

COLCHESTER EMERGENCY NIGHT SHELTER

COMPANY NUMBER: 02475258

CHARITY NUMBER: 803328

**ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**



KIRBY ROOKYARD & CO
CHARTERED ACCOUNTANTS
Dunedin, Brantham Hill,
Brantham, Manningtree,
Essex, CO11 1ST

COLCHESTER EMERGENCY NIGHT SHELTER

**ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

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With special thanks to our supporters for their continued backing



**ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

REFERENCE AND ADMINISTRATIVE DETAILS

TRUSTEES

Mr R G Ricks (Chair)
Rev. P Hart (resigned 15 February 2018)
Mr R Baldwin
Miss L Hindle
Miss S Walsh (appointed 29 June 2017)
S Pullin
Miss S Thompson (appointed 26 March 2018)
Mr G Adams (resigned 26 July 2017)

COMPANY SECRETARY

Miss Libby Hindle

REGISTERED OFFICE

39-41 Alexandra Road
Colchester
Essex CO1 1DG

REGISTERED COMPANY NUMBER

02475258 (England and Wales)

REGISTERED CHARITY NUMBER

803328

INDEPENDENT EXAMINER

G L Rookyard FCA
Kirby Rookyard & Co
Chartered Accountants
Dunedin
Brantham Hill
Brantham
Manningtree
Essex CO11 1ST

SOLICITORS

Birkett Long LLP
Essex House
42 Crouch Street
Colchester
Essex CO3 3HH

BANKERS

National Westminster Bank plc
25 High Street
Colchester
Essex CO1 1DG

**TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

Introduction from the Chair of Trustees

The Trustees present their report and accounts for the year ending 31st March 2018.

The objectives of the Charity are well established and remain to:

- provide emergency accommodation for up to 20 people;
- facilitate move-on accommodation;
- support residents in their new tenancies;
- provide courses to develop life skills; and
- work with other agencies to support residents who may have drug, mental health or alcohol issues.

The staff, volunteers and Trustees will always seek to maintain these objectives.

This Annual Report includes individual reports from the team at the Night Shelter. These outline the issues that have been raised during the year and the outcomes that our residents have achieved. Principal among the issues raised is our continuing objective to provide move-on accommodation by working with landlords but also looking at opportunities to provide such accommodation under the management of the Night Shelter. This will remain a key objective for the coming year.

Also an ongoing issue is the introduction of Universal Credit and its implications for our residents. We are alive to this issue and staff continue to work to support our residents.

In terms of staff, new members have joined us and continue to settle in. We remain vigilant about staff recruitment, wanting to ensure that any new posts created produce positive outcomes for our residents either in the way the Night Shelter is run or in the assistance we can offer residents when they move on.

Bearing in mind the ongoing pressures placed on the Charity sector, I believe the Night Shelter continues to produce impressive results despite our comparatively small size. This is down to the support we receive from generous donors as well as the relevant Agencies and the way in which our resources are employed by staff and volunteers.

We remain positive that more can and will be done as we move into another financial year and trust that those who support us will continue to back us.

**Ray Ricks
Chair**

Manager's Report

Another year at the shelter has passed and we have continued to work to support and house our valued residents into permanent accommodation.

This has not come without its issues and delays due to the lack of move-on accommodation and also the lengthy waiting lists into supported projects. Despite the fact that great patience is required whilst housing is sourced and finally obtained, our residents remain dedicated and engaged and have the vision to realise that eventually, with endurance, they can reach their goals.

Not only are we proud of them for their 'staying power' whilst they are awaiting accommodation but this extends to the way they adapt to moving out of the supported, cushioned and family environment of the Night Shelter into new surroundings with new people. We are, of course, on hand to support people in their own tenancies and over the last 3 years of having our beloved Tenancy Sustainment Worker with us we have not had anyone that we are supporting fail their tenancies. This is an absolute testament to the hard work that occurs, day in-day out behind the scenes at the Night Shelter from the day someone begins their stay with us.

I have given several talks over the last year at various Rotary Clubs, churches and groups and all seem surprised that we are not just a bed for the night but in fact we offer so much more, including training, education, volunteering opportunities, conservation work, cookery, budgeting, first aid, IT, pre-tenancy workshops, drug and alcohol support groups etc. All of these coupled with the intense support we offer really does make for a life-changing opportunity if people are willing to put in the work themselves too.

We are guilty of being fairly insular in the past and to a degree still so, so I can understand why people will not know what we do as we do not sing it from the roof tops! I believe that we should be doing this and singing louder and harder than ever to ensure that the people of Colchester and beyond understand and recognise what we do and what our ethos is, as it is after all tried, tested and successful on many levels and we have the statistics and more importantly the people to prove it!

We must all realise that kindness isn't always about saying yes and if we all work together knowing that then we can truly make a difference in everyone's life if they too are ready for change.

**Marina Woodrow
Manager**

COLCHESTER EMERGENCY NIGHT SHELTER

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2018

OBJECTIVES AND ACTIVITIES

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. However during this year we have been developing our successful day time activities to help build skills and confidence increasing the likelihood of residents being able to maintain a tenancy when they move on.

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.

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 direct access policy that includes an assessment of the individual's support needs and their willingness to engage to maximise the opportunities made available by the Night Shelter for the development of their lives.

Ensuring our work delivers our aims

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 20 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, laundry and washing facilities are provided for residents for up to 28 days initially. Stays are then reviewed and extensions granted depending on engagement both internally and externally with various support agencies and also if the conditionality of their stay is being met. During the additional time they spend with us we are actively seeking more permanent accommodation to ensure they do not return to a homeless status. We also offer emotional, practical and housing support for our residents and 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. We have also been expanding our day time activities which are not only attended by our current residents but also those who we are supporting in their own tenancies.

Relationship with another Charity

The Night Shelter is host to a subsidiary charity called the Rent Deposit Guarantee Scheme, which has currently suspended activities. The trustees have kept this under review and hope to resurrect this in 18-19.

How our activities deliver public benefit

The Trustees have complied with their duty in Section 4 of the Charities' Act 2011 to have due regard to guidance published by the Charities' Commission on public benefit. 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. All our charitable activities focus on the relief and prevention of homelessness and are undertaken to further our charitable purposes for the public benefit. Our main activities, and who we try to help are described below.

The background to our work today

Colchester Emergency Night Shelter has been keeping homeless people off the streets for over 30 years. It is open every night of the year and, in an average year, 7,000 bed nights are made available. 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! The evening meals are cooked by volunteers or by staff when no volunteers are available.

The residents pay a service charge to help cover the cost of food, toiletries and utilities that they consume or use during their stay. This is an integral part of the engagement we require and it allows us to assess their budgeting and money management skills and their future ability to sustain a tenancy.

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.

COLCHESTER EMERGENCY NIGHT SHELTER

**TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

ACHIEVEMENTS AND PERFORMANCE

Who used and benefited from our services in 2017-2018?

In total, 209 people were helped by the Night Shelter last year, 184 male (88%) and 25 female (12%).

Residents' Profiles 2017-2018

		MALE		FEMALE	
	Total – Number of residents leaving	184	88%	26	12%
	Total – Bednights	5347		673	
	Average Stay (days)	29.1		25.9	
AGE	18-24 years old	32	17%	3	12%
	25-34 years old	55	30%	9	34%
	35-49 years old	54	29%	8	31%
	50-64 years old	40	22%	5	19%
	65 years old +	3	2%	1	4%
STAY	0-6 days	44	24%	7	27%
	7-27 days	74	40%	11	41%
	28-41 days	21	11%	3	12%
	42-55 days	12	7%	1	4%
	56-83 days	16	9%	3	12%
	84 days +	17	9%	1	4%

The age of people using the Night Shelter ranges from 18 to over 65 years old. The largest proportion of male residents fall between the 25-34 years (30%) and 35-49 years (29%) age groups. 22% of male residents are aged between 50 and 64 years old, and only 2% of male residents are over 65. This year, 17% of male residents were aged between 18 and 24 years.

The Night Shelter is unable to accept European nationals or others that are not eligible for benefits or have to undergo Habitual Residency Testing.

The majority of residents are self-referred (50%). The rest, were referred by a wide variety of voluntary organisations (19%), by police or probation (10%) from Council housing departments (20%) and by hospitals or health workers (2%).

This year shows a decrease in the number of residents being admitted directly on discharge from local hospitals from 7% to 2%. Prison referrals remain identical from the previous year because nowhere else can be found to accommodate them. We are seeing an increase in referrals with higher and complex support needs that have sadly lost accommodation and this has been assessed to be by their own action. This means they would not be assisted by local authorities as they would be deemed intentionally homeless. We are discovering with the appropriate level of support these individuals respond well to change. However the consequence of this is, once they have been evicted their housing prospects are effectively nil as no supported housing or any other provider are willing to consider them resulting in no housing options for these individuals.

Residents' Risk and Needs Assessment

Initial assessment of residents' risks and needs highlights concerning trends from previous years. The number of residents with debt problems continues to be high, having increased in recent years from 10% in 2013-2014 to 38% in 2014-2015, 42% in 2015-2016 and 42% again in 2017-18.

Those residents with a background of rough sleeping has stayed somewhat constant at 57%, having dropped from 65% in 2014-2015 to 56% in 2015-2016, but this is still remains higher than the 49% in 2013-2014.

