

Company number: 02978545

Charity number: 1041921

Quaker Homeless Action

Report and financial statements

For the year ended 31 March 2019



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Quaker Homeless Action

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Quaker Homeless Action

Reference and administrative information

For the year ended 31 March 2019

Company number 02978545

Charity number 1041921

Registered office and operational address 17 Old Ford Road
Bethnal Green
London
E2 9PJ

Country of registration England and Wales

Country of incorporation United Kingdom

Also known as QHA

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Ms S Harris, Secretary and Clerk (from 10 February 2019)

Mr M Hewitson, Clerk (to 10 February 2019)

Mr E Kirton-Darling

Ms H Whittington

Mr M Richardson (released 14 February 2019)

Ms J Smith

Mr P Carpenter

Mr H F R Kirton-Darling, Treasurer

Mr C Rendall (resigned 17 July 2018)

Mr N Stewart

Ms N Smith (appointed 03 October 2018)

Ms G Metherringham (appointed 10 February 2019)

Key management personnel Ms K Calvert (Project Coordinator)

Bankers	The Co-operative Bank Delf House Southway Skelmersdale WN8 6WT	Triodos Bank NV Deanery Road Bristol BS1 5AS
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Independent examiner Joanna Pittman FCA
Sayer Vincent LLP
Chartered Accountants
Invicta House
108-114 Golden Lane
London EC1Y 0TL

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

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Purposes and aims

The objects for which the Company is established are to alleviate the poverty and distress of homeless people in the United Kingdom, and to relieve the need and hardship of young carers who may be at risk of becoming homeless, including, but not limited to, support with housing, training and financial support.

Quaker Homeless Action seek to alleviate the poverty and distress of homeless people through volunteer staffed projects supported by our Project Coordinator; particularly shelters including Quaker Open Christmas, the mobile libraries, the provision of information on homelessness for local meetings, and grant giving. We seek to relieve the need and hardship of young carers through support for Quaker Social Action's Move On Up project for young carers.

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and performance

The charity's main activities and who it tries to help are described below. All its charitable activities focus on homelessness and are undertaken to further Quaker Homeless Action's charitable purposes for the public benefit.

Quaker Open Christmas

This year, QHA moved our annual Christmas project for homeless people in London to a new venue – the American Church on Tottenham Court Road – and returned to our historic name of Quaker Open Christmas. Instead of offering a more traditional shelter, Quaker Open Christmas was a drop in space designed for our volunteers to provide friendship, food and other services

Quaker Homeless Action

Trustees' annual report

For the year ended 31 March 2019

people in Central London. With Crisis expanding and lots more winter shelters staying open over Christmas we considered there was less need for sleeping space, and we believe that the most important things that we offer guests are friendship and a welcoming, open place where you don't have to fill out any forms to come in.

What we offered, therefore, is somewhere that is open 24 hours for refreshments and a friendly face. This year there were no beds available at Quaker Open Christmas. Day time services remained very similar to those we have offered in the past (including medical advice, hairdressers, vets, foot washing, clothes bank, a food store, art therapy and legal advice on immigration), but instead of closing our doors we remained open throughout the night providing a drop-in service. We had over 120 visitors each day we were open and served over 1000 hot meals, but we also found that people still wanted to come in and sleep, and we had an average of 20 rough sleepers bedding down in the warm, and so next year we will make sure to have beds available whilst remaining open (subject to capacity) for people.

As with previous years we worked with the Pilion Trust who delivered our more 'clinical' services, working with people on move on plans and any help that they needed with issues such as substance misuse or their mental health. 298 guests accessed Pilion support, with 110 being referred onto other services.

The project would not be possible without our effective partnerships, and we would like to thank the American Church, Dogs Trust, Drug Addicts Anonymous, Homeless Link, Horsham Matters, London Link, the Penn Club, RADA Business, Saffron Walden Meeting, ShowerBox, Street Vets and Streets Kitchen for all their support.

Other Shelter projects

The Simon Community have been running a winter shelter at St Martin's Church in Gospel Oak for many years. In 2018 it did not run because of a lack of resources, so we agreed to come together to run it in 2019. From 2 January to 31 March we accommodated 8 people each night, and in total 13 people used the shelter, 4 for the entire 3 months. When people signed up they were entitled to their place until the end of the project, giving them much needed stability. Guests were also able to store some of their belongings at the church during the day which gave some respite from worrying about storing or carrying everything each day.

