NY
Bankers	National Westminster Bank Plc 25 High Street Colchester Essex CO1 1DG
Solicitors	None appointed

Colchester Emergency Night Shelter has received support from the National Lottery Charities Board, Colchester Borough Council And Essex County Council



COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

Report of the trustees for the year ended 31 March 2009

The trustees, who are also the directors of the charity for the purposes of the Companies Act 1985, present their report with the financial statements of the charity for the year ended 31 March 2009. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

Governance, structure and management of the Colchester Emergency Night Shelter

Principal Activity

The principal activity of the **Colchester Emergency Night Shelter** in the year under review was that of provider of temporary night shelter accommodation for single, homeless persons in the Colchester area.

Trustees (Directors)

The trustees of the charity, also directors of the company, who served during the year under review, were

Gordon W Evans - *Acting Chair*
Marian Clegg - *Secretary*
Michael Abbs
Nick Baker
Dr Lester Carlyon MBBS
Teresa Hall
Julie Ward
Tina Graves (appointed 20 11 2008)

The Governing Document

The **Colchester Emergency Night Shelter** is a registered charity and a company limited by guarantee. The governing instrument of the charity is the Memorandum & Articles of Association of the company. The governing body of the company is the board of directors, the members of which are also the trustees of the charity. The members of the company elect the directors and trustees. Membership of the company is by invitation and each member is liable for the sum of £1 00 if and when the company is wound up. A list of the current directors and trustees appears on page 3.

The Organisational Structure

At their regular meetings the trustees consider a written report submitted by the coordinator of the **Night Shelter** and the financial report of the Secretary. This includes a note of the bank balance and a comparison between actual income and expenditure. An Annual Budget and regular financial forecasts are produced and these documents are used as management tools throughout the year. The trustees work to an agenda at their meetings that incorporate a rolling list of Action Points. This, together with a business plan, ensures all tasks are monitored to their conclusion.

The **Night Shelter** remunerates fourteen persons. Nine of these are permanent employees and receive a regular wage or salary, whilst of the others, three are relief workers who are paid an allowance, and two are Community Service Volunteers, who are paid a weekly subsistence allowance. The permanent employees are the coordinator, the assistant coordinator, three project workers, one Project Sunday Plus worker, a book-keeper, an administrative assistant, and a cleaner. All of the paid employees are part-time except the co-ordinator who works full time. The relief workers are Sunday Project Plus and weekday relief workers, the latter are required to stay at the **Night Shelter** overnight as part of their duty. The directors of the company do not receive a wage and do not claim expenses.

The Governing Body

The governing body of the **Colchester Emergency Night Shelter** is the Board of Management. This is made up from the directors of the company who are also the trustees of the charity. The Board of Management meets every eight to ten weeks throughout the year to cover general business. They also meet at other times, as necessary, for special business and communicate on a regular basis via the internet.

COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

Report of the Trustees - continued

Governance, structure and management of the Colchester Emergency Night Shelter- continued

Recruitment, Appointment and Training of Trustees

Trustees for the charity are drawn from members of the public usually by word of mouth but also from the publicity that the charity receives in local churches, at other local charities and at the offices of local authorities. Trustees are appointed by the Board of Management once the Board is satisfied as to the suitability of the candidate. Trustees hold office for three years after which they are eligible for re-election for a further period of three years.

To be effective in office the trustees need a good understanding of the role and responsibilities of a charity trustee and must be aware of the legal rules on eligibility to serve as a charity trustee. All new trustees have their duties and legal, financial and managerial responsibilities and liabilities explained to them. They are informed about the **Colchester Emergency Night Shelter**, its vision and values, its aims, its programme, its sources of income, and the context in which it operates. They are also provided with a copy of the charity's governing document and a copy of the 'Reference Handbook for Trustees' a copy of which is held by each trustee.

Risk management

The management and trustees of the **Night Shelter** examine regularly the major risks that the charity. These examinations are designed to ensure that the health and safety of the staff, the volunteers and residents of the charity is safeguarded, that adequate insurance is in place where insurable risks are encountered, and the financial resources of the charity are protected.

The charity has developed systems to monitor and control the risks to mitigate any impact that they may have on the charity both now and in future. These include a series of written policies, which are in place to cover those areas where it is necessary to proactively manage those activities that could lead to injury or harm of members of the staff, our volunteers, the residents and other members of the public visiting our facility. The policies, which are inspected and approved by the Essex County Council as part of their function under the Supporting People procedures, are reviewed at least once each year to ensure that the **Night Shelter** employs best practice wherever practicable.

The trustees of the **Night Shelter** are continually monitoring changes in legislation, local authority practices and other developments in this increasingly litigious society in which we live in order to ensure, so far as is possible, the **Night Shelter** does not become exposed to unforeseen risk and/or liability. We also have to contend with the ever more demanding and expensive bureaucratic procedures and processes that local and national governments impose. The charity is happy to comply with these requirements in all respects as the Trustees fully recognise and accept the responsibilities the charity must bear in meeting the 'public benefit' test.

Voluntary Services Received

The **Night Shelter** also benefits from the free and greatly valued assistance of many volunteers who work at the **Night Shelter** during the evenings and all day Sundays & Bank Holidays. The Board of Management are also supported by Mrs Marian Clegg, who as well as being a trustee and part of the Board, is the charity's voluntary Secretary working many unpaid hours in the interests of the charity and its residents. The Trustees recognise the tremendous effort that individual trustees, staff and volunteers make to ensure the **Night Shelter** functions, and recognize too that but for their services, often rendered under very difficult circumstances, the **Night Shelter** would not be able to deliver the exceptional services provided to the public.

