

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2014
for

Women Into Single Housing

Equate
1 Mariner Court
Calder Park
Wakefield
West Yorkshire
WF4 3FL

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Women Into Single Housing

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Women Into Single Housing

Report of the Trustees
for the Year Ended 31 March 2014

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02834428 (England and Wales)

Registered Charity number

1024860

Registered office

75 St Johns Road
Birkby
Huddersfield
HD1 5EA

Trustees

Mrs R Chapman

Mrs C Lawrence

Ms V Johnson

Mrs D H Lumsden

S Simpson

- appointed 16.10.13

- appointed 25.6.13

- appointed 9.7.13

Company Secretary

Independent examiner

Andrew Wood

F.C.C.A

Equate

1 Mariner Court

Calder Park

Wakefield

West Yorkshire

WF4 3FL

Bankers

Santander

Bridal Road

Bootle

L34 6P

Women Into Single Housing

Report of the Trustees
for the Year Ended 31 March 2014

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 WISH Project was formed on the 8 January 1993 and the charity was registered on 12 August 1993.

The WISH Project is a charity (registered as Women Into Single Housing) operating as 'The WISH Project'.

The WISH Project is constituted as a company limited by guarantee and therefore is controlled by its governing document, memorandum and articles of association, and constitutes a limited company limited by guarantee, as defined by Companies House.

Governance

The trustees are responsible for overseeing the WISH Project's governance function, accountability and assessing the risk and liabilities within WISH and to help the senior management team develop continuity of the organisation. They are responsible for ensuring that accounts are audited and if they consider that an audit is not required then under section 43(2) of the Charities Act 1993 an independent examination can be carried out.

This was agreed for the year ending March 2014.

The WISH Project currently has 5 trustees who bring with them a wealth of experience and knowledge.

The trustees who served the WISH Project during the period were as follows:-

Rita Chapman - Chair person

Charlotte Lawrence - Member

Val Johnson - Member

David Lumsden - Member

Sandra Simpson - Member

In accordance to the trustees the WISH Project work collectively with a number of specialist individuals - all of whom including the trustees give their time freely, no remuneration is paid.

The trustees meet on a monthly basis and in some cases when necessary meet more frequently. Decisions are made on a majority vote.

Management

In order to reflect duties undertaken by the senior management, the trustees agreed to change the titles of the Service Development Manager to the Service Development Director. She is responsible for the strategic and operational aspects of developing the services. The title of the Bookkeeper has been changed to Finance Manager due to increased responsibilities and workload. The senior management team is responsible for ensuring that the WISH Project delivers the required services specified and that key performance indicators are met. All staff within the project receives regular supervision, an annual appraisal and an identified training plan in order to maintain good working practices.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

New members are identified and recruited from a number of sources within the local community, i.e. from Local Government, the Private and Business sector. The WISH Project draw on the existing expertise, skills and knowledge of its trustees.

Recruitment process

Trustees are appointed and removed by majority vote at the trustee meetings.

Trustees are initially identified through the WISH Project's recruitment process. Sources of recruitment can be through advertising trustee vacancies through the Council for Voluntary Organisations, through networking with a number of local community and voluntary organisations and businesses. Applicants are invited to meet with existing trustees and the management team.

The WISH Project's recruitment and selection process is followed. Trustees recruited differ in their main professions; the membership is widened by selecting trustees from a diverse range of professions such as, Senior Managers from the local authority, Counsellors, Mental Nursing, Senior Managers in various support industries and Business Consultants etc.

Relevant documentation is provided to potential trustees outlining the roles and responsibilities required.

Upon appointment a full induction programme is provided with a 3 month probationary period.

Trustee training

WISH regularly assess the skills required in order to provide a comprehensive service and also to identify any potential gaps. Trustees were provided with specialist training during this period and the Chair has had an intensive additional training programme.

Risk management - Accountability

The main risk that the WISH Project is primarily concerned with are the need to secure continuous funding, WISH is currently contracted annually.

Governance is placed as a high priority and the trustees ensure that WISH does not take on board any additional services or commitments requiring any additional sizeable resource that might put the delivery of core services at risk, if funding becomes restricted. They ensure that all current legislation is adhered to and engage the services of a reputable HR company to ensure that all employment law issues are dealt with promptly and legally.

The trustees ensure that financial records are maintained and monitored and accounts are drawn up annually but reviewed quarterly. The trustees also have a duty to identify and review the risks to which the charity is exposed. They make sure that appropriate controls are in place to provide reasonable assurance against fraud and error. This is endorsed by quarterly visits by WISH's accountants and good practice proposed and shared.