Risk and Needs Assessment

	YEAR FROM: April 2017		YEAR TO: April 2018		TOTAL	% of Total
	Male	% of Male	Female	% of Female		
ALL LEAVERS	184		25		209	
Rough Sleeper	106	57.6%	14	56.0%	120	57.4%
Alcohol	64	34.8%	6	24.0%	70	33.5%
Drugs	97	52.7%	10	40.0%	107	51.2%
Mental + Emotional Health	133	72.3%	20	80.0%	153	73.2%
Physical Health	61	33.2%	12	48.0%	73	34.9%
Learning Disabilities	30	16.3%	5	20.0%	35	16.7%
Literacy + Numeracy	28	15.2%	5	20.0%	33	15.8%
Offender	108	58.7%	7	28.0%	115	55.0%
Aggression to Others	25	13.6%	3	12.0%	28	13.4%
Debts	80	43.5%	7	28.0%	87	41.6%
Gambler	12	6.5%	0	0.0%	12	5.7%
Armed Forces Link	6	3.3%	0	0.0%	6	2.9%

We have seen an increase with those admitted into the Night Shelter who have previously slept rough, have alcohol issues, mental and emotional issues, physical health problems, offending, gambling and also a slight increase in those with Armed Forces links. The highest increase from 42% (15-16), 35% (16-17) to a rather alarming 87% (17-18) is for those coming into our service with debts such as rent arrears, court fines, utility arrears and DWP/HMRC over payments.

Our residents continue to be at the front of our focus and the Night Shelter endeavours to support them with their individual needs as best we can regardless of the difficulties and restrictions we face doing so.

COLCHESTER EMERGENCY NIGHT SHELTER

**TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Resident Outcomes 2017-2018

In addition to providing emergency accommodation and assisting residents to secure move-on accommodation, other key objectives of the Night Shelter include supporting residents in their new tenancies and assisting them in developing life skills to equip them in sustaining lifestyle-changes.

To achieve this, residents work closely with the Housing Manager and the Tenancy Sustainment Officer, through a tailored package of support specific to the clients' needs. Residents are also offered individual support, organised activities, and signposting to other agencies to equip them with relevant skills and abilities. Our aim is to assist residents in identifying and addressing any predisposing issues that may have influenced them becoming homeless, and to arm them with the social skills necessary to maintain their own tenancy once they leave the Night Shelter.

The table below provides a record of the number of residents that were admitted (209) and left (210) the Night Shelter in the year, together with context of the resettlement outcomes for these residents.

Resident Resettlement Outcomes 2017-2018

YEAR FROM/TO		ANNUAL TOTALS		
		3-Apr-17	1-Apr-18	
	No of weeks in year	52		
	No of bednights unavailable in year	0		
	Available bednight in year	7280		
	No of residents admitted in year	209		
	No of bednights provided in year	5972	82.0%	
	No of residents leaving in year	210		
	No of bednights for residents leaving	6018		
	Average stay (all residents leaving)	28.7		

RESETTLEMENT	ALL LEAVERS		RESIDENTS – 28 DAYS +	
	Number	Percent	Number	Percent
Planned	97	46%	43	58%
Evicted	60	29%	19	26%
Abandoned	40	19%	10	14%
Other unplanned	13	6%		
Other (Axed/Excluded for Safety)			0	0%
Other (Custody/Hospital)			2	3%
Deceased	0	0%	0	0%
No of residents 28 days+	74	35%	74	

Over the course of the year, the Night Shelter provided 5972 bednights for homeless individuals admitted to the Night Shelter. This amounts to an average capacity of 82% across the year.

The average length of stay for all residents leaving was 29 days. For men, the average length of stay at the Night Shelter was 29 days and for females it was 26 days. This is slightly fewer than in previous years. The figures for the length of stay have stayed fairly constant from last year, with most (74%) residents staying for between 7 and 27 days. 35% of residents stayed for longer than 28 days, and the figures for those residents staying over 84 days has risen again from 7% to 9%, matching that from 2015-2016.

Resettlement Outcomes

Resettlement outcomes this year saw 46% of residents moving into planned resettlement. Although this is lower than the previous year, it remains a positive outcome, particularly when the amount of available move-on accommodation has continued to decrease. This reflects continued effectiveness of the service provided by the full-time Housing Manager. In addition, through the support of the Tenancy Sustainment Officer, and range of support services we are able to offer, no resident that the Night Shelter has assisted in securing move-on accommodation has failed their tenancies.

Of continued concern, however is the 19% of all residents that abandoned the shelter without leaving information of their future plans. This reflects similar percentages from previous years.

Support Outcomes

In order to assist residents in successfully sustaining tenancies, and ensure that cycles of homelessness are prevented, it is vital that we support residents in addressing any predisposing issues, and arm them with the skills necessary to live independently and maintain a tenancy once they leave the Night Shelter. To do this we offer tailored support to clients through a mixture of organised activities at the Night Shelter, individual support, signposting to other agencies and activities run by outside agencies at the shelter.

The following table illustrates the other support outcomes, in addition to resettlement, that were achieved in 2017-2018 through this range of support services provided to residents.

COLCHESTER EMERGENCY NIGHT SHELTER

**TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Resident Support Outcomes 2017-2018

Support Outcomes	Number (total leavers in 2017- 2018: 210)	Percentage of all leavers in 2017- 2018
Supported to regain or develop skills to manage their finances, benefits or debts	181	86%
Entered education, training or employment (including voluntary/work experience)	52	25%
Supported to engage with relevant services/support networks, including community resources and facilities, peer support/self-help groups	181	86%
Supported to plan ahead and to manage risks as they wish/in an appropriate way.	175	83%
Had/accessed appropriate support to maintain or improve their physical, mental and emotional health	172	82%

Personal Development Support – How we support residents

Many of the residents staying at the Night Shelter have had problems which have contributed to them becoming homeless. Our aim is to ensure that all residents are offered support to identify and address these issues and gain the social skills necessary to maintain their own tenancy once they leave the Night Shelter. To do this we work closely with the Housing Manager and the Tenancy Sustainment Officer to offer an individual package of support which is tailored to the client's needs.

This support is offered through a mixture of organised activities at the Night Shelter, individual support, signposting to other agencies and activities run by outside agencies at the shelter.

Signposting can be an important part of supporting somebody. There are a large number of specialist agencies which can provide help for specific problems but these can be difficult to access if residents lack confidence or are unaware such agencies exist. As well as the drug and alcohol agencies such as Phoenix and Open Road we have referred people to a wide range of organisations including Breakeven which provides counselling for gambling problems and Ampersand which provides specialist counselling for male victims of abuse. Mental health continues to be a major issue and we have supported people to refer themselves to Health in Mind for counselling and the services offered by MIND including accompanying them to drop in sessions until they feel comfortable enough to go on their own.

As well as this one to one support we have a regular programme of activities at the Night Shelter. We have a computer suite which is available to clients with individual help when needed. This can include support with claiming benefits, help with job hunting including registering on suitable job search websites or just support with basic IT skills such as setting up an email account. Often people need help to record their job search activity or to navigate the conditionality for their benefits. Although computers are available both at the library and the Job Centre there are always those who feel more comfortable at the shelter and benefit from our help. We are now registered as a UK Online centre giving us access to a series of courses helping people to access the Internet safely.

Our cookery group continues to be popular with clients working in teams to cook a lunch each week. We concentrate on producing healthy food on a budget with residents encouraged to contribute their own ideas and recipes. We are planning to review this to encourage residents to take more responsibility for planning and costing the menu.

Another longstanding activity is our regular conservation work at Cudmore Grove. It is satisfying to see work carried out by the Night Shelter when we visit and visitors are appreciative of our efforts. We have installed a number of memorial benches and have also taken part in the project to reintroduce the Fisher Estuarine Moth by transplanting and moving the Hogs Head Fennel which is vital to their survival. Many of the clients enjoy the opportunity to be out in the countryside and it can encourage people to consider other forms of volunteering. As with all our activities this is open to our ex-residents as well and we value the contribution they make and the sense of community they provide.

The allotment on Sheepen Road proved to be too far from the Night Shelter to be practical so instead we have been working with the Go Green project at YES to look after the allotment there. We have also started our own vegetable patch at the Night Shelter and while it is far too small for us to be self-sufficient it will allow us to grow some of our own fruit and fresh herbs and salad. We have received a grant from the Gannett Foundation to buy equipment for both projects.

As well as our regular activities we have a range of courses offered by outside agencies. The WEA continue to run courses for us including their very popular First Aid Course and an Introduction to Relaxation. Citizens Advice has developed a Money Matters course for us as part of their Financial Capability programme which they run each month. This has included looking at opening a bank account and has encouraged some of our residents to consider going to CAB for further advice.

The implementation of Universal Credit has made the whole question of identification more urgent. In order to receive Universal Credit clients are expected to have a bank account and to pass the verification process. Many of our residents do not have any formal identification and are unable to open an account. Part of our service has been to help them replace or obtain suitable ID. For several years HAT Projects have kindly donated money for us to run an ID Fund. We have used this to obtain replacement birth certificates and Citizenship cards but these are not regarded as sufficient proof. We are unable to obtain provisional driving licences or passports as they will not accept the Night Shelter as an address. This means that we can only obtain sufficient ID to open a bank account once someone has accommodation of their own but to sign a tenancy landlords need to ask for suitable ID to show that the tenant has the right to reside in the UK. The banks have developed a new range of basic bank accounts and we will work with DWP and Citizens Advice to try to identify a suitable solution for our clients.

We work hard to help people to overcome their problems and move on. We would like to be able to offer a wider range of activities but this is dependent on finding sufficient funding and space. We want to ensure that everybody who stays at the Night Shelter has a positive experience and is able to improve their skills.

Sylvia Jeffcock
Personal Development Worker

**TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Tenancy Sustainment Report

2017 – 2018 has been a difficult year as resources and services available continue to be cut or closed completely.

Of particular concern this year has been a dramatic increase in the number of clients presenting with mental health issues but without any support or with support that has tailed off during the clients period of homelessness. Re engagement with mental health services has proved difficult, impossible or been met with considerable delays. New referrals into mental health have been met with waiting lists or delays to the point that some clients have actually fallen into crisis before any engagement is made, even then the engagement is simply to stabilise with medication without any ongoing support or help. This leads to clients finding themselves in a cycle or limited support for their mental health which actually compounds their issues causing clients to, in some cases, feel a lot of despondency and rejection.