Supporters

The **Night Shelter** must constantly monitor its flow of funds to ensure that the main public benefit that we deliver can be financed day after day, albeit, at times, on limited budgets. Homelessness doesn't stop - ever.

COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

Report of the Trustees - continued

Supporters -continued

The **Night Shelter** finances receive very close attention as do the level of potential liabilities, which the Trustees constantly face especially those related to running and maintaining the building. With the advent of the so-called 'credit crunch' during the year under review, much anxiety was expressed about the effects that looked all too likely as far as the **Night Shelter** finances were concerned.

But, as it turned out, our anxiety was a little misplaced as the supporters of the **Night Shelter**, who help us with money rather than deeds, rallied to the call and provided additional funds. This was a remarkable outcome given the economic downturn and the suffering many people experienced from the loss of employment, additional costs and alternative new demands on their respective resources. The Trustees of the **Night Shelter** would like to take this opportunity to thank those who gave their financial support during the year under review, in particular, the individuals, the organizations, local groups and, of course, the network of churches in our catchment area. The names of some of our supporters are mentioned below in another context but there are many other names that we could mention and to whom we are extremely grateful.

New standards - better quality

During the past year the **Night Shelter** has worked very hard to improve the standards of our physical environment. We have been helped in this endeavour by many local organisations and many local people. The family of Lauren Evans has raised nearly £10,000 for refurbishment over the past 18 months using a variety of events including raffles, memorial runs, fashion shows and tea parties. The enthusiasm and commitment they have shown is second to none. The Gannett Trust awarded us £7,000 towards a new laundry room and the plans to implement this were well under way at the end of the year. The Evening Gazette, which contacted the Trust, did us proud with a nice spread in their newspaper. The Fowler Smith Trust in Chelmsford came up with the other half of the funding for this project. The Lexden Parish Church of St. Leonard's support us regularly, they have raised in excess of £5,000 during the past year, which will be used for bedroom projects.

Last, but not least, we have been selected to become one of the Mayor of Colchester's charities for 2009-2010. This will involve us in a lot of exciting activities and will also enable us to meet other organizations with similar aspirations to our own.

In the next five years we hope to have completed the internal refurbishment programme and to have brought the internal facilities truly into the 21st century. Thereafter, the outside fabric of the property will demand our attention and - we are under no illusions - will need a lot of investment to prevent the incursion of dilapidation.

Objectives and Activities

Objects Clause

The objects of the **Colchester Emergency Night Shelter** which are set out in the Articles of Association of the company are as follows,

(for) the relief of poverty by the provision of emergency and other accommodation advice and assistance for persons who are deemed homeless and are in need of such accommodation advice or assistance "

A copy of the full set of Memorandum and Articles of Association is available for inspection on application to the Secretary at the registered address.

COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

Report of the Trustees – continued

Objectives and Activities - continued

Aims and Objectives

By following its objectives the **Night Shelter** aims to provide short-term emergency accommodation for the homeless and offer help and advice to enable them to find a permanent home. This is done by operating a non-rejection policy for admissions, and by maximising the opportunities made available to the residents for the development and betterment of their lives.

The trustees, staff and volunteers work together to enable the homeless to make new beginnings in their lives. The **Night Shelter**, which has beds for 19 people, mostly in double rooms, is open 7 days each week from 7.15pm in the evening until 9am the following day. It is also open Sunday afternoons and on Bank Holidays. Subsidised meals, free laundry and washing facilities are provided for residents for up to 28 days unless special circumstances make it necessary to extend this period. We also endeavour to offer emotional, practical and housing support for our residents and to put them in touch with other specialist agencies when we believe those agencies to be better equipped to cater for the individual's specific needs.

At the **Night Shelter** we meet our aims and objectives time and time again, and honour in full the requirements of the Charities Act, which requires that we demonstrate a public benefit, that is a benefit in which the whole population can share.

Relationship with another Charity

The **Night Shelter** is host to a subsidiary charity called the Colchester Housing Forum - Deposit Guarantee Scheme further details of which appear under Note 14 to the financial statements on page 23. The subsidiary charity exists to provide assurances to landlords when previously homeless people take up occupation of flats and similar. The subsidiary charity underwrites any claims for damages to the fabric and contents of the property that may sometimes occur.

Investment policy

The **Night Shelter** does not have surplus funds and therefore does not have a formal investment policy. However, when funds are not required immediately to meet everyday expenses they are placed in an interest bearing and risk free deposit account operated by one of the major clearing banks.

Reserves policy

The trustees intend that eventually the charity will build up free reserves sufficient to cover the operating costs of the charity for a typical half year, and that further reserves should be put in place to cover planned maintenance and refurbishment expenditure ahead of when it is required.

At the end of the year under review, the half yearly costs approximated to £90,000 whilst the estimated cost of the planned maintenance and refurbishment, which required urgent attention but we could not afford, was in excess of £180,000. If the reserves policy is to be fully funded a sum approaching £275,000, based on present estimates, will be required. This sum includes the cost of refurbishing the remaining bedrooms, which it is planned to carry out as funds permit but does not include the cost of a major overhaul of the property should one be deemed to be necessary.

COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

Report of the Trustees – continued

Achievements and Performance - the story of the year and the story so far;

“Twenty Five Years of Helping Single Homeless People in Colchester”.

a. Introduction

In the mid eighties, churches around Colchester and the Probation Service regularly found themselves with a problem homeless people had nowhere to stay at all and needed a bed each - immediately. This need led to a joint initiative to start a **Night Shelter**. In 1984 a property was found in Walsingham Road, Colchester containing six beds, which could only be used by men due to the layout of the bedrooms. For a few years the **Night Shelter** was solely dependent on unpaid volunteers and therefore reeled from crisis to crisis including a couple of temporary closures when voluntary help was not available. The first big break came when we were successful in getting a grant from Joint Finance (Social Services and Health) to employ a coordinator to recruit and support volunteers and to liaise with the statutory sector to help residents find somewhere to live.

