Charity Registration No. 1154869

Company Registration No. 08484445 (England and Wales)

# BRIGHTON LIGHT TRUST ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019



#### **LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees D H M Treneer

J Elbourne A Pop S Walker D I Collins L Lurcock T Kong

Charity number 1154869

Company number 08484445

Principal address 65-71 Holland Road

Hove East Sussex BN3 1JN

Registered office 65-71 Holland Road

Hove East Sussex BN3 1JN

Independent examiner John Caladine FCCA CTA FCIE

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### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2019

The trustees present their report and financial statements for the year ended 31 December 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the trust's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

#### Objectives and activities

The trust's objects are the prevention or relief of poverty by the provision of funds, goods or services of any kind in Brighton and Hove and in such parts of the United Kingdom or the world as the Trustees think fit.

#### **Public benefit**

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

#### Achievements and performance

It has been another very busy year for the Brighton Light Trust (the charitable trust behind the Brighton and Hove Christians against Poverty (CAP) Debt Centre in partnership with Holland Road Baptist Church).

National Debtline and Step Change said the figures from the Bank of England showed a worrying rise in consumers' reliance on credit and warned that they expected a rush of people seeking help when the first credit card bills of the year started to arrive. Universal Credit has caused much hardship, stress and worry as people have to wait for their payments.

Many of the clients we see have tried to find their way out of debt on their own but have been met with ever-increasing interest repayments, debts that have spiralled out of control and an overwhelming sense of distress and hopelessness, that they don't see a way to be free from. Increasingly, there has been a substantial rise in the types of debt that people have. More and more we are seeing the inability to pay for essentials like rent, council tax and utilities. These types of primary debts, as opposed to secondary debts (credit cards, loans etc.), are legally far more difficult to deal with. CAP has seen an unprecedented rise in the need for applications for bankruptcy. This has resulted in a huge drain on resources, both in terms of time and cost implications. A single bankruptcy application costs £680, something which CAP has funded on behalf of clients who clearly don't have the means to pay - CAP is the only debt charity that does this.

As a consequence of the high demand for services, CAP made the difficult decision to suspend the national helplines on August 9 2019, because the knock-on effect from local centres was affecting both the quality and effectiveness of the overall service. This decision was not taken lightly, but the CAP's systems were just not designed to cope with the ever-increasing demand. Hundreds of clients were waiting for their accounts to be serviced and a backlog was increasing by the hour. Locally, at the time of the decision, we were supporting 103 households representing 113% of our capacity. With no new clients since that time, we continued to support 68 families and individuals to the end of the year. In addition, we saw many more people than that, due to our strategic decision to meet with people directly via the two major food banks in the city. Since January last year, 214 consultations have taken place at these walk-in clinics (175 since September). Our research has shown that in reality, we as debt coaches can deal with over 70% of situations without having to involve CAP head office. Our plan is to carry this forward into 2020. By meeting potential clients in this way, we can assess their situation and offer a more bespoke service immediately. If we are able to help them locally, this means we can clear a formal appointment slot for another potential client. This will hopefully have a knock-on beneficial effect for head office, who are then freed up to deal with the more complicated situations.

### TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2019

At our local centre here at Holland Road Baptist Church, we continued to work with clients on a long-term basis to help them find a realistic way of dealing with their debts. This included speaking on their behalf in legal proceedings or helping with claiming benefits; thus giving them back their hope and the chance of getting back on their feet. This was done with the support of the national CAP offices in Bradford who, through a comprehensive network of industry representatives, negotiated with creditors and debt reclamation agencies to reduce client payments to an affordable level. Therefore allowing them to tackle the debt head-on at a controlled and manageable level.

The level of support will vary from client to client, but will typically involve a minimum of 3 visits from one of our trained debt coaches. This is followed by ongoing emotional and practical care from a volunteer team, who will meet with the client to encourage, befriend and support them as they take control of the problem.

During 2019 the centre signed up 67 new clients and their families on the path to becoming debt-free. We praise God for over 28 who became debt-free last year. Six clients have made a commitment to finding out more about the Christian faith. Four have attended Alpha, and one person accepted an invitation to attend a retreat weekend at Ashburnham.

We have partnered with many other churches and other organisations across Brighton and Hove, (St Cuthmans, Brighton and Hove City Mission food banks. Safehaven and Gateway (for women and men in crisis). St Peter's Church, The Brighton Housing Trust, the BHT Recovery Project, Just Life (supporting the transition from homelessness to independence) and the DWP Job Centre in Portslade. The latter has given us a regular base to provide advice and referrals to other agencies on the far western edge of our city.