Financial difficulties are on the increase as clients are forced to make the transition onto Universal Credit. Universal Credit also causes considerable problems where clients receive their rent directly but are unable to redirect this to their landlord (as a direct payment) despite having issues with addiction or bad money management.

Bank accounts for clients in tenancy support continue to be a problem with many of those in HMO's or having private landlords not being able to produce enough documentation to be able to open an account with any of the major banks. The imminent withdrawal of Post Office accounts will effectively leave these people in limbo or, worse still, turning to others to use their bank accounts to have benefits paid into. This often leads to money being stolen from clients with no recourse to get it back. Many banks actually agree the situation needs to be resolved but their hands are tied by new anti-money laundering laws.

On a more positive note this year has seen the shelter further becoming much more involved with family reconciliations and building bridges. Reconnecting families is always a very difficult and sensitive area with many single steps forward being followed by several steps back. I have been working with the local Child Visitation Centre to try to arrange child visits where partners are estranged. Time, of course, is a great healer but being able to prove that Alcohol or Drugs are no longer a part of a client's life or simply acting as a mediator between parties to show real progress has been made has provided several clients with a route back into the family fold. This not always a total success, sometimes old wounds can be opened, which is where care and emotional support is greatly needed.

Stricter drug and alcohol tests for clients who are staying at the shelter has certainly helped those with addiction issues to gain more control of their weaker moments along with additional support which continues to be provided by the Open Road Homeless person outreach worker.

The Figures

Client support is measured over 12 key areas throughout the entire time a client is supported by the shelter, either as a resident or in tenancy. These key areas are:

1. Money

Assisting clients with their budgeting and sorting out any outstanding debt issues, dealing with other creditors and sorting out payment plans. Understanding savings plans and assisting clients to try to open bank accounts. This also includes assisting clients with benefit issues.

2. Employment

Looking for employment and keeping to the requirements put in place for Job Seekers Allowance and Universal Credit, completing CV's and application forms.

3. Family

Supporting clients to engage with friends and family and assisting when working with family reconciliation services.

4. Substance Abuse

Helping clients to engage with Drug and Alcohol services. This also includes providing one to one support for any sort of substance abuse.

5. Physical Health

Helping clients to address physical health issues and signposting to support services, where available. This also includes dealing with the DWP and the assessments clients are either required to fill in or attend.

6. Mental Health

Helping clients to address physical health issues and signposting to support services, where available. This also includes dealing with the DWP and the assessments clients are either required to fill in or attend.

7. Offending Management

Helping clients to engage with Probation services, where required, and reporting back to them on the clients progression. Talking with and supporting clients who talk about the offending past or intentions to reduce or stop offending.

8. Managing Tenancy

Whilst in residency clients have to maintain the cleanliness of their own rooms and clothes etc. Many come from a chaotic background so when they are in house this is the ideal time to help with these basic tasks in readiness for moving on. In tenancy this is the ability to keep their own home clean and tidy and manage day to day life within their home.

9. Motivation to change

Many clients have very low or no motivation to make any changes in their lives. Others find it difficult to set targets and work at achieving them, often not knowing where to start. This indicator is used to show supporting clients to manage and maintain their motivation.

COLCHESTER EMERGENCY NIGHT SHELTER

**TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Tenancy Sustainment Report (continued)

Key facts (continued):

10. Independence

Assisting clients to be able to make their own decisions and not be influenced by others. Helping clients to make informed decisions based on their current situation and past experiences.

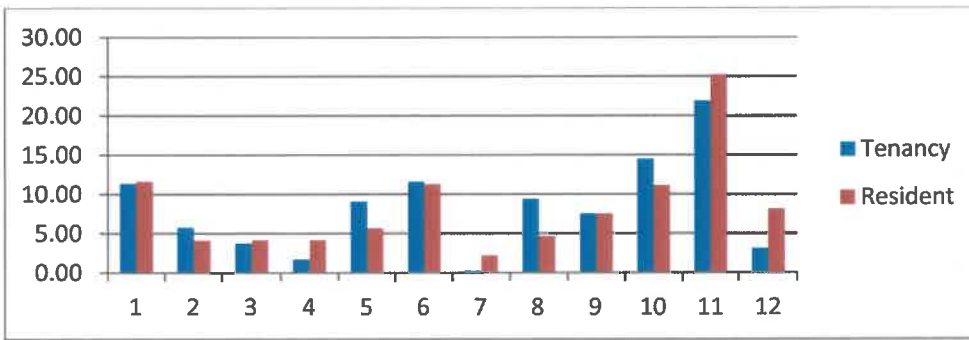
11. External Agencies

When any external agency is contacted to provide additional support or I am working with another agency with a client

12. Resettlement activities

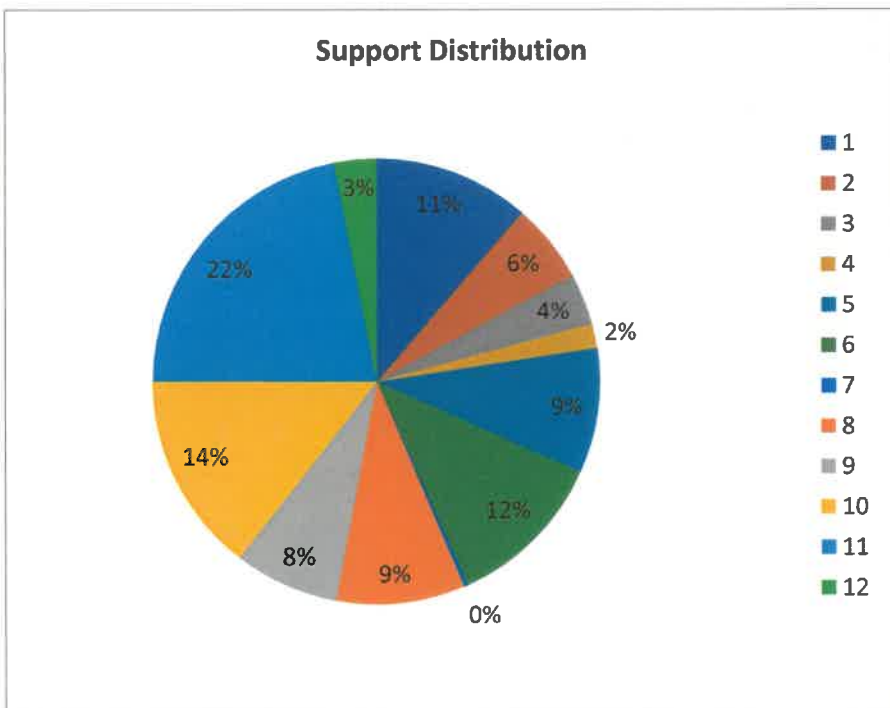
Clients who are resident at the shelter are involved in many resettlement activities but also, when clients move on, they may well be looking to make a further step forward from their current accommodation.

The graph below shows the difference between the support given across the twelve measured key areas whilst clients are in the shelter compared against the support given after they have moved into their own tenancy:



The changes, although not significant, show that continued engagement across all areas remains high but does decrease in obvious areas such as resettlement, and offending (both of these are expected).

The distribution of the support provided to those in tenancy has been dominated in supporting people to become more independent and mental health referrals.



Many ex-residents do feel they become isolated or lonely once they have moved on to their own accommodation. This is partly because the homeless community is extremely social and also because, whilst living in the shelter, they are in a highly social and supportive environment.

The intention, to help people feel less isolated, is to start a cooking/social gathering once a week open to ex-residents only. Involving ex-residents in the current in-house cookery club has proved very successful so the intention is to keep this activity running but on a more social basis for ex residents. The intention is to bring ex-residents together to cook and eat together in a relaxed environment with others in the same situation and to encourage people to support each other by forming bonds and friendships that are positive.

COLCHESTER EMERGENCY NIGHT SHELTER

**TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Tenancy Sustainment Report (continued)

Case Study T0143

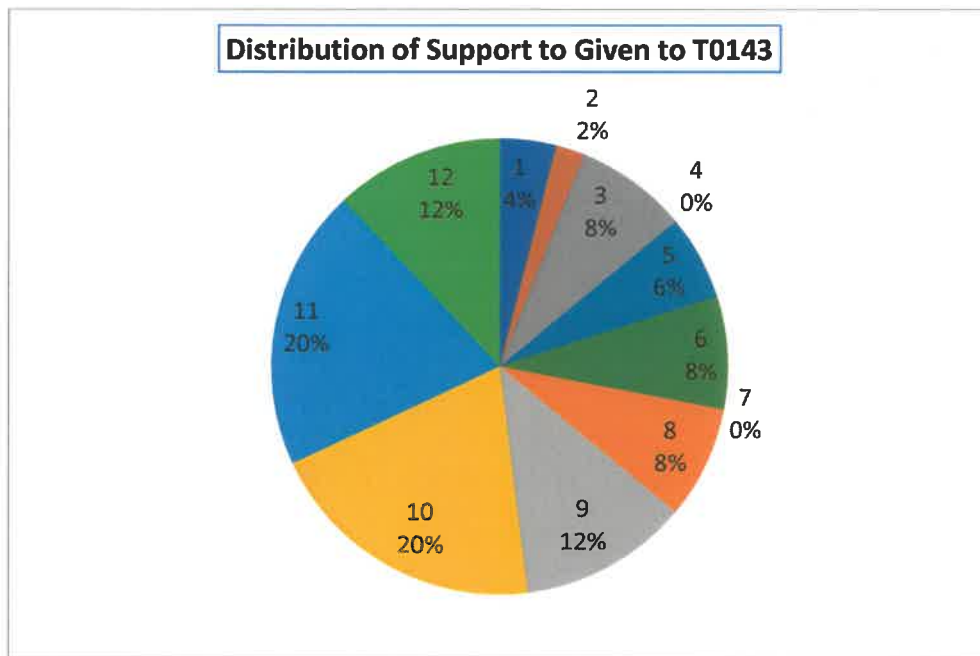
T0143 came to the shelter in early August 2016 and was resident with us for just under 2 months. He had been looking after a member of his family for a number of years and was then asked to leave since they had developed a relationship with a partner. Having been to the Council for help and advice and was referred here by the Council.