It soon became clear, however, that the problem of homelessness in Colchester was much bigger than the Walsingham Road property could cope with, and homeless women too found themselves needing our help. A new and much larger property was found, which the Colchester Borough Council refurbished for us in return for a market rent. We moved over to Alexandra Road in 1991 and have been here ever since.

During the time we have been at Alexandra Road many changes have taken place. People stay for longer, the **Night Shelter** is full on most nights, we now accept residents with much more complex problems, and we have an effective resettlement programme, housing between 50% and 60% of our residents in more permanent accommodation.

We are amazed by the support we have built up over the years from the local community as well as from the local Council and voluntary sectors. We have been awarded a wide variety of funding including that presently supplied by the Supporting People initiative, the Drug and Alcohol Action Team, Colchester Borough Council and a great deal of privately sourced resources.

b. Our work today

Colchester Emergency Night Shelter has been keeping homeless people off the streets for 25 years. It is open every night of the year and, in an average year, we provide 7,000 bed nights shared amongst approximately 250 people. The **Night Shelter** opens for our residents at 7.15pm and closes at 9.00am but on Sundays and Bank Holidays, when little else is open, it shuts only for a couple of hours in the morning.

Residents are given breakfast in the morning and a cooked meal every evening. We always provide a roast dinner on Sunday with special meals on Bank Holidays, in other words, 14,000 meals every year! Most of the evening meals are cooked for our residents by volunteers.

Our residents are asked to make a contribution towards services provided, but this covers only about 50% of the cost of food, toiletries and utilities that they consume or use during their stay. The balance of the costs is subsidised by donations. This is a deliberate policy so that we meet the public benefit test. To a lot of those suffering poverty, a few pounds is a lot of money.

It is true to say, therefore, that **Colchester Emergency Night Shelter** is a vital and vibrant community project and has a stable network of partner organizations, both voluntary and statutory, throughout Colchester and beyond. We have been working with the homeless for over a quarter of a century and we are as busy as ever delivering that public benefit on which we place so much importance. We are now very much part of the local community.

We continually strive to improve the quality of the work we do at the **Night Shelter** against the background of helping an increasingly difficult client group on their road to inclusion.

COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

Report of the Trustees - continued

Achievements and Performance - the story so far - continued

c. Resettlement

Colchester Emergency Night Shelter has always aimed to resettle residents because our role is to be a stepping stone to a more permanent home as stated in our constitution. This is the fundamental that we seek to achieve during every minute of our operation. We exist for the public good and for the public benefit we offer. Such public benefit is available to all homeless people who adhere to our few basic rules whatever their creed, colour, background or circumstance.

People with some learning difficulties, as well as other problems, continue to form a substantial part of resettlement work with some of these people staying longer than the normal maximum of 28 nights. Many residents with long standing drug and alcohol problems have received support and some have been very successful in overcoming their problems to such an extent that they have been able to move into permanent accommodation as part of our resettlement work. Over the years, however, this work has become more complex and much more time consuming and there is much more we could do with the right level of funding.

There are many different kinds of rented accommodation available in Colchester and elsewhere. The rules that govern the housing market, however, require a lot of understanding and there are many hoops through which our residents have to 'jump' before they can be re-housed. In order to help someone find the right place in which to live requires more than access to a telephone and the evening paper. It takes skill and dedicated attention to the problem if a resident is to be re-housed successfully.

The **Night Shelter** has faced up to these realities of the modern age and has used the services of a resettlement worker employed by a sister charity. But in the forthcoming year, we will employ the resettlement worker direct. This will have the inevitable consequences of increasing our running costs but the work of the resettlement worker is vital if we are to deliver the full range of public benefits we offer. Our resettlement worker has the difficult and delicate task of finding the most suitable type of housing to match the individual resident's needs. This is not just making sure that the resident will be seen and interviewed by the housing project but, more importantly, the accommodation is suitable for the resident as they start their new found independence. Often our residents lack rudimentary housekeeping skills and need education to run their own home.

Our partnership with key private landlords has continued to flourish and supported housing projects are becoming increasingly involved with our more needy residents. Our quarterly newsletter keeps supporters up to date on resettlement successes as well as our other plans.

d. Funding

During our existence Colchester Borough Council has been very supportive and in 2007 introduced a new service level agreement, and support for a major funding application. Supporting People, which is operated by Essex County Council on behalf of central government, has supplied substantial funding and create a framework which helps to monitor our performance. Drug Action Team is a major contributor and we plan to refine the information we provide for substance misuses to include signposting for action planning. The Housing Forum remains a central focus for information sharing and developing new ideas.

e. Training

In the immediate future we will look for ways to develop plans to provide training for our residents in basic life skills such as budgeting, shopping and cooking, all of which a lot of our residents do not possess. Our plans will also generate extra costs but the Trustees see no sense in the efforts we put into helping to re-house a homeless person when that same person is unable to run a household budget, plan the household activities and live a normal daily routine, all activities that are taken for granted by those who have the luxury of a permanent home and a comfortable life style.