The primary source of income comes from Supporting People (SP). Their support depends on WISH working under the terms and conditions of QAF. Unfortunately, in July 2013 senior management from SP found that WISH had not come up to expected standard and made several visits over the following months to WISH to check improvements had been made. The main requirement being that the host should be covered 24/7. Immediately this was known, staff were recruited to work in the evening and throughout the night. The senior staff of SP were satisfied with the outcome.

SP are aware that WISH is unique in that it is the only project in the area (women only) to take on such a wide variety of very high risk needy clients and therefore has special problems to deal with. In general, SP are supportive of the WISH project.

WISH continues to work in partnership with key agencies such as "On Track, Base and KRASSACC etc" working towards helping and improving clients' well-being after having faced trauma and unsettled lives through being subjected to domestic violence or sexual abuse. Co-ordinating the work to support clients with multiple problems is essential and works all. Mutual signposting between the support organisations produce a synergy effect for the benefit of the women.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Our vision

The WISH Project was set up to provide emergency accommodation to enable single women who are homeless receive the necessary housing support and become empowered in order to work towards living a more independent life, the core factor is towards increasing independency.

The Aims, Objectives and Targets of the WISH project

Aim:

To meet the housing needs of women in Kirklees, who have no dependants with them, who are homeless or at risk of being homeless and support them to acquire a more settled way of life.

Objectives:

- Initial provision of emergency accommodation
- Provision of assistance to secure permanent accommodation
- To provide independence through high quality support service
- To provide support to more clients
- To sustain services by becoming financially more self-reliant.

WISH intends to achieve this by:

- Securing sustainable contracts and continues to develop creative ways to generate further income and sound management to ensure the continuation and ongoing development of the WISH project.
- Delivering contracts within agreed frameworks, underpinned by effective quality and audit monitoring.
- Monitoring service provision to enable the project to provide a service to under-represented sectors of the community.
- Ensuring all staff are provided with relevant training and support, to enable individual professional development and high standards of practice.
- Acquisition of further properties to accommodate additional clients.

OBJECTIVES AND ACTIVITIES

Achievement and performance

Additional Premises

Developing Stable and Sustainable Emergency Accommodation for Service Users

The very high risk clients spend time in the Hostel where staff are present to support them for 24 hours every day. However as they improve and their needs lower, clients can move on to be housed in appropriate satellite properties. Depending on their individual needs they still have support from WISH. The objective is to have the clients to live independently in their own premises so WISH staff support them to bid for properties on an ongoing basis.

Changes in beds available to clients from 2009 to present:

From 1993 to 2009, WISH only had 10 beds which were all at the hostel. Since that time satellite accommodation for clients has been found from various sources. 6 additional beds are now available at the Vicarage. Rented accommodation at two other premises provide 5 extra bed spaces. These extra 11 beds produce an income for WISH from Housing Benefit which is independent of SP funding. This doubles the original provision of spaces.

Strategy:

Funding cuts continue to be an unfortunate factor in these difficult economic times. Money available to charities has been reduced. The policy of the WISH Project is to become financially independent and stable so that the service can continue well into the future. Producing even more bed spaces would enable WISH to generate an independent income from clients' Housing Benefit. WISH is classed as "exempt accommodation" in the new legislation, so all Housing Benefit payments will go directly to WISH.

To this end, initially the strategy during this period was to purchase property. An architect and other professionals were consulted and advice were taken. In the event, one property valued at £250,000 required a mortgage. WISH tried to approach the lottery fund for this purpose, but the property was found to be out of the geographical area. Another smaller property which was considered, was sold to another buyer. Accountants were involved in the viability of this strategy, throughout this venture.

Opportunity:

In February 2014 WISH was offered a 5 year lease on a property, 239 Staincliffe Road, Dewsbury, WF13 4RQ with 13 bed spaces. The viability was checked by the Accountants and found to be a potentially sound investment. All legislative checks have been made concerning Health & Safety HMO regulations etc. Savings have been made where possible, keeping set up costs to a minimum. Once the clients move into this property there will be a total of 34 bed spaces available. A period of consolidation will be necessary during 2014/15.

Moving on:

Clients are encouraged to bid for housing on an ongoing basis. This has proved to be successful.

Furniture Scheme

The furniture scheme continues to be successful so that when clients move on to their new home they can furnish it at a low price as a result of donations. It is run by a former client who has been accepted onto an apprentice scheme to work for the WISH Project.

Achievement and Performance

Following the restructure of 2012 WISH has continued to increase efficiencies and listen to feedback from both staff and clients to improve the service. Action was taken as a result where appropriate. Some former clients have shown interest in wanting to contribute some of their time on a voluntary basis to support the scheme due to the benefits they received whilst they stayed at WISH.