T0143 received support from the shelter to make an application to ACT for financial support to get a deposit for private rented accommodation as he was not seen as in priority need by the council and then was supported by the shelter to look for private rented accommodation.

The shelter was able to use one of its known landlords to refer T0143 and he was accepted by them and he moved into a house share on the 20th of September 2016. The shelter helped him to make an application to the Essential Living Fund for his basic needs and, since T0143 was isolated and did not know many people, we made an application to Wavelength for a Television set, which was successful.

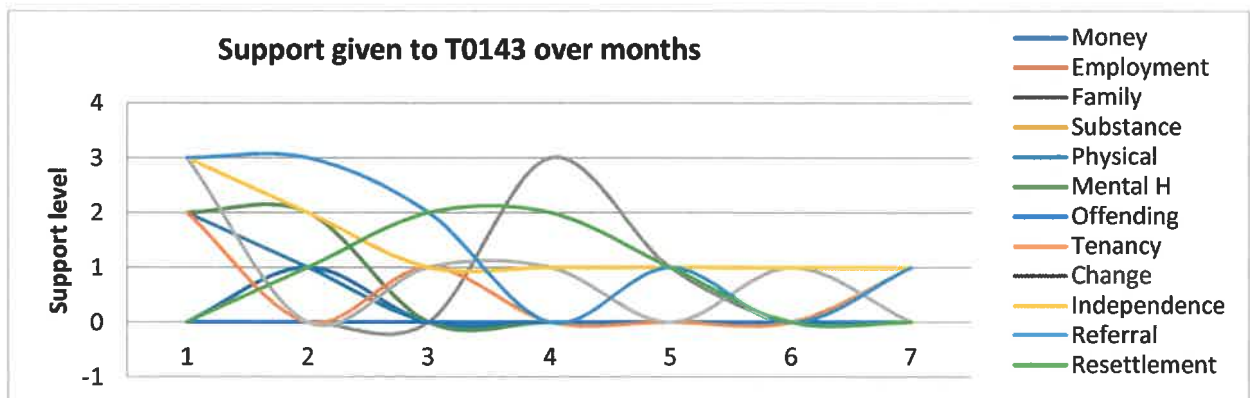
The shelter continued to support T0143 in this accommodation. This was to ensure that he did not withdraw into himself. He was invited to attend various daytime activities and had regular contact and meets with Tenancy Sustainment to ensure he was coping on his own and keeping up with bills etc, and letters from the DWP and other agencies, which can be frightening when one is alone.

T0143 remained in Colchester long enough to be able to bid on the Gateway to Homechoice and, at that point, the shelter assisted him to make and complete an application and supported him to bid in the areas he was hoping to move to (He did not want to remain in Colchester). He was successful in his bidding late in March 2018 and has made his move out of the area. We continued to assist T0143 in setting up his new home and he is now settled. His new address puts him closer to family contacts and friends and has given back to him his full independence.



The pie chart above shows how the twelve measured key areas of support given to T0143 during their engagement with the Night Shelter were distributed.

The below graph shows the reduction in support over the last 7 (Before moving on) months that T0143 was engaged with the shelter and preparing to move out of area. He remains in occasional contact and continues to live quite independently.



COLCHESTER EMERGENCY NIGHT SHELTER

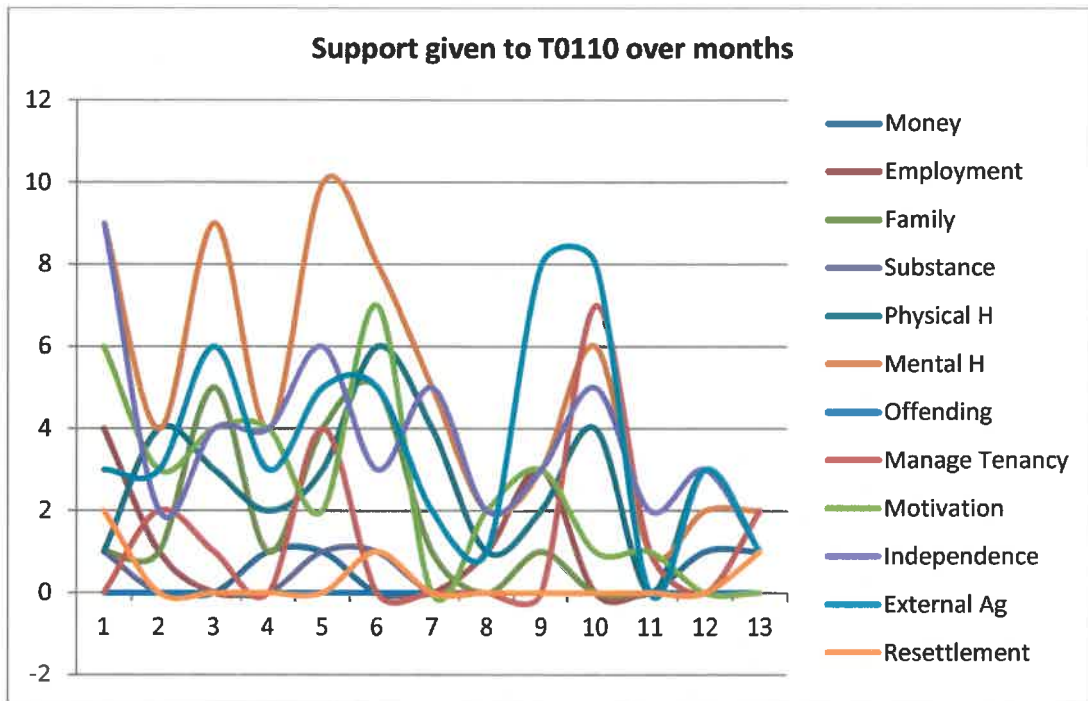
**TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

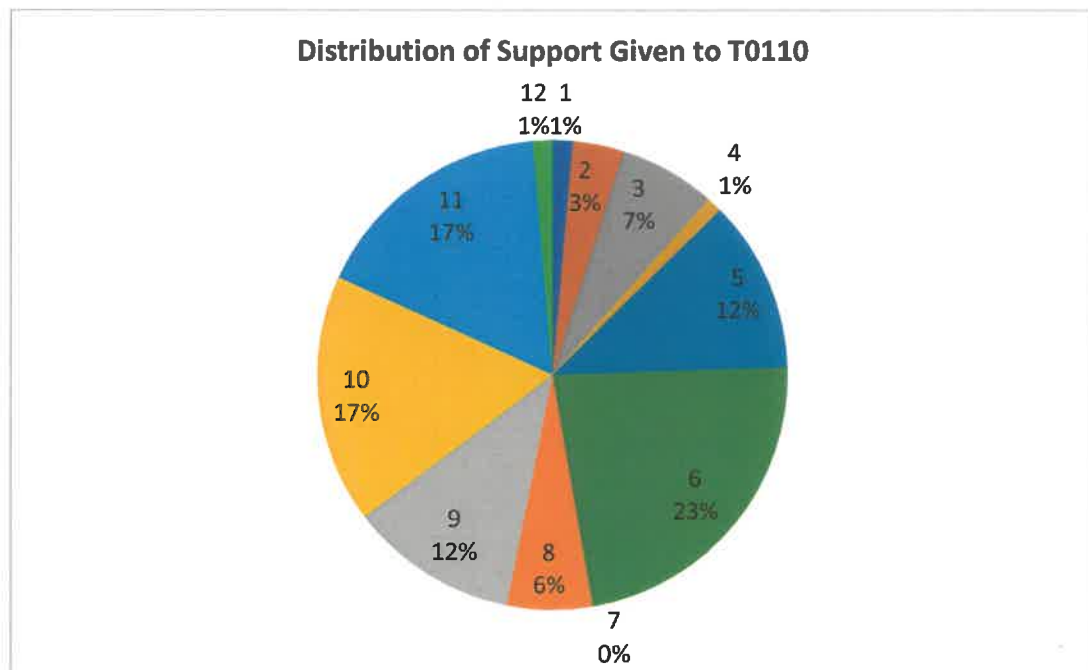
Tenancy Sustainment Report (continued)

Case Study T0110

T0110 was accommodated in July 2016 and remains in contact with, and receiving support from, the shelter. He had had a very difficult journey and, although able to look after his home, his mental health suffers considerably and he suffers from regular seizures the cause of which is still under investigation by the hospital. This means that his life goes through periods of chaotic activity and wildly varying moods from very low to hyper-high. This year also sees T0110 come off of medication he has been taking for 9 years which has caused the additional effect of his emotions being a lot more varied and affected by those around him, especially his estranged family.



How different areas of support given to T0110 have changed during their 13 month residency at the Night Shelter is illustrated in the above graph. The pie chart below shows how the twelve measured key areas of support were distributed, with Mental Health support (6) being the predominant (23%) area of support.



Finding additional professional mental health support for T0110 has been very difficult as services that have open access have very long waiting lists or have closed altogether. He is now beginning to settle emotionally but still is in a very sensitive place.

We have referred T0110 to several activity based schemes which are having a positive effect on his mood and confidence but he still requires a lot of support if only to provide him with affirmation of his value.