COLCHESTER EMERGENCY NIGHT SHELTER

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Report of the Trustees - continued

Achievements and Performance - the story of the year - continued

We also provide regular training for the staff of the **Night Shelter** so that they can better support our residents. Recently staff training sessions have included bereavement counseling, dealing with people with learning difficulties, violence management and abuse awareness. Individual members of staff also attend courses beneficial to the **Night Shelter** and to their own personal development.

f. Our Website www.colchesternightshelter.org.uk

A new website for the **Night Shelter** was developed during the year under review and although it is not the most sophisticated of websites, having been developed at minimal cost, nevertheless, it provides much information and a vital link to residents inside and the general public outside. The website includes a broad range of information and areas of interest about the **Night Shelter** as well as solid cross referencing so that information can be accessed in several different ways. It is vibrant, lively and easy to access no matter what the need is, and it is a great place to visit to read about our recent developments and events. Links to other homeless and support organisations are provided, which is a great help for our residents.

g. Our Property

The **Night Shelter** owns the freehold of the property it occupies and is responsible for the upkeep of the fabric. We run a property development programme, which we follow whenever the finances allow. Over recent years, we moved the two laundries into one main laundry and used the space to create a small kitchen, which was completely refurbished and refitted by Colchester Borough Homes and their partner contractors free of charge. We then held a major fundraising campaign and were able to complete the refurbishment of the main kitchen.

In the year under review, the **Night Shelter's** property renewal programme covered the refurbishment of the first two of our 14 bedrooms. These were met by generous private funding and initiatives from individuals and schools. For instance, the Homeless Central Fund allocated money for a bedroom to be refurbished as the Ellison Room - the room chosen for this is our ground floor bedroom, which is large and the only room available for us to house people with limited mobility - whilst the costs of refurbishing a second bedroom was paid for entirely from monies donated in the memory of Laura Evans. The majority of the costs of refurbishing a third bedroom have been met by a very generous donation from the St Philomena School in Frinton-on-Sea.

In the next year we intend to refurbish the main laundry and carry out further bedroom refurbishments. This is the continuation of a programme which will improve residents' comfort and environment.

Our refurbishment projects are totally funded by grants and donations and in this regard we are also indebted to the Rotary Club, the Lions Club, Messrs Fowler Smith and Jones, the Gannett Trust and the Homeless Trust. Local churches, schools and individuals have all made major and invaluable contributions for which we are extremely grateful.

h. Better care outcomes

"If it wasn't for the Night Shelter there would be a great deal more crime in Colchester. And I would definitely be in prison". This is a quote from one of the **Night Shelter's** residents.

We have looked after even more residents with multiple and complex needs in the year under review, and we have been able to secure good supported accommodation for some. It is a challenge and we need to structure our response to the statutory sector better to ensure that our working relations become more effective.

COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

Report of the Trustees - continued

Achievements and Performance - the story of the year - continued

However, when everyone works together, the result can be as positive as it was for James. He came here with a history of learning disabilities, but with a poor level of co-operation mainly due to his intermittent drug misuse. Whilst he was here we managed to stabilise this and he began to sell the *Big Issue*. We made contact with a supported housing association and he moved there with another resident to be mutually supportive of each other.

Dave who had been struggling with drug misuse for many years and had an offending history to match going back to when he was 14 years old, managed to reduce his methadone dose from 40ml to just 5ml within 3 months. Since he moved on he has retained his accommodation and has managed to achieve IT qualifications for a future employment. He is now off the methadone altogether and doing very well.

Jane had been in care since she was very young and had been in supported housing before she came to the **Night Shelter**. She was still regarded as a looked-after child and she was eventually housed in a private self-contained accommodation, where she is doing well. An avid reader she has returned to college to further her studies.

Tom came after serving in the army for 6½ years. His service ended when he was sent to the detention centre. On his release he came to the **Night Shelter** and shortly after moved to our sister charity Emmaus, where he trained to be an HGV lorry driver.

Michal had been struggling with drug and alcohol addiction and he was a self-harmer. He had been in and out of prison since he was 18 but with support from the Rent Deposit Guarantee Scheme was able to live independently whilst working for the Open Road charity. He was funded by Open Road to attend a course as a gym instructor, which he completed with flying colours. He is now looking for a job and a larger flat to share with his girlfriend.

In the medium term we would like to refocus our project to become more specialized in dealing with multiple and complex needs. We would like to draw in the statutory services more systematically and provide a richer package of care for this particular group of hard-to-help residents.

This slight change to our operational strategy would not mean abandoning the majority of our residents who do not fall into this category.

i. Some statistics to describe our residents

Admissions: A slight drop in the number of admissions from 261 to 241 in the year under review reflects an increase in the average length of stay. However, the ratio between female/male residents remained much the same as in previous years, at 16% for the ladies against 84% for the men.

Length of stay: Contrary to trends in previous years there was a 33% increase in the percentage of residents staying up to a week, whilst at the other end of the spectrum 38% were given extensions beyond the standard 28 days while we worked with them to find more permanent accommodation.

Profile of age: Whilst we have witnessed a marked rise in females under twenty seeking admission (up by 83%), there have been fewer young men in this category (a decrease of 33%). The female increase is partly due to a rise in young women with learning disabilities seeking support.

Locality and previous area: Most residents are already in Colchester before coming to us (more than 50%), and have lived with friends or family before arriving here (22% and 18% respectively). A further quarter comes from the rest of Essex.

There are still quite a number of people who come to us after sleeping rough (18% down from 23%). Another 11% gave a variety of other insecure accommodation as their previous location such as short-term hostels, tents, caravans etc. and 6% of residents came to us straight from prison, similar to levels in previous years. However, from new statistics collected for Supporting People we estimate that about 25% of residents are offenders or "at risk" of offending.

COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

Report of the Trustees - continued

Achievements and Performance - the story of the year - continued

Resettlement: We are still achieving a reasonable rate resettlement (53%) The fact that we evicted just over 20% this year, an increase from 15% in the previous year, probably reflects the fact that we are trying – with the same resources – to house people who have very complex problems including the inability to cooperate effectively A magnificent 17% of those leaving were housed in supported accommodation, and an almost equal amount 16% in private rented accommodation In addition 8% returned to their families, and 7% went to stay with friends

Drugs, alcohol and medication There are still many of our residents (around 42%) who have problems with drugs and alcohol In addition, there are about 38% who have mental health issues and 21% who suffer from some kind of physical illness or condition Overall, 30% of our residents have more than one of these issues It is encouraging that 60% of those who have substance misuse issues are seeking help and in most cases have succeeded in reducing their misuse levels

h. Good Governance - our continuing search for additional Trustees

During the past year we have recruited new trustees onto our board but we are still actively seeking people with the relevant skills and experience to complement existing board members

The role of the trustees is to set the strategic direction in the best interests of residents Some trustees also volunteer in order to get a feel for how the **Night Shelter** operates and how residents respond Trustees are also welcome to attend staff meetings in order to improve their understanding of the practical aspects of running the **Night Shelter** It gives staff confidence and the residents' insight and respect when they encounter trustees "at work"

Trustees fulfill their responsibility for the strategic direction of the **Night Shelter** through meeting six times a year, when they receive reports from the Coordinator and Honorary Treasurer In addition, each Trustee has an area in which they take a special interest, such as substance abuse, volunteering, property maintenance, finance, etc

Our trustee pack is on our web site so that anyone thinking about joining us can familiarise themselves with our history, current plans and activities

Anyone interested in becoming a trustee is invited to contact us for further information through the **Night Shelter** or by email to trustees@colchesternightshelter.org.uk

The Trustees have appointed a strong management and staff team who meet the challenges of running a busy **Night Shelter** with fairness and firmness in the residents' interest Relief workers and volunteers provide invaluable support and staff cover during illness and holidays

i. From the Trustees - Our thanks once again!

No report of this nature would be complete without reference to the work that is carried out by our staff and volunteers, who arrive on a regular basis to help with mentoring, cooking and organising The Trustees would like to thank them individually and collectively for the priceless job they do, both on behalf of the residents and on their own behalf But special thanks must go to our co-ordinator Ms Pernille Petersen with whom the **Night Shelter** would not have survived

j. And finally - a plea for extra funds and extra pairs of helping hands

The **Colchester Emergency Night Shelter** is more needed than ever, in view of a national trend towards closure of night shelters or conversion to longer- stay hostels

The Trustees hope to be able to carry on offering help and hope to the homeless for many years to come However, this will only be possible if our funding is maintained and increased and the number of quality volunteers we boast is maintained and increased as well

Money enables us to function, good and dedicated people make the **Night Shelter** function properly

COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

Report of the Trustees – continued

Financial Review

Statement of Trustees Responsibilities

The trustees (who are also the directors of Colchester Emergency Night Shelter for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires the trustees to prepare financial statements for each financial 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 charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charity SORP,
- make judgments and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Statement as to disclosure of information to Auditors

So far as the trustees are aware, there is no relevant information (as defined by Section 234ZA of the Companies Act 1985) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information

Review of the Statement of Financial Activities, with reference to the Income & Expenditure Account

The financial statements that follow cover the twelve month period 1 April 2008 to 31 March 2009. The statements include a Statement of Financial Activities (SOFA) on Page 18, which meets the requirements of Part IV of the Charities Act 1993 and regulations issued there under, and the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005)

On Page 24 we have included an income and expenditure account for information only. The layout of the document better demonstrates where our income was derived and how the monies were spent. The trustees hope that the complementary presentations will help the reader to understand and learn about the **Night Shelter's** activities

The SOFA shows that the **Night Shelter** generated a deficit for the year of £10,050, which compares to a surplus of £24,917 for the year before. Included in the incoming resources for the previous year was a sum of £9,001 part of an accumulation of funds, amounting to £22,171, which supporters of the **Night Shelter** contributed to fund the refurbishment of the first two bedrooms and the laundry, the balance of £13,170 having been carried forward to cover planned expenditure in the next financial year. Private donations for the year under review at £12,958 were lower than the total received in the previous year, when we received £15,752 from this source

COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

Report of the Trustees - continued

The Financial Review - continued

The normal operating account was once again in deficit, which is a similar pattern experienced several times each year prior to the exceptional result for 2008. The deficit reflects a downturn in the income received from Supporting People, which at £48,504 was 5.7% lower than the £51,432 received in the year previous, and income from Housing Benefits were 3.8% lower at £76,295. These reductions are a concern as the funds from Supporting People and Housing Benefit form the backbone of our finances. The portent for the immediate future, because of the economic downturn, is for less money to be received from these central government-funded sources.

We are also faced with ever rising costs of operation. These would be greater still if it were not for the financial skills of the management who are obliged to run the charity on a shoestring – and, so far, have been successful but, at times, what a struggle it has been.

The trustees continue to seek ways to increase the incoming resources of the charity in order to keep the everyday finances on an even keel. We also aim to set aside the reserves we need to cover the cost of the many refurbishment and maintenance needs, particularly in connection with the fabric of the building, that need doing. Some of the work has been put off for far too long and this lack of attention is now beginning to catch up with us.

The cost of running the property is an ongoing headache especially when costs for essentials such as heat and light continue to increase remorselessly. Our target must be to acquire more finances not just to keep the facility ticking over but also to introduce stability to the project, which can only come from having a satisfactory base from which to work.

The trustees remain ever grateful to that regular band of supporters who not only support the **Night Shelter** with their own financial and material donations but also give their time enthralling others to support our charity as well. We receive donations from all walks of life and are greatly encouraged by the interest shown in our cause in our local community and beyond.