1 volunteer brought dinner for everyone each day and 2 volunteers stayed with the guests each night. The emphasis on the project was a feeling of community, everyone helped to set up tables and beds each night and helped to tidy up in the morning.

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For the year ended 31 March 2019

At the end of the shelter,

- 1 guest was supported with a CSCS card qualification, supported into work and moved into temporary accommodation,
- 2 guests that were struggling with gambling / depression formed good and supportive relationships but rejected all outside help,
- 2 were offered a place in the Simon Community house; it was withdrawn in one case after he was arrested at the shelter, and the other guest chose not to take the offer,
- 1 guest has joined Simon Community as a volunteer and is using the relationships formed in the shelter to create a new support network,
- 2 long term guests refused any help offered but stayed for the duration of the shelter (we still see them and are keeping the relationships alive through the Mobile Library),
- 4 guests went into alternative temporary accommodation,
- 1 was offered local authority housing.

QHA was also on the steering group for a pioneering pilot of use of a derelict building as a shelter for entrenched rough sleepers, after work had been done to make it habitable. The project brought together borough councils, charities, landlords, the community and grassroots organisations to ensure that people that struggle with traditional night shelters would have somewhere to go in winter.

Quaker Mobile Libraries

The QML London van is based at Bunhill Fields Meeting House, and we want to thank this meeting for their support. The library ran weekly runs on Saturday (two runs), Tuesday, Thursday evenings (alternate weeks), and very effectively served London's homeless readers with books and friendship. The QML London remains a vital project within the range of services for those working with 'hard to reach' homeless people in Central London. This year the Library took part in the first "Streets Fest" a 1 day festival for homeless people to access wrap-around services and support in the run up to winter.

The QML Brighton started lending books in July 2013. Instead of using a van, the QML Brighton operates out of suitcases and the volunteers move them using public transport. They attend day centres and have regular readers, including Polish and Latvian homeless readers. They provide reading glasses and resources to help dyslexic readers. The Trustees are pleased to continue to support the volunteers in their work.

QHA received a grant of £3,700 from Cockayne – Grants for the Arts, a donor advised fund managed by The London Community Foundation, towards the cost of providing the library.

Grants

QHA provide small grants to organisations carrying out work which is in line with our objects, and in particular for small projects responding to the problems faced by single rough sleepers. We provided 2 grants this year, granting BedSafe £3,000 and Bristol Hospitality Network £2,500.

BedSafe have developed technology and other resources to more effectively provide bed spaces in hostels. Half the money was spent on rough sleeper reduction, and half on technical sustainability. This included 75 nights in hostels in total across 19 guests, and funds were used to cover the cost of 38 previously booked nights, with 37 nights being paid for subsequently. Beds were funded for rough sleepers based in districts throughout London. BedSafe has now helped a total of 28 rough sleepers for over 280 nights, and QHA funds enabled them to improve their systems, including taking account of new data protection regulations.

QHA granted £2,500 to Bristol Hospitality Network, who provide a shelter for destitute asylum seekers. The money was used to replace carpets in the accommodation.

Move on Up – joint work with Quaker Social Action

In 2013, QHA received a generous and substantial bequest of £723,836 from the late Diana Tinson. In 2016/17, QHA decided to use these funds to support the work of Quaker Social Action's new project Move on up, designed to help young carers transition into independent housing. Evidence suggests that young carers are at particular risk of homelessness, so we considered the project fitted closely with our core ethos of working to reduce homelessness. However, because this project is primarily preventative, we decided it would be necessary to reflect this work in our objectives, and this was undertaken in December 2016.

QSA's project is being supported by Commonweal Housing, and QHA are one of 4 investors who have committed to invest capital in the project to purchase properties for the young carers to live in. In December 2016, QHA signed the investment documents produced by Commonweal Housing, committing to providing up to £500,000 investment. Trustees further agreed that the remaining portion of the funds from the late Diana Tinson should be used towards running costs of the project. A grant of £212,000 was made to Quaker Social Action for these costs in the previous financial year.

Four properties have been purchased, with 3 rooms in each, although one property has subsequently been identified as unsuitable due to the behaviour of individuals in neighbouring properties. In this property, attempts to sell have proved unsuccessful due to the current housing market, and the investors have agreed to use the property to house a homeless family. QHA are attending quarterly strategy meetings which are intended to be the principal strategic review and reflection opportunities: to receive feedback from the evaluators and to consider if any changes are required in the delivery of the project, which is also subject to external independent academic review.