COLCHESTER EMERGENCY NIGHT SHELTER

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2018

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Tenancy Sustainment Report (continued)

Clients in supported housing

Some clients are moved out of the shelter and into supported accommodation. In these instances we do not engage in proactive support and monitoring of these clients as this would fall under the remit of their new housing provider. However, some of these clients will continue to engage with the Night Shelter by visiting us and asking for advice and support or help with benefits. Wherever possible we signpost these clients to their key worker or another agency to provide this support or, where not practicable (where immediate action is required for example), we would provide the support ourselves. This can be attending appointments with the individual, assisting with benefit queries, application form filling, sign-posting to other agencies, and pastoral care and support.

Rusel Broadway Tenancy Sustainment Officer

Housing Manager's Report

We have had a very positive year. Due to the expansion of the age criteria for Joint Referral Panel applications, we have managed to place over 30 Night Shelter residents into supported housing, including sheltered accommodation.

We are fully aware that there is a great demand for housing in the Colchester area and we do not encourage people from outside the area to decide to settle here. However, when they become aware of the services available to homeless people in Colchester, it can sometimes be difficult to persuade them to return to their local area.

We continue to work well with Emmaus who provide valuable accommodation and work opportunities for many people. We wish them well with their new venture on Crouch Street.

We are looking to expand our remit to include working people. Certain criteria will apply, for example they will need to have a local connection to Colchester. This is something we feel would be a positive move forward and will hopefully prevent people losing work when they lose their home.

We currently have 14 ex-residents living in private rented accommodation, principally in shared housing or bedsit type accommodation. They are all supported by our Tenancy Sustainment Officer. We actively encourage these individuals to register on the Gateway to Homechoice housing register so that eventually they may be able to access more secure housing, and thereby freeing up a much needed private rented bedsit for another one of our residents ready to move on. So far, we have successfully managed to rehouse two people in this way – although they relocated to Lowestoft and Felixstowe (they did actually want to relocate there, so it wasn't a problem).

We continue to build upon joint working with private landlords and we are the first point of contact for a few local landlords when they have vacancies. Due to the exceptionally hard work of our Tenancy Sustainment Officer, landlords are reassured that any problems with the tenancy will be dealt with in a timely and proactive manner. We also carefully vet any current residents who we feel may be suitable for private rented accommodation.

We are looking forward to expanding our working relationship with Colchester Borough Homes in response to the new Homeless Reduction Act and already attend regular meetings to develop better joint working practices.

We are pleased to see that Beacon House have successfully secured new premises close to the Night Shelter and we look forward to continuing to work with them to support our service users and wish them well with their move.

In all, it has been a good year with lots of things to build upon and move forward in the coming year.

Lynn Meadow Housing Manager

Business Manager's Report

The new role of Business Manager was created in 2017 to further strengthen the management team at the Night Shelter. This came at a critical time given the changes within the benefits system, Universal Credit being rolled out, along with the introduction of the Homelessness Reduction Act, which I knew would have a massive impact on the Shelter and how we worked. As with all the Night Shelter staff, under my role as Business Manager, I wear many hats. The duties cover HR, Health & Safety, Food & Beverages budgets, funding bids and grants, and management of Volunteers.

Naturally, the Night Shelter has a food budget in place, but through a review of how we use our stock most effectively, the resources available by donation, over this past year we have been able to implement measures that have further reduced our food budget, whilst still ensuring that our residents are served wholesome and nutritious food.

Bringing volunteers in to cook earlier in the day enabled us to serve hearty stews in the winter months – something that cannot be prepared in the evening – and meant we could use cheaper cuts of meat that tend to require long, slow cooking.

We were already working with FareShare and the local Tesco stores, from where we are able to collect surplus food in the mornings. FareShare themselves are another charity based all around the UK, who, for a small monthly payment, distribute surplus produce to charities such as ourselves who serve food on a daily basis. For this small fee we are delivered approximately 5 supermarket trolleys worth of produce and other products each week. As a new FareShare hub in Ipswich established, we have been supplied with greater amounts of food each week, including chilled foods and meats, which is the biggest part of our food budget. This naturally brought our outgoings down on a weekly basis. As a result, we are able to serve a wider variety of food, for less money, and furthermore, the feedback from residents on the meals that have been produced has been very positive.

COLCHESTER EMERGENCY NIGHT SHELTER

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2018

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Business Manager's Report (continued)

In December 2017, Sainsbury's at Tollgate contacted us to ask for a meeting as they wanted to start donating to a "human" charity, as they previously only donated their surplus foods to Colchester Zoo and the Swan Sanctuary. Following a meeting with the Produce Manager, I presented a talk to all the various Team Managers and Supervisors to inform them of who we are and what we do.

From January 2018, we started to collect fresh fruit and vegetables and non-perishable foods twice a week from Sainsbury's, and occasional some household items. This is worked around our collections from Tesco, to ensure stock is suitably managed. This again, started to bring down our food expenditure each week, and has also given our residents a wide range of fresh fruit, something we cannot afford to buy on a regular basis.

Other areas of my work relate to HR and Health & Safety functions, ensuring the Shelter keeps up with current legislations, and we are meeting all our safeguarding duties to our residents. I also concentrate on new funding bids and grants, sponsorships and Yearly Chosen Charity opportunities with local businesses, and generating exposure for the Shelter.

We are delighted that we have been selected as one of the chosen charities to be supported by the 2018-2019 Mayor of Colchester, Councillor Peter Chillingworth, and look forward to working with the Mayor and Mayoress, along with the other selected charities, in the coming year.

We were also pleased to have successfully been granted funding for our Gardening Group, so that we can provide them with safety wear, new gardening tools, and somewhere safe to store them.

For the new financial year we will be working on several large funding bids to help with the upkeep of the Night Shelter, such as decoration of the residents' bedrooms and communal areas, new furniture, a new heating system, and new flooring throughout, which is urgently needed.

Being new to the role, this financial year has been a massive learning curve, but a curve I have loved every minute of. I am hoping that with greater understanding of the project, and everything that goes on behind the scenes with the extremely hard-working and dedicated staff in place, I can help ease the pressure a little by securing further funding. Something I am looking forward to with relish!

Sarah Dickson
Business Manager

FINANCIAL REVIEW

Principal Funding Sources

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, not only on limited budgets but on reducing income flows due to Government cut backs.

The principal funding sources for the charity are through rent, mainly funded by Housing Benefit, and grant and contract income from Colchester Borough Council and Essex County Council.

Colchester Borough Council continues to be very supportive of the Night Shelter. Grant funding from Homeless Prevention Fund and Lloyds TSB Foundation have enabled the Trustees to expand support work with residents and will enable the shelter to review and increase the number of paid employees.

Voluntary donations

The supporters of the Night Shelter have continued to provide additional funds to support the work, particularly for property refurbishment and the provision of those services which cannot be funded from Housing Benefit, which includes food and toiletries, heating and lighting and water.

We have been very fortunate to have had another fantastic year of donation which totalled to £34,217.

The Trustees of the Night Shelter would like to take this opportunity to give a heartfelt thanks to all those who gave their financial support during the year under review, individuals, organisations, local groups and churches in our catchment area.

Our fundraising can and should be used to protect and develop the services on offer at the Shelter, raise our profile in the local area and build support for the project in different sections of the local population.

Our Fundraising efforts need to be strategically targeted to support our established priorities, principally keeping the Shelter financially viable and protecting the key services to residents in the first instance. Additional priorities, for example improvements to the building or upgrading the IT will be assessed and agreed by the Trustees so that time and resources are clearly focused.

We want our community to know more about the ongoing support and practical help which is offered to residents during and after their stay. We are offering so much more than a safe place to stay and it is vital that we publicise this so that we have allies to help us challenge any cuts in funding. We are trying to strike a difficult balance between protecting the core services offered at the Night Shelter, and maximising the opportunities arising from the potential new staff.

When groups or individuals are considering donating an item, offering their time through volunteering or doing some fundraising we want to be uppermost in their minds. We are seeking to raise awareness among local people that the Night Shelter is open and making a vital contribution to the lives of vulnerable homeless people in Colchester.

COLCHESTER EMERGENCY NIGHT SHELTER

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2018

FINANCIAL REVIEW (CONTINUED)

We are also keen to build on current links with local schools and to develop new relationships with other schools to encourage their Personal Health and Social Development programmes to look at the issue of homelessness and to consider doing a fundraising activity for us.

We now work with Fareshare and collect from Tesco, Sainsbury's and this financial year we have added Lidl to our collection days.

We also need to ensure that we build on our relationships with local media so that we can provide them with regular 'good news' stories to balance the reporting. Where appropriate and possible we would like to offer former service users the chance to tell their stories. This could help to build their confidence as well as providing the strongest evidence of the quality of the work the Night Shelter does.

The current premises often create additional challenges with the lack of sufficient office space or training rooms. If we are to expand day time services to residents and potentially other homeless people in the area then we need additional space. To this end we are keen to secure funds to build or take over more appropriate premises within the next 5 to 10 years. Again, we are looking for donations large and small to support this.

Investment Policy and Objectives

The Night Shelter does not have sufficient surplus funds to run a formal investment policy involving a mixed portfolio. 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 have examined the charity's requirements for reserves in light of the main risks to the organisation. The Trustee's policy is that 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 needed.

FUTURE PLANS

The Trustees of the Night Shelter intend to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Following another year of funding from Colchester Borough Council via The Homeless Prevention fund the on-going success of the Tenancy Sustainment Officer's post is now even more apparent and the positive work that has been done to support ex-service users sustain their accommodation is highlighted from the fact that this year no one have lost their tenancy. Over the past year we have been able to appoint a Business Manager and Administrator, who have made significant contributions to the management team. Staffing continues to be a main focus of development for this coming year and all job roles and responsibilities will be reviewed during this year, to create a cohesive team to provide the best service to residents.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The governing instrument of the charity is the Memorandum and 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.

