

SHELTER HOUSING AID AND RESEARCH (LEICESTER)
REPORT AND ACCOUNTS
1999



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SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)

TRUSTEES'/DIRECTORS' REPORT

FOR THE YEAR ENDED 31st MARCH 1999

The Trustees have pleasure in submitting the statutory Report and Accounts of Shelter Housing Aid and Research Project (Leicester) (SHARP) (the charity).

The results for the year are presented in the form of a Statement of Financial Activities, along with the traditional Income and Expenditure Account, in order to comply with the revised Statement of Recommended Practice for charities, as issued by the Charity Commission in October 1995 and as identified in the Charities Act 1993.

Principal Aims and Objectives

The objects of SHARP as set out in its Memorandum and Articles of Association as amended by special resolution dated 23rd August 1990, are as follows:

- a) To prevent and relieve hardship and distress among persons who are homeless and/or living in adverse housing conditions.
- b) To promote research about housing conditions, housing problems and the circumstances of persons who are homeless and/or living in adverse housing conditions, and the dissemination of the useful results of such research.
- c) As long as Shelter (National Campaign for the Homeless) remains established for charitable purposes under the Law of England and Wales, to advance, support and promote the Charitable work thereof.
- d) Generally to advance education, relieve poverty and further other charitable purposes beneficial to the community.

Activities

SHARP summarises its objects in the statement 'A decent home for every household at a price they can afford'. In working towards its objects SHARP undertakes three main types of activity.

Firstly, we provide Housing Aid to people who are homeless or poorly housed. This Aid can include the provision of information, advice, practical assistance and advocacy to persons in need. In 1998/99 we gave such Housing Aid to 1071 households.

Secondly, we provide Housing Support to people who have previously been homeless and are likely to experience difficulties in maintaining an independent home. In 1998/99 we provided individual support to 59 people and gifted 627 items of furniture to 128 households in need.

Thirdly, we provide information about homelessness, housing conditions and the work of Shelter to members of the public. In 1998/99 we responded to 178 individual information requests and distributed 2328 copies of our Housing Factsheets.

SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)

TRUSTEES'/DIRECTORS' REPORT (continued)

FOR THE YEAR ENDED 31st MARCH 1999

SHARP employs staff to provide these services and also makes use of a small number of volunteers. In 1998/99 there were 15 paid staff, 10 full-time and 5 part-time. The Project Manager is the Principal Officer to SHARP and is Company Secretary.

The Management Committee have delegated day-to-day control and direction of the staff to the Project Manager. The Management Committee meets monthly to monitor the work of the project and to determine its overall policies. There are no standing Sub-Committees. Occasionally Sub-Committees are formed for specific purposes, e.g. recruitment of staff.

Financial Report for the Year

The charity considers that its financial position at 31st March 1999 will enable it to meet its future commitments and, subject to continued support from its key funding bodies, to continue to provide its current level of service.

All the charity's assets are available to meet its financial obligations which extend to operating leases on the premises.

Trustees Responsibilities Statement

Charity and company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its income and expenditure for that period. In preparing the attached accounts the Trustees consider the charity has:

- used suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- has prepared the accounts on the going concern basis.

The Trustees have responsibility for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that the financial statements comply with the Companies Act 1985. They also have a responsibility for safeguarding the assets of the charity and for taking reasonable steps to prevent and detect fraud and other irregularities.

Legal and Administrative Information

The Charity

Shelter Housing Aid and Research Project (Leicester) is a company limited by guarantee and not having a share capital. Its governing document is its memorandum and articles of association.

The company is registered in England and Wales number 2516047.

SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)

TRUSTEES/DIRECTORS' REPORT (continued)

FOR THE YEAR ENDED 31st MARCH 1999

Legal and Administrative Information (continued)

The Charity

The address of its registered office is:

13 Welford Road
Leicester
LE2 7AD

Its registered charity number is 1000515

Its governing document places no specific restriction on the way it can operate or on its investment powers other than that the company is established for charitable purposes.

The Trustees

The Trustees constitute the directors of the charity for the purposes of the Companies Act 1985 and trustees of the charity for the purposes of the Charities Act 1993.

The Trustees/Directors are elected by majority vote at the Annual General Meeting. Their period of office ends at the following Annual General Meeting where they are eligible to stand for re-election.