Then there are those who give their time at the **Night Shelter**. They arrive on a regular basis to help out with mentoring, cooking and organising. And we must remember those who have fallen into difficulties who come to us through the probationary service to carry out their Community Service. This group of individuals provide invaluable support with decorating, cleaning and such like.

Over the years we endeavour to put a value on the voluntary help we receive and usually quote a round sum amount of £25,000. However, this number is probably far too low and, in truth, if we had to pay for the services that our volunteers deliver, we would find that the cost would be prohibitive.

The cost of the professional expertise and strong support that the trustees provide free of charge would exceed £25,000 alone, so a figure of at least £50,000 would be more realistic, and at such an additional cost, based on the present flow of funds, the **Night Shelter** would not be able to cope.

Conclusion

In addition to encouraging more volunteers and relief workers, without whom the **Night Shelter** cannot exist, the Trustees are constantly looking to strengthen their own numbers. We have said it before and will say it again that we would like to appoint a new Chair of the Trustees, a new Honorary Treasurer and, perhaps, a trustee with internet skills to maximize the use of our website. Other Trustees, who are adept at winning funds from central government, local authorities and other grant making bodies, will also be very welcome.

We need people of all types, to be volunteers to help with the catering - volunteers who are good listeners and can help the residents to talk over their problems and plans - and we even need clerical assistants who can help to bear the heavy load of the ever-increasing bureaucracy resulting from more and more legislation. The **Night Shelter** is not just offering better self-help services for our residents but we are also trying to create a happier environment for them to enjoy during their limited stay with us.

COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

Report of the Trustees - continued

Conclusion - continued

It is rewarding to see how many more people are being re-housed because of our existence, and it is wonderful to know that so many of the people who we admit to the **Night Shelter** recognise that they have problems and are willing to seek and accept the help that we are able to provide. They all have a big desire to change their lives for the better. This is why the **Night Shelter** exists. We provide a foothold on the ladder of life for those who want to return to independent living, relief of poverty in a small way and a public benefit in the true sense.

There is no doubt that for the **Night Shelter** to continue to survive we must win more resources. These include finances, which will enable us to create a sound financial foundation, and human resources both volunteers and paid staff to work for and with our residents. With the fundamentals firmly in place we will continue to provide hope and help for homeless people in the Colchester area. Moreover, we will not just rest on our laurels but will continue to explore and create other initiatives so that we can offer our residents even more help over a wider range of important issues.

In an ideal world we would seek to move out of our present premises and create a purpose built facility, centrally located in the town, which delivers support for the homeless person all under one roof. This would bring together our present night time facilities and our resettlement services and combine them with daytime facilities to be used for job-hunting, searching for accommodation, training and sustenance. We were very fortunate to acquire the freehold of our present premises as a result of a grant from the National Lottery Fund.

At the moment that source of funding has dried up as the bills are being met for the London Olympics. However, after 2012, we are hopeful that we will be able to obtain more finance from the Lottery Fund. This extra funding, added to the sale price of our existing site, which consists of two conjoined town houses, we hope would be sufficient to commission the purpose built building we seek. Other charities in Colchester have achieved this ambition. In the immediate years ahead the **Night Shelter** would hope to achieve the same. It is a fact of life that homelessness is here to stay and organisations such as the **Colchester Emergency Night Shelter** will be needed to support the homeless and provide the true public benefit indefinitely.

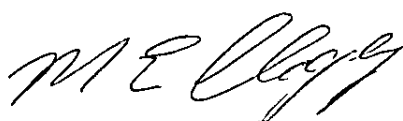
Annual General Meeting

The annual general meeting of the Company for 2009 was convened and adjourned at Lion Walk United Reform Church, Colchester at 12 noon on Tuesday 1 July 2009. The meeting was concluded on Thursday 18 September 2009 with delegated authority to sign off this Report & Accounts given to Mrs Marian Clegg and Mr G W Evans.

Auditors

At the adjourned Annual General Meeting of the **Night Shelter**, the auditors, Passmore Weeks & Richardson, were proposed for re-appointment in accordance with Section 385 of the Companies Act 1985. The trustees were content with the service received from the auditors and were pleased to sanction their re-appointment.

Signed on behalf of the trustees of the **Colchester Emergency Night Shelter**



Mrs Marian Clegg
Secretary & Trustee

Dated 24 February 2010

COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

Report of the Independent Auditors to the Members of the Colchester Emergency Night Shelter

We have audited the financial statements of Colchester Emergency Night Shelter Limited for the year ended 31 March 2009 on pages eighteen to twenty three. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the charitable company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on page thirteen.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985 and whether the information given in the Report of the Trustees is consistent with the financial statements.

We also report to you if, in our opinion, the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available to Small Entities, in the circumstances set out in note 11 to the financial statements.

COLCHESTER EMERGENCY NIGHT SHELTER
Annual Report & Financial Statements for the year ended 31 March 2009

Report of the Independent Auditors to the Members of the Colchester Emergency Night Shelter - continued

Opinion

In our opinion

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 March 2009 and of its incoming resources and application of resources, including its income and expenditure for the year then ended,
- the financial statements have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the Report of the Trustees is consistent with the financial statements



Passmore Weeks & Richardson
Registered Auditors and Accountants
2 Beacon End Courtyard
Stanway
Colchester
Essex
CO3 0NU

Dated 25 February 2010

COLCHESTER EMERGENCY NIGHT SHELTER
Annual Report & Financial Statements for the year ended 31 March 2009