WISH has proved that it is more than capable of delivering quality housing support, the necessary legal requirements of housing management as well as remaining contract compliant. Having demonstrated that after 20 years WISH is still actively competing against other key support providers within the sector. WISH is able to manage buildings well, adhere to Health and Safety and satisfy consistent quantitative monitoring requirements, submitted to Connect and Support People. Our skilled staff team don't just support clients with providing accommodation, but also assist to provide direction, purpose through enabling and empowering women to move settled lives.

The strategy to increase satellite premise in both North and South Kirklees, not only provides the opportunity to support more clients but also is expected to lead to financial stability and provide the opportunity for the organisation to survive well into the future.

OBJECTIVES AND ACTIVITIES

Volunteering opportunities

Some ex service users have shown interest in wanting to contribute some of their time on a voluntary basis to support the scheme because of the benefits that they had received whilst staying at WISH.

ACHIEVEMENT AND PERFORMANCE

Investment performance

Within the WISH Project's surplus funds are invested in risk free investments or placed on short term deposit.

FINANCIAL REVIEW

Pension

The WISH Project operates a stakeholder pension scheme to enable staff who wish to contribute into a personal pension to do so at their cost.

Future Plans

The WISH Project aim to withdraw the services of the Floating support in order to concentrate on sustaining the emergency accommodation which in turn will provide increased support to WISH's beneficiaries.

PUBLIC BENEFIT

The WISH Project's purpose is set in its objects and activities in providing a variety of services to single homeless women. The trustees ensure that this purpose is for the public benefit by delivering high quality services that are valued by both those that use the services and the wider community, and stakeholders that benefit as a whole.

The WISH Project has an overall obligation to provide necessary emergency accommodation and support to vulnerable single women who are fleeing domestic violence, sexual abuse, ex-offenders, those with drug or alcohol misuse/dependency, experiencing financial hardship, mental health problems and single women requiring support who have dependants.

ON BEHALF OF THE BOARD:



Mrs R Chapman - Trustee

4 June 2014

I report on the accounts for the year ended 31 March 2014 set out on pages eight to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. 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 that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of F.C.C.A.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the 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 statements below.

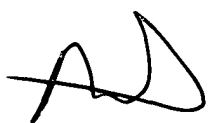
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Andrew Wood
F.C.C.A
Equate
1 Mariner Court
Calder Park
Wakefield
West Yorkshire
WF4 3FL

4 June 2014

Women Into Single Housing

Statement of Financial Activities
for the Year Ended 31 March 2014

		31.3.14 Unrestricted fund £	31.3.13 Total funds £
	Notes		
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		(1)	8,027
Activities for generating funds	2	673	673
Investment income	3	1,023	836
Incoming resources from charitable activities			
Hostel		363,908	342,829
Total incoming resources		365,603	352,365
RESOURCES EXPENDED			
Costs of generating funds			
Costs of generating voluntary income		-	13
Charitable activities			
Hostel		340,935	319,502
Governance costs		15,127	15,507
Total resources expended		356,062	335,022
NET INCOMING RESOURCES		9,541	17,343
RECONCILIATION OF FUNDS			
Total funds brought forward		121,641	104,298
TOTAL FUNDS CARRIED FORWARD		<u>131,182</u>	<u>121,641</u>

The notes form part of these financial statements

Women Into Single Housing

Balance Sheet
At 31 March 2014

	Notes	31.3.14 Unrestricted fund £	31.3.13 Total funds £
FIXED ASSETS			
Tangible assets	7	16,538	16,604
CURRENT ASSETS			
Debtors	8	13,494	9,182
Cash at bank and in hand		143,471	114,472
		<u>156,965</u>	<u>123,654</u>
CREDITORS			
Amounts falling due within one year	9	(42,321)	(18,617)
NET CURRENT ASSETS		<u>114,644</u>	<u>105,037</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		131,182	121,641
NET ASSETS		<u>131,182</u>	<u>121,641</u>
FUNDS	10		
Unrestricted funds		131,182	121,641
TOTAL FUNDS		<u>131,182</u>	<u>121,641</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2014 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 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 4 June 2014 and were signed on its behalf by:



Mrs R Chapman -Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Office Equipment	- 33% on reducing balance
Fixtures and fittings	- 25% on reducing balance

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. ACTIVITIES FOR GENERATING FUNDS

	31.3.14	31.3.13
	£	£
Washing machine income	174	535
Furniture Scheme Sales	499	138
	<u>673</u>	<u>673</u>

3. INVESTMENT INCOME

	31.3.14	31.3.13
	£	£
Deposit account interest	<u>1,023</u>	<u>836</u>

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.14	31.3.13
	£	£
Depreciation - owned assets	<u>5,910</u>	<u>3,899</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2014 nor for the year ended 31 March 2013.