Recruitment and Appointment of New 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.

The Trustees give their time voluntarily and receive no benefits from the charity: they do not receive a wage and do not claim expenses.

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 and attend appropriate training.

Organisational Structure

The governing body of the Colchester Emergency Night Shelter is the Board of Management made up from the directors of the company who are also the Trustees of the charity. The Manager is also members of the Board of Management, which meets every four weeks throughout the year to cover general business.

At their regular meetings the Trustees consider a report submitted from the management of the Night Shelter and a financial report from the treasurer. 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.

Risk Management

The Trustees and Management regularly review risks to Colchester Night Shelter. These reviews are designed to ensure that the health and safety of staff, volunteers and residents are safeguarded; that adequate insurance is in place where insurable risks are identified; and the financial resources are protected.

COLCHESTER EMERGENCY NIGHT SHELTER

**TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018**

STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)

Risk Management (continued)

The major risks are identified as:

- risk to staff and/or property relating to the increasingly complex and difficult nature of residents;
- overconfidence concerning the ability of the client group to change and so not reaching outcomes such as reduction in revolving door service use or worse committing a serious and irrevocable offence;
- risk of inappropriate staff behaviour influencing the reputation of the project;
- major structural failure of the property;
- financial risks which include funding reduction or withdrawal and reduction in donations due either to recession or to change in perception; although Colchester Night Shelter is not dependent on a single source of funding, loss of any one of the sources would be seriously detrimental to continuation of the project; the recent climate of no increase in core funding is in effect a regular reduction in income levels against inexorably increasing costs;
- Skills and experience of trustees.

But whilst the likelihood of one occurring or even a combination is a possibility, contingency measures are put in place to mitigate potential risks:

- Individual service users are risk assessed before entry to the project and are subject to ongoing risk assessment throughout their stay;
- Staff and volunteers are screened before appointment and there is an induction programme as well as ongoing training for all members of staff;
- A full set of appropriate policies and procedures are in place; staff are trained in their implementation and outcomes monitored closely;
- Consultancy services are bought-in for health and safety and H.R. from Peninsula Business Services;
- The Trustees undertake a complete survey of the structure of the property annually and receive regular maintenance and issue reports from the Manager at every meeting;
- Insurance is taken out and is subject to regular reviews with Management and Trustees;
- Funding bids are prepared and submitted for every new strategy and project and every effort will be made to further diversify income to reduce risk;
- Costs are constantly monitored in order to ensure cost-effective provision and value for money;
- Benchmarking exercises are carried out regularly against similar organisations to ensure that the level of income and costs are commensurate with the level of service which funders expect Colchester Emergency Night Shelter to deliver; the result of these exercises will be shared with funders where levels of income are identified to be insufficient;
- Training of new and existing trustees in their roles and responsibilities.

The Trustees of the Night Shelter continually monitor changes in legislation, local authority practices and other developments in order to ensure, so far as is possible, the Night Shelter does not become exposed to unforeseen risk and/or liability.

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 the building. The Trustees are well aware of the slender margin between success and failure as determined by the funding we receive from central government, and any perceived threat real and actual to that flow of funds is constantly monitored.

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 and Bank Holidays. The Trustees recognise the tremendous effort that other individual Trustees, staff and volunteers make to ensure the Night Shelter functions, and recognise 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 our residents and other members of the public.

COLCHESTER EMERGENCY NIGHT SHELTER**TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018****TRUSTEES' RESPONSIBILITIES STATEMENT**

The trustees, who are also directors for the purposes of company law, are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and to enable us to ensure that the financial statements comply with Companies Act 2006.

The trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees' Annual Report was approved by order of the board of trustees on20/7/18..... and signed on its behalf by:



Ray Ricks
Chair of Trustees

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE COLCHESTER EMERGENCY NIGHT SHELTER
FOR THE YEAR ENDED 31 MARCH 2018**

I report on the accounts of the Charity for the year ended 31 March 2018, which are set out on pages 17 to 25.

Respective responsibilities of the trustees and examiner

The charity's trustees, who are directors for the purposes of company law, are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the 2011 Act).

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and part 16 of the Companies Act 2006 and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to our attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act;
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns or have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

G L ROOKYARD
CHARTERED ACCOUNTANT
KIRBY ROOKYARD & CO
Dunedin
Brantham Hill
Brantham
Manningtree
Essex CO11 1ST



24 July 2018

COLCHESTER EMERGENCY NIGHT SHELTER

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted Funds General Fund		Restricted Funds (see Note 5)		Total	
		2018 £	2017 £	2018 £	2017 £	2018 £	2017 £
INCOME AND ENDOWMENTS FROM:							
Donations and Legacies	6	34,777	30,505	240	2,990	35,017	33,495
Charitable activities	7	241,976	233,632	57,417	49,636	299,393	283,268
Investment Income	8	55	67	-	-	55	67
TOTAL		276,808	264,204	57,657	52,626	334,465	316,830
EXPENDITURE ON:							
Raising funds	9	651	126	-	-	651	126
Charitable Activities	10	252,366	236,530	66,187	57,526	318,553	294,056
TOTAL		253,017	236,656	66,187	57,526	319,204	294,182
NET INCOME/(EXPENDITURE)		23,791	27,548	(8,530)	(4,900)	15,261	22,648
TRANSFER BETWEEN FUNDS		(8,373)	(3,698)	8,373	3,698	-	-
NET MOVEMENT IN FUNDS		15,418	23,850	(157)	(1,202)	15,261	22,648
RECONCILIATION OF FUNDS:							
Total funds brought forward		205,584	181,734	487,632	488,834	693,216	670,568
Total funds carried forward		221,002	205,584	487,475	487,632	708,477	693,216

The Statement of Financial Activities includes all gains and losses recognised during the year.

All income and expenditure derive from continuing activities.

COLCHESTER EMERGENCY NIGHT SHELTER**BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted Funds		Restricted Funds		Total	
		2018 £	2017 £	2018 £	2017 £	2018 £	2017 £
FIXED ASSETS							
Tangible Assets	11	<u>8,678</u>	9,260	<u>452,271</u>	452,970	<u>460,949</u>	462,230
CURRENT ASSETS							
Debtors	12	<u>21,448</u>	9,492	-	12,592	<u>21,448</u>	22,084
Cash at Bank and in hand		<u>203,848</u>	194,861	<u>35,342</u>	22,116	<u>239,190</u>	216,977
		<u>225,296</u>	204,353	<u>35,342</u>	34,708	<u>260,638</u>	239,061
CREDITORS							
Amounts falling due within one year	13	<u>(12,972)</u>	(8,029)	<u>(138)</u>	(46)	<u>(13,110)</u>	(8,075)
NET CURRENT ASSETS		<u>212,324</u>	196,324	<u>35,204</u>	34,662	<u>247,528</u>	230,986
NET ASSETS	14	<u>221,002</u>	205,584	<u>487,475</u>	487,632	<u>708,477</u>	693,216
FUNDS							
Restricted Funds	5	-	-	<u>487,475</u>	487,632	<u>487,475</u>	487,632
Unrestricted Funds							
General Fund		<u>221,002</u>	205,584	-	-	<u>221,002</u>	205,584
TOTAL FUNDS		<u>221,002</u>	205,584	<u>487,475</u>	487,632	<u>708,477</u>	693,216

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

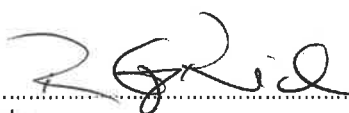
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

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

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on.....20/7/18..... and were signed on its behalf by:


.....
Trustee
R G Ricks

COLCHESTER EMERGENCY NIGHT SHELTER

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

1. GENERAL INFORMATION

Colchester Emergency Night Shelter is a charity registered with the Charity Commission with the Charity Number 803328. The Charity is incorporated as a company limited by guarantee at Companies House with the Company Number 0275258 and domiciled in the United Kingdom. Its registered office is 39-41 Alexandra Road, Colchester, Essex CO3 3DF.

2. STATEMENT OF COMPLIANCE

The financial statements of the charitable company, which is a public benefit entity under FRS102, have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain assets.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going Concern

There are no material uncertainties affecting the Charity's ability to operate and therefore these financial statements have been prepared on a going concern basis.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the purposes of Charity.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal. Further explanation of the nature and purpose of each restricted fund is included in the notes to the financial statements.

Income

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably. The following specific policies are applied to particular categories of income:

- income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.
- for legacies, entitlement is taken as the earlier of the date on which either: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that a distribution will be made, or when a distribution is received from the estate.
- donations and other voluntary income are reflected in the accounts for the period in which they are received. Donations in kind are recognised by the Charity when received except in the case of services provided free or undervalued by voluntary staff or others which are not reflected in the accounts.

Expenditure

Expenditure is recognised once 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 of the Statement of Financial Activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities.
- expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to governance of the charity apportioned to charitable activities.

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

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

Freehold property is stated in the Statement of Financial Position at its revalued amount, being the fair value at the date of revaluation less any accumulated depreciation and impairment losses.

Fair values of freehold property are determined as – market value for existing use.

Revaluations are performed with sufficient regularity to ensure that the carrying amounts are not materially misstated.

COLCHESTER EMERGENCY NIGHT SHELTER**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018****3. ACCOUNTING POLICIES (CONTINUED)****Tangible Fixed Assets (continued)**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and Fittings	-	20% straight line
Computer and Office Equipment	-	20% straight line
Residents' IT Suite	-	20% straight line

The gain or loss arising on disposal of a fixed 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 as an adjustment to past depreciation charges.

Debtors

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

Cash at Bank and in Hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and Provisions

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

Taxation

The charity is exempt from corporation tax on its charitable activities.

Cash Flow Statement

The Charity has taken advantage of the exemption provided for charities with income under £500,000 and has not prepared a Cash Flow Statement for the year.