The following members served throughout the whole of the financial year except where shown:

	Appointed	Resigned
L. Brabin-Smith		15 th October 1998
O. Fernandes	15 th October 1998	
M. Griffin		
P. Herrington		
S. Hughes		15 th October 1998
R. Hunt		
S. Hutchinson		
C. Kataria		
M. Laidler		
R. Line		
A. Maye		
S. McClure		
J. O'Brien		
F. Robson		
M. Stott		15 th October 1998
S. Watkiss		

No Director/Trustee received any remuneration for services as a Director/Trustee (1998 - £nil).

No Director/Trustee had any beneficial interest in any contract with the charity during the year.

D.J. Kent & Co
Chartered Accountants

SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)

TRUSTEES'/DIRECTORS' REPORT (continued)

FOR THE YEAR ENDED 31st MARCH 1999

Bankers

Midland Bank plc
1271 Melton Road
Syston
Leicester
LE7 8HD

Solicitors

Harts
146 Melton Road
Leicester
LE4 5EG

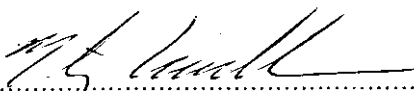
Auditors

D.J. Kent & Co.
81 London Road
Leicester
LE2 0PF

In accordance with Section 385 of the Companies Act 1985, a resolution that D.J. Kent & Co. be re-appointed as auditors of the charity will be put to the Annual General Meeting.

Approved by the Board on 20th October 1999
and signed on their behalf by

.....Trustee

.....Trustee



D.J. Kent & Co.

Chartered Accountants

81 London Road Leicester LE2 0PF Telephone (0116) 254 1854

AUDITORS' REPORT
TO THE MEMBERS OF
SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)

We have audited the financial statements on pages 6 to 11 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

Respective responsibilities of trustees and auditors

The trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on the financial statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards 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 judgements made by the directors 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 information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether 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.

Opinion

In our opinion the financial statements give a true and fair view of the charitable company's state of affairs as at 31st March 1999 and of its incoming resources and application of resources, including its income and expenditure, in the period then ended and have been properly prepared in accordance with the Companies Act 1985.

D.J. KENT & CO.
Registered Auditors
Chartered Accountants

20th October 1999

SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31st MARCH 1999

	Note	Unrestricted Funds/Total Funds £	Unrestricted Funds/Total Funds 1998 £
Income and expenditure			
Incoming resources			
Local Authority grants		85,000	83,800
Other grants		86,512	60,551
Donations and gifts		25,983	32,203
Other income		49,236	45,643
Interest received		559	502
		<hr/>	<hr/>
Total incoming resources		247,290	222,699
		<hr/>	<hr/>
Resources expended			
Direct charitable expenditure		197,914	185,964
Fund raising		13,290	3,878
Management and administration of the charity		35,141	35,377
		<hr/>	<hr/>
Total resources expended	2	246,345	225,219
		<hr/>	<hr/>
Net incoming/(outgoing) resources for the year/ Net movements in funds		945	(2,520)
Balance brought forward 1st April 1998		(8,171)	(5,651)
		<hr/>	<hr/>
Balance carried forward 31st March 1999		(7,226)	(8,171)
		<hr/>	<hr/>

The notes on pages 8 to 11 form part of these accounts.


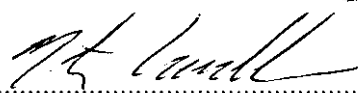
SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)

BALANCE SHEET AS AT 31st MARCH 1999

	Note	£	£	1998 £
<u>Funds</u>				
Unrestricted funds - deficit			(7,226)	(8,171)
Furniture Store Project			4,091	4,091
Van Fund		3,954		3,954
Donation in year		1,000		-
			4,954	3,954
			1,819	(126)
Represented by:				
<u>Fixed Assets</u>				
Tangible fixed assets	3		675	1,350
<u>Current Assets</u>				
Debtor - due by Sharp Trading		7,857		2,600
Prepayments		640		858
Cash at bank		380		698
National Savings Investment Account		90		90
Hinckley and Rugby High Rise International Account		346		414
Cash in hand		126		78
		9,439		4,738
<u>Current Liabilities</u> - amounts falling due within one year				
Bank overdraft (represents unrepresented cheques)		5,627		3,621
Creditors and accrued charges	4	1,860		1,785
Due to Sharp Trading		808		808
		8,295		6,214
<u>Net Current Assets/1998 Liabilities</u>			1,144	(1,476)
<u>Total Assets less Liabilities (1998 Liabilities)</u>			1,819	(126)

Advantage is taken in the preparation of the financial statements of the special exemptions applicable to small companies conferred by Part 1 of Schedule 8 to the Companies Act 1985. In the directors' opinion, the company is entitled to those exemptions as a small company.