Trustees' expenses

	31.3.14	31.3.13
	£	£
Trustees' expenses	<u>-</u>	<u>13</u>

There were no trustees' expenses paid for the year ended 31 March 2014.

6. STAFF COSTS

	31.3.14	31.3.13
	£	£
Wages and salaries	196,888	203,886
Social security costs	14,012	9,116
Other pension costs	<u>1,760</u>	<u>331</u>
	<u>212,660</u>	<u>213,333</u>

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

	31.3.14	31.3.13
Administration staff	2	2
Operational staff	<u>12</u>	<u>16</u>
	<u>14</u>	<u>18</u>

No employees received emoluments in excess of £60,000.

7. TANGIBLE FIXED ASSETS

	Office Equipment £	Fixtures and fittings £	Totals £
COST			
At 1 April 2013	13,418	44,375	57,793
Additions	752	5,092	5,844
At 31 March 2014	<u>14,170</u>	<u>49,467</u>	<u>63,637</u>
DEPRECIATION			
At 1 April 2013	10,604	30,585	41,189
Charge for year	1,189	4,721	5,910
At 31 March 2014	<u>11,793</u>	<u>35,306</u>	<u>47,099</u>
NET BOOK VALUE			
At 31 March 2014	<u>2,377</u>	<u>14,161</u>	<u>16,538</u>
At 31 March 2013	<u>2,814</u>	<u>13,790</u>	<u>16,604</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.14 £	31.3.13 £
Trade debtors	5,094	6,318
Other debtors	2,754	1,775
Prepayments and accrued income	5,646	1,089
	<u>13,494</u>	<u>9,182</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.14 £	31.3.13 £
Trade creditors	5,304	6,490
Social security and other taxes	3,726	100
Other creditors	33,291	8,434
Accruals and deferred income	-	3,593
	<u>42,321</u>	<u>18,617</u>

10. MOVEMENT IN FUNDS

	At 1.4.13 £	Net movement in funds £	At 31.3.14 £
Unrestricted funds			
General fund	121,641	9,541	131,182
TOTAL FUNDS	<u>121,641</u>	<u>9,541</u>	<u>131,182</u>

10. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	365,603	(356,062)	9,541
TOTAL FUNDS	<u>365,603</u>	<u>(356,062)</u>	<u>9,541</u>

Women Into Single Housing

Detailed Statement of Financial Activities for the Year Ended 31 March 2014

	31.3.14 £	31.3.13 £
INCOMING RESOURCES		
Voluntary income		
Gifts	(1)	2
Donations	-	8,025
	(1)	8,027
Activities for generating funds		
Washing machine income	174	535
Furniture Scheme Sales	499	138
	673	673
Investment income		
Deposit account interest	1,023	836
Incoming resources from charitable activities		
Payments from governments or public authorities in the normal course of trading	251,624	252,313
Rent receivable	112,284	90,516
	363,908	342,829
Total incoming resources	365,603	352,365
RESOURCES EXPENDED		
Costs of generating voluntary income		
Trustees' expenses	-	13
Charitable activities		
Wages	196,888	203,886
Social security	14,012	9,116
Pensions	1,760	331
Rates and water	6,041	5,779
Insurance	1,649	1,657
Light and heat	12,173	7,054
Rent	17,173	10,060
Repairs & maintenance	15,904	17,067
Temporary workers	11,044	-
Housing management charge	20,417	19,475
Travel costs	2,535	1,986
Laundry & cleaning	1,383	2,182
Food for residents	1,273	1,974
Gifts & loans to residents	1,952	2,975
Bad debts	4,757	3,982
Health and Safety costs	1,455	1,211
	310,416	288,735
Governance costs		
Accountancy	5,010	5,010
Legal & Professional fees	10,117	10,497
	15,127	15,507
Support costs		

This page does not form part of the statutory financial statements

Women Into Single Housing

Detailed Statement of Financial Activities for the Year Ended 31 March 2014

	31.3.14 £	31.3.13 £
Other		
Staff training	11,805	3,242
Subscriptions	655	549
Telephone	2,773	2,944
Postage and stationery	3,864	4,263
Sundries	318	1,218
Computer costs	4,992	2,518
Administration Support	-	4,976
Redundancy	203	7,158
Depreciation of tangible fixed assets	5,909	3,899
	<u>30,519</u>	<u>30,767</u>
Total resources expended	356,062	335,022
	<u> </u>	<u> </u>
Net income	<u>9,541</u>	<u>17,343</u>