4. LIMITED BY GUARANTEE

Colchester Emergency Night Shelter is a company limited by guarantee and accordingly does not have any share capital.

Every member of the company undertakes to contribute to the assets of the company in the event of the same being wound up whilst he or she is a member, or within one year after he or she ceases to be a member, for the payment of debts and liabilities of the company contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories amongst themselves, such amount as may be required, not exceeding £1.

COLCHESTER EMERGENCY NIGHT SHELTER

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

5. RESTRICTED FUNDS

	Income and Endowments		Expenditure		Transfers Between Funds		Net Movement In Funds		Fund Balances Brought Forward		Fund Balances Carried Forward	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
National Lottery Charities Board Fund (Freehold Property)	-	-	-	-	-	-	-	-	250,179	250,179	250,179	250,179
Freehold Property Revaluation Reserve	-	-	-	-	-	-	-	-	199,821	199,821	199,821	199,821
Residents Deposit Guarantee Scheme	-	-	-	(420)	-	-	(420)	-	8,699	9,119	8,699	8,699
Keys for Keeps	-	-	(465)	(2,358)	-	-	(465)	(2,358)	7,667	10,025	7,202	7,667
Colchester Borough Council – Voluntary Welfare Grant	9,000	8,948	(9,000)	(8,948)	-	-	-	-	-	-	-	-
Colchester Borough Council – Homeless Prevention Grant	25,650	12,592	(25,130)	(16,857)	1,761	-	2,281	(4,265)	3,550	7,815	5,831	3,550
Lloyds Foundation – Housing Manager Grant	21,192	21,136	(27,804)	(24,834)	6,612	3,698	-	-	-	-	-	-
Essex Community Fund – Consultancy Fund	-	-	(1,500)	(2,250)	-	-	(1,500)	(2,250)	1,500	3,750	-	1,500
Mattresses Fund	-	-	-	(1,000)	-	-	-	(1,000)	-	1,000	-	-
Lockton	-	2,750	(1,360)	-	-	-	(1,360)	2,750	9,513	6,763	8,153	9,513
Resident ID Fund	240	240	(166)	(335)	-	-	74	(95)	267	362	341	267
Anglia Community Trust – Residents IT Suite Fund	-	6,960	(699)	(524)	-	-	(699)	6,436	6,436	-	5,737	6,436
Gannett Foundation Grant – Allotment Fund	1,575	-	(63)	-	-	-	1,512	-	-	-	1,512	-
	57,657	52,626	(66,187)	(57,526)	8,373	3,698	(157)	(1,202)	487,632	488,834	487,475	487,632

The transfer between the Colchester Borough Council – Homeless Prevention Grant and the General Fund is to correct misanalysis of income and expenditure in the years ended 31 March 2016 and 2017. The transfer between the Lloyds Foundation – Housing Manager Grant and the General Fund is to cover the deficit arising on the fund.

National Lottery Charities Board Fund (Freehold Property) To fund the purchase and refurbishment of the freehold property.
 Freehold Property Revaluation Reserve The gain on revaluation of the freehold property funded by the National Lottery Charities Board Fund restricted fund.
 Residents Deposit Guarantee Scheme and Keys for Keeps To fund the payment of deposits to landlords to facilitate resettlement of residents.
 Colchester Borough Council – Voluntary Welfare Grant To fund the costs to support residents.
 Colchester Borough Council – Homeless Prevention Grant To fund salary, on costs and associated expenses of a Tenancy Sustainment Officer to work with resettled residents.
 Lloyds Foundation – Housing Manager Grant To fund salary, on costs and associated expenses of a Housing Manager to support and resettle residents.
 Essex Community Fund – Consultancy Fund To fund the cost of strategic consultancy.
 Mattresses Fund To fund the cost of replacement mattresses.
 Lockton To fund the database ancillary requirements, IT expenditure and the depreciation of computer equipment.
 Resident ID Fund To fund the purchase of ID documentation for residents.
 Anglia Community Trust – Residents IT Suite Fund To fund the purchase of an IT suite and computers for the use by residents.
 Gannett Foundation Grant – Allotment Fund To fund the purchase of equipment and supplies for a residents' allotment.

COLCHESTER EMERGENCY NIGHT SHELTER

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

5. RESTRICTED FUNDS (CONTINUED)

Income and Endowments from

	Donations and Legacies		Charitable Activities Grant Income		Total
	2018	2017	2018	2017	
Colchester Borough Council – Voluntary Welfare Grant	-	-	9,000	8,948	9,000
Colchester Borough Council – Homeless Prevention Grant	-	-	25,650	12,592	25,650
Lloyds Foundation – Housing Manager Grant	-	-	21,192	21,136	21,192
Lockton	-	2,750	-	-	2,750
Resident ID Fund	240	240	-	-	240
Anglia Community Trust – Residents IT Suite Fund	-	-	-	6,960	-
Gannett Foundation Grant – Allotment Fund	-	-	1,575	-	1,575
	240	2,990	57,417	49,636	57,657
					52,626

Expenditure

	Staff and Volunteer Costs		Residents Supplies and Activities		Premises, Furniture and Equipment		Office Expenses and Other Costs		Payments to Landlords		Depreciation of Fixed Assets		Professional Fees		Total
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	
Residents Deposit Guarantee Scheme	-	-	-	-	-	-	-	-	-	420	-	-	-	-	420
Keys for Keeps	-	-	-	-	-	-	-	-	465	2,358	-	-	-	-	2,358
Colchester Borough Council – Voluntary Welfare Grant	-	-	9,000	8,948	-	-	-	-	-	-	-	-	-	-	9,000
Colchester Borough Council – Homeless Prevention Grant	24,758	16,626	-	-	-	-	-	-	-	-	-	-	231	-	25,130
Lloyds Foundation – Housing Manager Grant	27,432	24,604	-	-	-	-	-	-	-	-	-	-	372	-	27,804
Essex Community Fund – Consultancy Fund	1,500	2,250	-	-	-	-	-	-	-	-	-	-	-	-	1,500
Mattresses Fund	-	-	-	-	-	1,000	-	-	-	-	-	-	-	-	1,000
Lockton	-	-	-	-	-	-	486	-	-	-	874	-	-	-	1,360
Resident ID Fund	-	-	166	335	-	-	-	-	-	-	-	-	-	-	166
Anglia Community Trust – Residents IT Suite Fund	-	-	-	-	-	-	-	-	-	-	699	-	-	-	699
Gannett Foundation Grant – Allotment Fund	-	-	63	-	-	-	-	-	-	-	-	-	-	-	63
	53,690	43,480	9,229	9,283	-	1,000	486	-	465	2,778	1,573	524	744	461	66,187
															57,526

COLCHESTER EMERGENCY NIGHT SHELTER

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20186. DONATIONS AND LEGACIES

	<u>Unrestricted Funds</u>		<u>Restricted Funds</u>		<u>Total</u>	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Donations and Gifts	33,977	30,505	240	2,990	34,217	33,495
Grants	800	-	-	-	800	-
	34,777	30,505	240	2,990	35,017	33,495

7. INCOME FROM CHARITABLE ACTIVITIES

	<u>Unrestricted Funds</u>		<u>Restricted Funds</u>		<u>Total</u>	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Provision of Temporary Accommodation						
Accommodation Charges	172,168	166,132	-	-	172,168	166,132
Essex County Council Housing Related Support	51,909	51,615	-	-	51,909	51,615
Residents Fees	17,899	15,885	-	-	17,899	15,885
Colchester Borough Council – Voluntary Welfare Grant	-	-	9,000	8,948	9,000	8,948
Colchester Borough Council – Homeless Prevention Grant	-	-	25,650	12,592	25,650	12,592
Lloyds Foundation – Housing Manager Grant	-	-	21,192	21,136	21,192	21,136
Anglia Community Trust	-	-	-	6,960	-	6,960
Gannett Foundation Grant	-	-	1,575	-	1,575	-
	241,976	233,632	57,417	49,636	299,393	283,268

8. INVESTMENT INCOME

	<u>Unrestricted Funds</u>		<u>Restricted Funds</u>		<u>Total</u>	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Bank Deposit Account Interest Receivable	55	67	-	-	55	67

9. RAISING FUNDS

	<u>Unrestricted Funds</u>		<u>Restricted Funds</u>		<u>Total</u>	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Just Giving Fees	651	126	-	-	651	126

10. EXPENDITURE ON CHARITABLE ACTIVITIES

	<u>Unrestricted Funds</u>		<u>Restricted Funds</u>		<u>Total</u>	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Provision of Temporary Accommodation						
Staff and Volunteer Costs	186,633	171,869	53,690	43,480	240,323	215,349
Residents' Supplies and Activities	3,367	4,137	9,229	9,283	12,596	13,420
Property and Equipment Repairs and Renewals	29,372	26,571	-	1,000	29,372	27,571
Property Utilities	8,699	7,589	-	-	8,699	7,589
Insurances	6,099	5,826	-	-	6,099	5,826
Office Expenses and Other Costs	5,007	4,585	486	-	5,493	4,585
Payments to Landlords	-	-	465	2,778	465	2,778
Depreciation of Fixed Assets	2,339	2,684	1,573	524	3,912	3,208
	241,516	223,261	65,443	57,065	306,959	280,326
Support Costs – Governance Costs						
Independent Examination Fee	1,500	1,500	-	-	1,500	1,500
Accountancy Fees	3,720	5,903	-	-	3,720	5,903
Professional Fees	3,718	4,962	744	461	4,462	5,423
Legal Fees	1,912	290	-	-	1,912	290
Trustees' Meeting Expenses	-	614	-	-	-	614
	252,366	236,530	66,187	57,526	318,553	294,056

COLCHESTER EMERGENCY NIGHT SHELTER

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 201811. **NET INCOME**

	<u>2018</u>	<u>2017</u>
Net income is stated after charging/(crediting):		
Independent Examination	1,500	1,500
Depreciation – owned assets	3,912	3,208

12. **STAFF AND VOLUNTEER COSTS**

	<u>Unrestricted</u>		<u>Restricted</u>		<u>Total</u>	
	<u>Funds</u>		<u>Funds</u>		<u>2018</u>	<u>2017</u>
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Wages and Salaries	157,454	130,360	47,118	38,124	204,572	168,484
Social Security Costs	7,917	6,101	4,825	4,410	12,742	10,511
Pension Contributions	2,789	-	1,186	-	3,975	-
Volunteer Matters Costs	9,395	13,625	-	-	9,395	13,625
Council Tax (VM Flats)	1,047	1,017	-	-	1,047	1,017
Staff Training	1,189	2,909	238	582	1,427	3,491
Other Staff and Volunteer Costs	6,842	17,857	323	364	7,165	18,221
	<u>186,633</u>	<u>171,869</u>	<u>53,690</u>	<u>43,480</u>	<u>240,323</u>	<u>215,349</u>

The average monthly number of employees during the year was as follows:

Administration	4	3
Project Workers	9	7
Volunteering Matters Volunteers	1	2
	<u>14</u>	<u>12</u>

No employees received emoluments in excess of £60,000 during the year ended 31 March 2018 or the year ended 31 March 2017.