Approved by the Board of Trustees/Directors on 20th October 1999 and signed on its behalf by

.....Trustee/Director
.....Trustee/Director

SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 1999

3. Tangible Fixed Assets

	Motor vehicle £	
Cost		
At valuation 1 st April 1998 and 31 st March 1999	2,700	
Depreciation		
At 1 st April 1998	1,350	
Charge for year	675	
	2,025	
Net book value at 31 st March 1999	675	
Net book value at 31 st March 1998	1,350	
	1999 £	1998 £
Capital commitment		
Authorised but not contracted for	-	-
4. Liabilities: amounts falling due within one year		
Creditors : main scheme - PAYE and national insurance	119	169
Other creditors	-	764
Accruals : main scheme	1,741	852
	1,860	1,785
5. Obligations under operating leases		
	1999 £	1998 £
Rentals in respect of premises: within one year	7,050	7,050
in second to fifth year	7,050	7,050

SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31st MARCH 1999

	£	£	1998 £
Income (note 1, page 11)		247,290	<u>222,699</u>
Less Expenditure			
Salaries and related employment costs	203,970		169,830
Volunteers expenses	908		561
Training and conference	899		842
Premises refurbishment	-		13,668
Vehicle running costs	1,457		3,513
Rent and rates	8,942		8,194
Light and heat	927		1,102
Telephone (1998 includes telephone upgrade)	4,523		5,150
Stationery, postage and photocopying	4,269		4,871
Shelter - House to House	-		1,205
Publications and subscriptions	310		473
Meetings expenditure	385		304
Maintenance and repairs	643		222
Equipment	2,355		394
Cleaning	519		744
Insurance	779		1,062
Miscellaneous	1,231		972
Book-keeping	2,621		2,879
Audit and accountancy	811		764
Legal charges	-		356
Bank charges	332		173
Payments to clients	848		616
Furniture store revenue costs	2,925		3,729
Travel expenses	4,164		2,354
Recruitment costs	1,852		566
Depreciation: motor vehicle	675		675
		<u>246,345</u>	<u>225,219</u>
Surplus/1998 Deficit for the Year		945	(2,520)
Balance brought forward		(8,171)	(5,651)
Deficit carried forward		<u>(7,226)</u>	<u>(8,171)</u>

The company made no recognised gains or losses in 1999 or 1998 other than the deficit/surplus for the year. There have been no changes in the company's operations during the year under review.

SHELTER HOUSING AID AND RESEARCH PROJECT (LEICESTER)

NOTES TO THE INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31st MARCH 1999

1. Income is made up of:

		<u>1998</u>
	<u>£</u>	<u>£</u>
Grants: Shelter (a)	45,877	47,198
Leicester City Council (b)	85,000	83,800
Others (c)	40,635	20,347
Donations and covenanted income	14,117	18,860
Interest received	559	502
Income generated (fees and sales)	15,304	3,693
Sharp Trading (Leicester) Limited - contribution/expenses recharged	31,490	34,956
House to House, street collections and fund raising	11,866	13,343
Telephone refund	2,442	-
	<u>247,290</u>	<u>222,699</u>

Notes

(a) Shelter income comprises:

Main Scheme grant	20,600	20,000
DOE Section 73 grant	25,277	27,198
	<u>45,877</u>	<u>47,198</u>

(b) Leicester City Council income comprises:

Main Scheme	42,900	42,300
Resettlement	42,100	41,500
	<u>85,000</u>	<u>83,800</u>

(c) Other grant comprise:

Leicestershire Health: Joint Finance	23,969
Leicestershire and Rutland Probation Service	16,666
	<u>40,635</u>

2. Grant income - Leicester City Council - and related expenditure

	<u>Advice and Information £</u>	<u>Support and Furniture £</u>
Grant received	<u>42,900</u>	<u>42,100</u>
Expenditure		
Salaries and related employment costs	49,614	45,301
Training	50	296
Travel	176	2,426
Cleaning	-	19
Accommodation costs including light and heat	-	3,192
Vehicle running costs	-	1,422
	<u>49,840</u>	<u>52,656</u>