Social Investment

We do not generally invest socially, and so do not have a social investment policy. Our one social investment is in the properties purchased as part of our joint work with QHA, which is discussed above, and which contributes to our objective of assisting young carers.

Grant-making

As noted above, we provide small grants to organisations whose work meets our charitable objectives. We request organisations submit a written application for funding, setting out details of their request, including availability of other funding and the expected outcomes. We have a grants sub-committee who review applications and make recommendations to the rest of the Trustees, and we request a written report of how the grant was spent.

Volunteers

The Christmas Shelter was staffed by approximately 150 volunteers over 7 days, with support from the Pillion Trust, and another 4 volunteers acted as wardens at the Penn Club. These volunteers provided friendship and support to our guests, as well as providing other specific services including food and clothing.

Approximately 50 volunteers run the mobile libraries, including organising the rota, maintaining the library, arranging the runs, and doing the runs (lending books, speaking to homeless people, driving the van to and from the venue). The London library runs four times a week for around 2 hours, with a usual staff of 3 volunteers.

Beneficiaries of our services

The beneficiaries of our services are primarily rough sleepers in London, as well as young carers supported through the Move on Up project.

Financial review

The unrestricted income received in the year was £71,087, which was a reduction of £2.2k on the previous year due to reduced donations. The expenditure from unrestricted funds on the Shelter, Library and minor grants was £96,178, which was an increase of £20k on the previous year.

The principal factors for increased expenditure were:

- Increased staff costs (+ £7.3k) as the project worker was employed for the full year.
- Extended involvement in other shelters (+£5.4k).
- Administration support and accountancy costs increased (+£8.9k).
- The net movement in unrestricted funds was a deficit of £25,091.

The Penn Club provided accommodation for the volunteer workers over the Christmas period at no charge to QHA. This is recognised in the accounts as a gift in kind.

The project worker moved from part time (3 days per week) to full time employment in March 2019. The trustees are planning increased fund raising efforts in the next financial year in order to sustain the increased level of activity.

Restricted income increased by £6.5k thanks to a grant for the mobile library and increased support from The Penn Club, whilst restricted expenditure reduced by £218k following a one off grant made in the previous financial year. Restricted funds reduced by £0.6k in the year.

A total of £422,454 is invested from the Tinson legacy in housing for young carers (Move on Up), in conjunction with other investors. As this is a programme related investment, QHA is forgoing rental income, however in the event of property sales QHA will receive part of the benefit of any capital gain.

Principal risks and uncertainties

The main challenges for QHA remain its size so we have identified partnership working as key to enable us to carry out charity objectives and develop our work. We need to resist the temptation to take on more work than we can adequately staff and/or fund. We observed our size as well as the Quaker ethos is a unique strength in being able to undertake personalised work with individual clients. We have this year expanded our Project coordinator (sole employee) role to a full time post but considerable work is undertaken by Trustees and volunteers. We are aware that funding for the charity work will need to be major priority as we expand our aims and scope, with fundraising strategies to be put in place.

Reserves policy and going concern

It is the policy of the Trustees to maintain sufficient reserves to continue meeting the Charity's objects for a foreseeable period, even if there is a decrease in its incoming resources. The Trustees estimate that the free reserve should be a minimum of £15k, which will cover cost of terminating the project worker's employment and rent of office and storage facilities and other associated contracts. The current balances cover this eventuality.

Plans for the future

This year, the trustees held a strategy weekend over 22nd and 23rd June 2019, inviting a number of our shift and deputy shift leading volunteers from recent projects. The first of the two days focused on the Quaker ethos – what that means to us, in what ways it is important and how it influences QHA work. In addition, possible future directions for charity over the next few years. Ideas and discussions were wide ranging and visionary with no concepts being seen as “off limits”. It was agreed our work falls into three broad areas: Working with those already facing homelessness, helping with interventions for those at risk of homelessness and more broadly working to educate the wider community about the issues.

Four areas were discussed in more detail within smaller groups. These being: Partnership working with other organisations, Partnerships with Quaker Meetings, QHA projects, and Policy and Activisms. The second day of the weekend focused on practical details of Quaker Open Christmas. Notes from the weekend have been collated and circulated. These will become part of ongoing Trustee discussions but utilising specific skills and experience from our volunteer base. It was agreed that some of the ideas could be implemented relatively simply with resources already at hand whilst others would take major planning and budgeting. A few specific ideas included creation of a permanent hub, QHA on-the-road to travel to Quaker meeting house nationwide.