Pension costs relate to a defined contribution scheme. The contributions during the year ended 31 March 2018 were £3,975 (2017 £Nil) and at 31 March 2018 contributions of £521 (2017 £Nil) were outstanding and are included in creditors.

The key management personnel of the Charity are considered to be the Trustees, the Manager, the Deputy Manager and the Housing Manager. The total employee benefits of key management personnel amount to £81,967 for the year ended 31 March 2018 (2017 £69,971).

Termination payments, being compensation for loss of employment, amounted to £4,000 during the year ended 31 March 2018 (2017 £15,000).

13. **TRUSTEES' REMUNERATION AND EXPENSES**

No trustees were remunerated or reimbursed expenses during the year ended 31 March 2018 or the year ended 31 March 2017.

14. **TANGIBLE FIXED ASSETS**

	<u>Freehold</u>	<u>Fixtures</u>	<u>Computer</u>	<u>Residents'</u>	<u>Total</u>
	<u>Property</u>	<u>and</u>	<u>and Office</u>	<u>IT Suite</u>	
		<u>Fittings</u>	<u>Equipment</u>		
COST OR VALUATION					
At 1 April 2017	450,000	10,045	3,792	3,494	467,331
Additions	-	1,468	1,163	-	2,631
Disposals	-	-	(735)	-	(735)
At 31 March 2018	<u>450,000</u>	<u>11,513</u>	<u>4,220</u>	<u>3,494</u>	<u>469,227</u>
DEPRECIATION					
At 1 April 2017	-	3,515	1,062	524	5,101
Charge for year	-	2,072	1,141	699	3,912
On Disposals	-	-	(735)	-	(735)
At 31 March 2018	<u>-</u>	<u>5,587</u>	<u>1,468</u>	<u>1,223</u>	<u>8,278</u>
NET BOOK VALUE					
At 31 March 2018	<u>450,000</u>	<u>5,926</u>	<u>2,752</u>	<u>2,271</u>	<u>460,949</u>
At 31 March 2017	450,000	6,530	2,730	2,970	462,230

COLCHESTER EMERGENCY NIGHT SHELTER**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018****14. TANGIBLE FIXED ASSETS (CONTINUED)**

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

A full valuation of the freehold property was undertaken as at 12 February 2015 by Fenn Wright Chartered Surveyors on the basis set out in the accounting policies.

Management considered the value of the Freehold properties as at 31 March 2018 and did not alter the value of the freehold properties held.

Impairment reviews are undertaken annually to ensure that the carrying values reflect fair values. No impairments have been recognised during the year ended 31 March 2018 or the year ended 31 March 2017.

Included within Tangible fixed assets are restricted assets of £452,271 (2017 £452,970) of which £2,271 (2017 £2,970) relates to a computer suite for the residents funded by Anglian Community Trust.

15. DEBTORS

	Unrestricted Funds		Restricted Funds		Total	
	2018	2017	2018	2017	2018	2017
Trade Debtors	10,551	7,389	-	12,592	10,551	19,981
Other Debtors	4,457	2,103	-	-	4,457	2,103
Prepayments	6,440	-	-	-	6,440	-
	21,448	9,492	-	12,592	21,448	22,084

16. CREDITORS: Amounts falling due within one year

	Unrestricted Funds		Restricted Funds		Total	
	2018	2017	2018	2017	2018	2017
Taxation and Social Security Creditors	482	-	-	-	482	-
Other Creditors	11,290	8,029	138	46	11,428	8,075
Accruals	1,200	-	-	-	1,200	-
	12,972	8,029	138	46	13,110	8,075

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets		Net Current Assets		Total	
	2018	2017	2018	2017	2018	2017
Restricted Funds						
National Lottery Charities Board Fund (Freehold Property)	250,179	250,179	-	-	250,179	250,179
Freehold Property Revaluation Reserve	199,821	199,821	-	-	199,821	199,821
Residents Deposit Guarantee Scheme	-	-	8,699	8,699	8,699	8,699
Keys for Keeps	-	-	7,202	7,667	7,202	7,667
Colchester Borough Council – Homeless Prevention Grant	-	-	5,831	3,550	5,831	3,550
Essex Community Fund – Consultancy Fund	-	-	-	1,500	-	1,500
Lockton	-	-	8,153	9,513	8,153	9,513
Resident ID Fund	-	-	341	267	341	267
Anglia Community Trust – Residents IT Suite Fund	2,271	2,970	3,466	3,466	5,737	6,436
Gannett Foundation Grant – Allotment Fund	-	-	1,512	-	1,512	-
	452,271	452,970	35,204	34,662	487,475	487,632
Unrestricted Fund						
General Fund	8,678	9,260	212,324	196,324	221,002	205,584
	460,949	462,230	247,528	230,986	708,477	693,216

18. RELATED PARTY TRANSACTIONS

There were no related party transactions with the Charity Trustees during the years ended 31 March 2018 or 31 March 2017.

COLCHESTER EMERGENCY NIGHT SHELTER

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2018**

	<u>2018</u>	<u>2017</u>
INCOME AND ENDOWMENTS FROM		
Donations and Legacies		
Donations	34,217	33,495
Grants Receivable – Other	800	-
	<u>35,017</u>	<u>33,495</u>
Investment Income		
Deposit Account Interest Receivable	55	67
Charitable Activities		
Accommodation Charges	172,168	166,132
Essex County Council Housing Related Support	51,909	51,615
Residents Fees	17,899	15,885
Grants Receivable		
Colchester Borough Council – Voluntary Welfare Grant	9,000	8,948
Colchester Borough Council – Homeless Prevention Grant	25,650	12,592
Lloyds Foundation – Housing Manager Grant	21,192	21,136
Anglia Community Trust – Residents IT Suite Fund	-	6,960
Gannett Foundation Grant – Allotment Fund	1,575	-
	<u>299,393</u>	<u>283,268</u>
TOTAL INCOME	<u>334,465</u>	<u>316,830</u>
EXPENDITURE		
Raising Funds		
Just Giving Fees	651	126
Charitable Activities		
Staff and Volunteer Costs		
Wages and Salaries	204,572	168,484
Social Security Costs	12,742	10,511
Pension Contributions	3,975	-
Volunteering Matters Costs	9,395	13,625
Council Tax (VM Flats)	1,047	1,017
Staff Training	1,427	3,491
Other Staff and Volunteer Costs	7,165	18,221
	<u>240,323</u>	<u>215,349</u>
Residents' Supplies and Activities		
Food and Provisions	9,056	9,261
Cleaning Supplies	762	834
Residents Activities and Support	953	1,424
Health and Safety	1,598	1,566
Residents Identity Documentation	164	335
Allotment Equipment	63	-
	<u>12,596</u>	<u>13,420</u>
Property and Equipment Repairs and Renewals		
Property Repairs	13,258	10,863
Repairs and Renewals	1,726	4,125
Household Cleaning and Waste Disposal	14,388	12,583
	<u>29,372</u>	<u>27,571</u>
Property Utilities		
Water Rates	2,110	1,728
Light and Heat	6,589	5,861
	<u>8,699</u>	<u>7,589</u>
Insurances	6,099	5,826
Office Expenses and Other Costs		
Telephone	1,985	1,993
Postage and Stationery	1,489	885
Database Costs	486	-
Replacement Office Equipment	137	438
Subscriptions	514	489
Bank Charges	820	766
Sundry Expenses	62	14
	<u>5,493</u>	<u>4,585</u>
Carried Forward	<u>303,233</u>	<u>274,466</u>

COLCHESTER EMERGENCY NIGHT SHELTER**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2018**

	<u>2018</u>	<u>2017</u>
EXPENDITURE (CONTINUED)		
Brought Forward	303,233	274,466
Charitable Activities (continued)		
Payments to Landlords	465	2,778
Depreciation of Fixed Assets		
Fixtures and Fittings	2,072	1,999
Computer and Office Equipment	1,141	685
IT Suite	699	524
	<u>3,912</u>	<u>3,208</u>
Support Costs – Governance Costs		
Independent Examination Fees	1,500	1,500
Accountancy Fees	3,720	5,903
Legal Fees	1,912	290
Professional Fees	4,462	5,423
Trustee Meeting Expenses	-	614
	<u>11,594</u>	<u>13,730</u>
TOTAL EXPENDITURE	<u>319,204</u>	<u>294,182</u>
 NET INCOME	 <u>15,261</u>	 <u>22,648</u>