Statement of Financial Activities for the Year Ended 31 March 2009

	Notes	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds 2009</u>	<u>Total Funds 2008</u>
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income					
Donations, Gift Aid, bequests	2	12,958	-	12,958	15,752
Donations – bedroom refurbishment		9,730	-	9,730	-
Donations – kitchen refurbishment		-	-	-	32,568
Donations – Deposit Guarantee Scheme		-	2,850	2,850	1,655
Local Authority grants		6,415	-	6,415	5,309
Activities for generating funds:					
Collection boxes & other specifics		2,555	-	2,555	217
Investment income					
Bank Deposit account interest		811	123	934	2,216
Incoming resources from charitable activities					
Essex County Council - Drugs Action Team		17,350	-	17,350	17,350
Essex County Council - Supporting People		48,504	-	48,504	51,432
Rent & housing benefits		76,295	-	76,295	79,299
Receipts for fees charged to residents		11,567	-	11,567	12,286
Total incoming resources		186,185	2,973	189,158	218,084
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising costs		522	-	522	770
Charitable activities					
Costs in furtherance of charitable objects		183,742	6,610	190,352	186,592
Governance costs					
Auditors, Professional & legal Fees	3	8,334	-	8,334	5,805
Total resources expended		192,598	6,610	199,208	193,167
NET(OUTGOING)/INCOMING RESOURCES before transfers		(6,413)	(3,637)	(10,050)	24,917
Gross transfers between funds					
		-	-	-	-
Net (outgoing)/incoming resources		(6,413)	(3,637)	(10,050)	24,917
RECONCILIATION OF FUNDS					
Total funds brought forward		84,273	264,461	348,734	323,817
TOTAL FUNDS CARRIED FORWARD		77,860	260,824	£338,684	£348,734

The notes form part of these financial statements

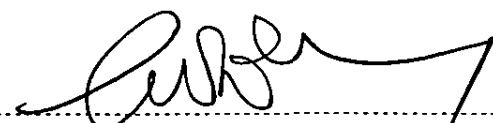
COLCHESTER EMERGENCY NIGHT SHELTER
Annual Report & Financial Statements for the year ended 31 March 2009

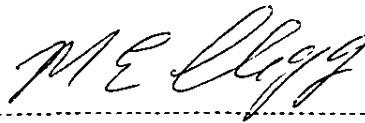
Balance Sheet as at 31 March 2009

	Notes	31 March 2009		31 March 2008	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		250,179		250,179
CURRENT ASSETS					
Debtors	8	6,425		7,339	
Cash at bank and in hand		124,638		119,226	
		131,063		126,565	
CREDITORS					
Amounts falling due within one year	9	42,558		28,010	
NET CURRENT ASSETS			85,505		98,555
TOTAL ASSETS			£338,684		£348,734
FUNDS	10				
Restricted funds			260,824		264,461
Unrestricted funds			77,860		84,273
TOTAL FUNDS			£338,684		£348,734

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007)

Signed on behalf of the trustees of the Colchester Emergency Night Shelter


Gordon W Evans - Director
Dated 23rd February 2010


Mrs Marian Clegg - Director
Dated 24th February 2010

The notes form part of these financial statements

COLCHESTER EMERGENCY NIGHT SHELTER
Annual Report & Financial Statements for the year ended 31 March 2009

Notes to the Financial Statements for the Year Ended 31 March 2009

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), the Companies Act 1985 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

Incoming resources

Due to government legislation regarding housing benefit due in respect of clients, income is recognised on a cash received basis

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs 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

Tangible fixed assets

The trustees consider that the true value of the freehold property exceeds the purchase price paid and accordingly do not depreciate the property

Taxation

The charity is exempt from corporation tax on its charitable activities

Fund accounting

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

Pensions

The company operates a defined contribution pension scheme. Contributions payable for the year are charged in the profit and loss account

2. DONATIONS, GIFT AID, BEQUESTS

	2009	2008
	£	£
Gift Aided donations – including tax refunds	2,418	5,526
Private donations not gift aided	<u>10,540</u>	<u>10,226</u>
	<u>12,958</u>	<u>15,752</u>

3 GOVERNANCE COSTS

	2009	2008
	£	£
Legal & Professional	3,417	1,704
Auditors' remuneration	4,048	3,282
Bank charges	<u>869</u>	<u>819</u>
	<u>8,334</u>	<u>5,805</u>

COLCHESTER EMERGENCY NIGHT SHELTER
Annual Report & Financial Statements for the year ended 31 March 2009

Notes to the Financial Statements for the Year Ended 31 March 2009 (continued)

4 NET (OUTGOING) /INCOMING RESOURCES

Net resources are stated after charging

	2009	2008
	£	£
Auditors' remuneration	<u>4,048</u>	<u>3,282</u>

5 TRUSTEES' REMUNERATION AND BENEFITS

There was no trustees' remuneration or other benefits for the year ended 31 March 2009 nor for the year ended 31 March 2008

Trustees' Expenses

There were no trustees' expenses paid neither during the year ended 31 March 2009 nor for the year ended 31 March 2008

6 STAFF COSTS

	2009	2008
	£	£
Wages and salaries	95,425	80,721
Social security costs	5,930	4,776
Other pension costs	1,904	1,818
CSV Retainer fees & allowances	13,090	11,625
Other staff costs	<u>1,753</u>	<u>1,547</u>
	<u>118,102</u>	<u>100,487</u>

No employees received remuneration above £60,000 during the year (2008 Nil)

Two employees received remuneration between £10,000 and £60,000 during the year (2008 two)

7 TANGIBLE FIXED ASSETS

	Freehold Property £
COST:	
At 1 April 2008 and 31 March 2009	<u>250,179</u>
NET BOOK VALUE:	
At 31 March 2009	<u>250,179</u>
At 31 March 2008	<u>250,179</u>