The trustees are considering the possibility of receiving 'back office' support from Quaker Social Action, with the provision of book-keeping and payroll services. It is hoped that this closer working relationship will be of benefit to both charities.

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 13 October 1994 and registered as a charity on 13 November 1994.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its Articles of Association.

The governing instrument is that Memorandum and the Articles of Association of the company, dated 13th October 1994, as amended 12 November 2011 and 9 December 2016. The trustees meet several times during each year to administer and review the progress of the Charity.

The management of the company is the responsibility of the trustees who are appointed under the terms of the Articles of Association, and all decisions of trustees are taken using the Quaker business method. According to the Memorandum and Articles, a member of the Council shall serve for three years from the date of his or her appointment but at the time of expiration of his or her term of office shall be eligible for re selection. Any member of the Council who has served for three terms will be released from service at the end of this period; and will not be re invited to join the council until a further period of three years has passed.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 7 to the accounts.

Day to day activities of the organisation are conducted by our single member of staff, Project Coordinator Katie Calvert, together with those volunteers who staff our projects.

The Council of Quaker Homeless Action, including trustees and employees now meets regularly for a strategic planning session and review of projects and organisational structure, with the most recent strategy weekend taking place in June 2019.

Appointment of trustees

Trustees are appointed using Quaker methods, in particular via a nomination process. The nominations committee is responsible for identifying gaps in knowledge or skills amongst the current trustees, and seeking appropriate individuals to join the Council. This generally involves identifying potential trustees from amongst QHA's volunteer base, but can involve identifying other individuals (for example, Quakers not involved in QHA's activities but with particular skills). In addition, volunteers keen to serve are able to contact the nominations committee to put themselves forward and will be considered as and when they do so, depending on the needs and skills of the existing Trustees.

Decisions about roles within the Council are similarly undertaken using the Quaker business method.

Trustee induction and training

Individuals who have indicated a willingness to serve are invited to attend and observe a trustee meeting, and then asked if they are willing to act as a trustee. They are provided with a New Trustees Guide, which includes our governing documents and policies and procedures. Training is provided as and where requested if necessary.

Related parties and relationships with other organisations

To run the Open Christmas project we work closely with the Pillion Trust and the American Church, both of whom are non-Quaker organisations focused on homelessness with no other links to QHA. We receive support from the Penn Club, a Quaker affiliated hotel in Central London. We are working with Quaker Social Action – a Quaker charity focused on relieving poverty in East London – in relation to the Diana Tinson legacy, and we pay QSA for the use of a desk for our Project Coordinator. We have close links to many Quaker meetings across London and the UK more widely, but would particularly highlight Bunhill Fields Quaker meeting, who allow us to park the London library van outside their Meeting House. The libraries go on their runs to various sites where 3rd parties offer food or other support, including the Simon Community at St Giles, the American Church, and a food run by a local Hindu community which attend Lincoln's Inn on Tuesdays. We also worked with the Simon Community to provide the Gospel Oak winter shelter.

Two trustees are related, father and son, Hugh Kirton-Darling and Edward Kirton-Darling.

Statement of responsibilities of the trustees

The trustees (who are also directors of Quaker Homeless Action for the purposes of company law) are responsible for preparing the trustees' 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 trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing 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 and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2019 was 12 (2018: 14). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

The opinion of the directors is that the company is entitled to the exemptions conferred by Section 477 of the Companies Act 2006 relating to small companies

Quaker Homeless Action

Trustees' annual report

For the year ended 31 March 2019

The directors acknowledge the following responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

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

The trustees' annual report has been approved by the trustees on 14 September 2019 and signed on their behalf by



Susan Harris
Secretary and Clerk to Council

Independent examiner's report

To the members of

Quaker Homeless Action

I report to the trustees on my examination of the accounts of Quaker Homeless Action for the year ended 31 March 2019.

This report is made solely to the trustees as a body, in accordance with the Charities Act 2011. My examination has been undertaken so that I might state to the trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the trustees as a body, for my examination, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the Company you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act')/Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company 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 Company's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011 ('the 2011 Act').

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Company as required by section 386 of the 2006 Act; or
- 2 The accounts do not accord with those records; or
- 3 The accounts 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 accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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 accounts to be reached.