The CAP team itself has continued to go from strength to strength during 2019, through the dedication of our passionate team of staff members and volunteers. These include Becky Atkins (debt coach) Tina Donnelly (life skills coach), Annie Robson (prayer and hamper ministries), Keith and Shella Charman, Chris and Roger Whittington, Pat Avard, Jackie Hills and Carol Topping (support workers). The new year will see Sue Stone step down from her debt coaching role, but she will continue to support us via the Life Skills and Money Budgeting education courses. We are all so grateful for her vision, passion, leadership and faithfulness over the last 7 years. We look forward to Tina Donnelly stepping up into the role of a debt coach as she completes her year-long training in April.

CAP Money Courses (3) and Life Skills (2) were run at different locations across the city helping to bring basic budgeting skills to attendees; giving them tools and tips to help them manage their finances, relationships and life, in an ongoing and sustainable way. The interactive nature of these educational programmes also provides a sense of community to many who feel isolated.

#### Other CAP news locally for 2019 included

- 120 hamper bags were delivered to 70 families this Christmas.
- £2500 received through one-off gifts and website (wonderful.org)
- Regular monthly giving increased to £508 per month
- Two comprehensive stories appeared on BBC South Today

#### Nationally in 2019

- 2650 become debt-free (33000+ in 23 years)
- 630 found work through CAP jobs clubs
- 670 went through Fresh Start addiction recovery programmes
- 1000 attended a CAP money budgeting course
- 1600 attended a Life Skills programme
- 27000 used CAP services in some way

### TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2019

#### Financial review

The trust had a deficit of £1,759 on general funds for the year covered by reserves brought forward.

#### Reserves policy

It is the policy of the trust that reserves should be maintained at a level equivalent to between three and six month's operational expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the trust's current activities while consideration is given to ways in which additional funds may be raised. Reserves are well in excess of this figure.

#### Risk management

The trustees have assessed the major risks to which the trust is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### Structure, governance and management

The trust is a charity and a company limited by guarantee, incorporated on 10 April 2013. The trust commenced activities on 1 January 2014 with the transfer of activities from the restricted fund of Holland Road Baptist Church Trust.

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

D H M Treneer

J Elbourne

S Whitfield

(Resigned 17 March 2019)

A Pop

S Walker

D I Collins

L Lurcock

T Kong

New trustees are appointed, when required, by the existing trustees.

None of the trustees have any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £10 in the event of a winding up.

### TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2019

#### Statement of trustees' responsibilities

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

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

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 Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the trust and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The trustees' report was approved by the Board of Trustees.

#### S Walker

Trustee

Dated: 21 June 2020

### INDEPENDENT EXAMINER'S REPORT

#### TO THE TRUSTEES OF BRIGHTON LIGHT TRUST

I report to the trustees on my examination of the financial statements of Brighton Light Trust (the trust) for the year ended 31 December 2019.

#### Responsibilities and basis of report

As the trustees of the trust (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the trust are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the trust's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the trust as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

John Caladine FCCA CTA FCIE

Caladine Limited Chantry House 22 Upperton Road Eastbourne East Sussex BN21 1BF

Dated: 21 June 2020

# STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2019

		Unrestricted funds	Restricted funds	Total	Unrestricted funds
		2019	2019	2019	2018
	Notes	£	£	£	£
Income from:	_				
Donations and legacies	2	45,752	2,250	48,002	40,227
Investments	3	7		7	14
Total income		<b>4</b> 5,759	2,250	48,009	40,241
Expenditure on:				<u></u>	
Raising funds	4				109
Charitable activities	5	47,518	1,590	49,108	44,233
Total resources expended		47,518	1,590	49,108	44,342
Not (averaged to use) lineares for the year.					
Net (expenditure)/income for the year/ Net movement in funds		(1,759)	660	(1,099)	(4,101)
Fund balances at 1 January 2019		20,629		20,629	24,730
Fund balances at 31 December 2019		18,870	660	19,530	20,629

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

### STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2019

		2019		2018	
	Notes	£	£	£	£
Current assets					
Trade and other receivables	9	579		963	
Cash at bank and in hand		20,761		21,016	
		21,340		21,979	
Current liabilities	10	(1,810)		(1,350)	
Net current assets			19,530		20,629
Income funds					
Restricted funds	12		660		-
Unrestricted funds			18,870		20,629
			19,530		20,629

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2019.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 21 June 2020

J Elbourne S Walker
Trustee Trustee

Company Registration No. 08484445

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

#### 1 Accounting policies

#### Company information

Brighton Light Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is 71 Holland Road, Hove, East Sussex, BN3 1JN.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the trust's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The trust is a Public Benefit Entity as defined by FRS 102.

The trust has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the trust. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the trust has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the trust is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the trust has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the trust has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Expenditure

Resources expended are recognised in the period in which they are incurred and allocated to the particular cost centre to which they relate. These costs include irrecoverable VAT.

There are no fixed assets.

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

#### 1 Accounting policies (Continued)

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.7 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Basic financial assets include trade and other receivables and cash and bank balances. Basic financial liabilities including trade and other payables where trade payables are obligations to pay for goods or services that have been acquired on the ordinary course of operations from suppliers.

#### Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### Basic financial liabilities

Basic financial liabilities, including trade and other payables and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### Derecognition of financial liabilities

Financial liabilities are derecognised when the trust's contractual obligations expire or are discharged or cancelled.

#### 1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the trust is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 1.10 Taxation

In the opinion of the trustees, the company is not liable to United Kingdom corporation tax on its charitable activities.

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

#### Accounting policies (Continued)

The trust maintains a general unrestricted fund only which covers the day to day operations of the charity.

#### **Donations and legacies**

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2019	2019	2019	2018
	£	£	£	£
Donations and gifts	43,252	-	43,252	37,727
Grants received	2,500	2,250	4,750	2,500
	45,752	2,250	48,002	40,227
Donations and gifts				
Donations and gifts	<b>41,25</b> 1	-	41,251	36,764
Gift aid receivable	2,001	-	2,001	963
	43,252		43,252	37,727

#### Investments

Unrestrict	ed	Unrestricted
fun	ds	funds
20	19 £	2018 £
Interest receivable	7	14

Raising funds		
	Total	Unrestricted funds
	2019	2018
	£	£
Fundraising and publicity		
Other fundraising costs	-	109

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

#### 5 Charitable activities

	2019	2018
	£	£
staff costs	28,864	26,483
Contract services	3,938	3,276
ravel and subsistence	928	1,290
rinting, postage and stationery	405	493
small equipment	-	162
astoral gifts	2,055	655
intertaining	305	-
	36,495	32,359
Grant funding of activities (see note 6)	11,130	10,155
Share of support costs (see note 7)	13	143
share of governance costs (see note 7)	1,470	1,576
	49,108	44,233
analysis by fund Inrestricted funds	47,518	44,233
Restricted funds	1,590	-44,200
	49,108	44,233
	===	-1,200
Grants payable		
	2019 £	2018 £
Grants to institutions:		
CAP services	8,530	9,295
rgus appeal	2,500	
	11,030	9,295
Grants to individuals	100	860
	11.130	10,155

Other receivables

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

7	Support costs						
		Support costs	Governance	Total	Support costs	Governance	Total
			costs	2019		costs	2018
		£	£	£	£	£	£
	Repairs and maintenance	•					
		-	-	-	26	-	26
	Computer running costs	=	-	-	74	-	74
	Training	- 13	-	-	30 13	-	30
	Sundry expenses	13	-	13	13	-	13
	Accountancy	-	1,170	1,170	-	1,290	1,290
	Independent Examination	_	240	240		240	240
	fee Bank Charges	-	60	60	-	31	31
	Meetings	_	-	-	_	15	15
	Weetings						
		13	1,470	1,483	143	1,576	1,719
	Ameliand bakinga						
	Analysed between Charitable activities	13	1.470	1 102	1.12	1 576	1 710
	Chantable activities		1,470	1,483	143	1,576	1,719
8	Employees  Number of employees					2019 Number	2018 Number
	The average monthly num	nber of employee	s during the yea	r was:		2	2
	Employment costs					2019 £	2018 £
	Wages and salaries					26,304	23,740
	Pension contributions					2,560	2,743
						28,864	26,483
							===
9	Trade and other receiva	bles					
	Amounts falling due wit	hin one year:				2019 £	2018 £

579

963

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

10	Current liabilities	2019 £	2018 £
	Other taxation and social security Accruals and deferred income	370 1,4 <b>4</b> 0	- 1,350
		1,810	1,350

#### 11 Retirement benefit schemes

#### **Defined contribution schemes**

The trust operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the trust in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £2,560 (2018 - £2,743).

#### 12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in		Movement	in funds	
	funds Incoming resources	Balance at 1 January 2019	Incoming resources	Resources Balance at expended31 December 2019	
	£	£	£	£	£
St Bernard's Grant		<u> </u>	2,250	(1,590)	660

During the year the charity received £2,250 from the charity, St Bernard's, for the sole purpose of relieving hardship for vulnerable single women in crisis.

#### 13 Analysis of net assets between funds

	Unrestricted funds 2019	Restricted funds 2019	Total 2019	Unrestricted funds 2018
	£	£	£	£
Fund balances are represented by:				
Current assets/(liabilities)	18,870	660	19,530	20,629
	18,870	660	19,530	20,629

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

#### 14 Trustees and related party transactions

None of the Trustees (or any persons connected with them) received remuneration during the year and none were reimbursed any expenses.

The aggregate donations from the Trustees or connected persons to the Trust during the year were £1,030.(2018:£330)

The Trust are able to use the facilities of Holland Road Baptist Church Trust, a Trust with common Trustees, to carry out its function effectively. The Trust received gift income of £18,500 (2018: £18,500) from Holland Road Baptist Church Trust. The Trust paid Holland Road Baptist Church Trust £3,938 (2018: £3,276) for management services during the year.

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