The property was purchased during 1997 with help from the National Lottery Charities Board and, during the following 75 years from purchase, may not be sold or used as a security for a loan without their consent

COLCHESTER EMERGENCY NIGHT SHELTER
Annual Report & Financial Statements for the year ended 31 March 2009

Notes to the Financial Statements for the Year Ended 31 March 2009 (continued)

8 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009	2008
	£	£
Trade debtors	3,432	5,789
Prepayments	2,993	1,550
	<u>6,425</u>	<u>7,339</u>

9 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009	2008
	£	£
Prepaid income - ordinary	6,576	2,500
Prepaid income - donations re bedrooms & kitchen refurbishment	13,170	6,059
Social security & other taxes	1,674	984
Accrued expenses	21,138	18,467
	<u>42,558</u>	<u>28,010</u>

10 MOVEMENT IN FUNDS

	At 1 April 2008	Net movement in funds £	At 31 March 2009
	£		£
Unrestricted funds			
General fund	84,273	(6,413)	77,860
Restricted funds			
Colchester Housing Forum Deposit Guarantee Scheme	14,282	(3,637)	10,645
National Lottery Charities Board Fund	250,179	-	250,179
	<u>264,461</u>	<u>(3,637)</u>	<u>260,824</u>
TOTAL FUNDS	<u>348,734</u>	<u>(10,050)</u>	<u>338,684</u>

Net movement in funds, included in the above are as follows

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	186,185	(192,598)	(6,413)
Restricted funds			
Colchester Housing Forum Deposit Guarantee Scheme	2,973	(6,610)	(3,637)
National Lottery Charities Board Fund	-	-	-
	<u>2,973</u>	<u>(6,610)</u>	<u>(3,637)</u>
TOTAL FUNDS	<u>189,158</u>	<u>(199,208)</u>	<u>(10,050)</u>

COLCHESTER EMERGENCY NIGHT SHELTER
Annual Report & Financial Statements for the year ended 31 March 2009

Notes to the Financial Statements for the Year Ended 31 March 2009 (continued)

8 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009	2008
	£	£
Trade debtors	3,432	5,789
Prepayments	<u>2,993</u>	<u>1,550</u>
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TOTAL FUNDS	<u>189,158</u>	<u>(199,208)</u>	<u>(10,050)</u>

COLCHESTER EMERGENCY NIGHT SHELTER

Annual Report & Financial Statements for the year ended 31 March 2009

Notes to the Financial Statements for the Year Ended 31 March 2009 (continued)

11. **APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES**

In common with many other businesses of our size and nature we use our auditors to assist with the preparation of the financial statements

12 **RELATED PARTY TRANSACTIONS**

Ms P Petersen is employed as the full-time co-coordinator of the charity Ms Petersen is the wife of Dr L Carlyon who is a trustee of the charity During the year Ms P Peterson was paid a salary of £23,924 (2008 £23,701) and the charity contributed £1,904 (2008 £1,818) to her private pension scheme

13 **ULTIMATE CONTROLLING PARTY**

The charity is controlled by its board of trustees

14 **FUNDS**

The Colchester Housing Forum Deposit Guarantee Scheme fund exists to provide assurances to landlords when new tenants take up occupation of flats and similar by underwriting any claims for damages to the fabric and contents of the property

The National Lottery Charities Board Fund relates to the purchase of the charity's freehold property in Colchester

COLCHESTER EMERGENCY NIGHT SHELTER
Annual Report & Financial Statements for the year ended 31 March 2009

Detailed Statement of Financial Activities for the Year Ended 31 March 2009

	31 March 2009 £	31 March 2008 £
INCOMING RESOURCES		
Voluntary income:		
Donations	25,538	49,975
Local Authority grants	6,415	5,309
	<u>31,953</u>	<u>55,284</u>
Activities for generating funds		
Collection boxes	2,555	217
Investment income		
Deposit account interest	934	2,216
Incoming resources from charitable activities		
Essex County Council - Drugs Action Team	17,350	17,350
Essex County Council - Supporting People	48,504	51,432
Rent & housing benefits	76,295	79,299
Receipts for fees charged to residents	11,567	12,286
	<u>153,716</u>	<u>160,367</u>
Total incoming resources	<u>189,158</u>	<u>218,084</u>
RESOURCES EXPENDED		
Costs of generating voluntary income		
Fundraising costs	522	770
Charitable activities		
Wages and salaries	95,425	80,721
National Insurance costs	5,930	4,776
Staff pension costs	1,904	1,818
CSV - retainer fees and allowances	12,802	11,625
Other staff costs	2,153	1,547
Volunteers expenses	-	87
Food and provisions	17,137	15,963
Grants paid re the Deposit Guarantee Scheme	6,610	3,119
Household cleaning including materials	8,089	7,377
Domestic equip repairs and replacements	1,476	2,345
Health & Safety and Property security	3,717	3,884
Council Tax	932	895
Insurance premiums	5,904	6,164
Water Rates	2,325	1,494
Heat light & power	7,139	5,485
Repairs to freehold -inc bedroom refurbishment	13,151	34,353
Telephone	1,634	1,477
Postage and Printing & Stationery	1,347	913
IT hardware & software purchases	2,136	1,568
Office equip maintenance & computer costs	314	733
Subscriptions	227	248
	<u>190,352</u>	<u>186,592</u>
Governance costs		
Audit	4,048	3,282
Legal & professional	3,417	1,704
Bank charges	869	819
	<u>8,334</u>	<u>5,805</u>
Total resources expended	<u>199,208</u>	<u>193,167</u>
Net (expenditure) / income for the year	<u>£(10,050)</u>	<u>£24,917</u>

This page does not form part of the statutory financial statements