Signed:

Name: Joanna Pittman FCA DChA

Address: Sayer Vincent LLP, Invicta House, 108-114 Golden Lane, London, EC1Y 0TL

Date: 10 October 2019

Quaker Homeless Action

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2019

	Note	Unrestricted £	Restricted £	2019 Total £	Unrestricted £	Restricted £	Restated 2018 Total £
Income from:							
Donations and legacies	2	71,087	16,037	87,124	73,267	9,520	82,787
Investments	3	-	617	617	14	603	617
Total income		71,087	16,654	87,741	73,281	10,123	83,404
Expenditure on:							
Raising funds	4	9,055	-	9,055	6,051	-	6,051
Charitable activities							
Quaker Christmas and other shelter projects	4	67,348	12,240	79,588	56,258	9,520	65,778
Mobile Library	4	12,147	3,700	15,847	10,419	-	10,419
Tinson Bequest	4	-	1,303	1,303	-	225,553	225,553
Grant making	4	7,628	-	7,628	3,431	-	3,431
Total expenditure		96,178	17,243	113,421	76,159	235,073	311,232
Net (expenditure)/income for the year and net movement in funds	6	(25,091)	(589)	(25,680)	(2,878)	(224,950)	(227,828)
Reconciliation of funds:							
Total funds brought forward		97,565	512,320	609,885	100,443	737,270	837,713
Total funds carried forward		72,474	511,731	584,205	97,565	512,320	609,885

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 16.

Quaker Homeless Action

Balance sheet

Company no. 02978545

As at 31 March 2019

	Note	£	2019 £	£	2018 £
Fixed assets:					
Tangible assets	11		-		200
Programme related investments	12		422,454		422,454
			<u>422,454</u>		<u>422,654</u>
Current assets:					
Debtors	13	4,850		3,247	
Cash at bank and in hand		164,013		194,940	
		<u>168,863</u>		<u>198,187</u>	
Liabilities:					
Creditors: amounts falling due within one year	14	7,112		10,956	
				<u>10,956</u>	
Net current assets			<u>161,751</u>		<u>187,231</u>
Total net assets	15		<u>584,205</u>		<u>609,885</u>
The funds of the charity:	16				
Restricted income funds			511,731		512,320
Unrestricted income funds:					
Designated funds		20,225		20,000	
General funds		52,250		77,565	
		<u>72,474</u>		<u>97,565</u>	
Total unrestricted funds			<u>72,474</u>		<u>97,565</u>
Total charity funds			<u>584,205</u>		<u>609,885</u>

These accounts have been prepared in accordance with the special provisions applicable to small companies subject to the small companies' regime.


The opinion of the directors is that the company is entitled to the exemptions conferred by Section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge the following responsibilities:

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The financial statements were approved by the Board of Directors on 14 September 2019 and signed on their behalf by:


Susan Harris
Secretary & Clerk of Council


Fenwick Kirton-Darling
Treasurer

1 Accounting policies

a) Statutory information

Quaker Homeless Action is a charitable company limited by guarantee and is incorporated in England and Wales.

The registered office address is 17 Old Ford Road, London, E2 9PJ.

b) Basis of preparation

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) – (Charities SORP FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (September 2015) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

In applying the financial reporting framework, the trustees have made a number of subjective judgements, for example in respect of significant accounting estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The nature of the estimation means the actual outcomes could differ from those estimates. Any significant estimates and judgements affecting these financial statements are detailed within the relevant accounting policy below.

c) Public benefit entity

The charity meets the definition of a public benefit entity under FRS 102.

d) Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

e) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

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. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

1 Accounting policies (continued)

f) Donations of gifts, services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

g) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

h) Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

i) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- Costs of raising funds relate to the costs incurred by the charity in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose
- Expenditure on charitable activities includes the costs of activities undertaken to further the purposes of the charity and their associated support costs
- Other expenditure represents those items not falling into any other heading

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

j) Grants payable

Grants payable are made to third parties in furtherance of the charity's objects. Single or multi-year grants are accounted for when either the recipient has a reasonable expectation that they will receive a grant and the trustees have agreed to pay the grant without condition, or the recipient has a reasonable expectation that they will receive a grant and that any condition attaching to the grant is outside of the control of the charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

1 Accounting policies (continued)

k) Allocation of support costs

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities.

l) Tangible fixed assets

Items of equipment are capitalised where the purchase price exceeds £500. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. Major components are treated as a separate asset where they have significantly different patterns of consumption of economic benefits and are depreciated separately over its useful life.

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

- | | |
|----------------------|--------------|
| ● Motor vehicles | 10% straight |
| ● Computer equipment | 50% straight |

m) Programme related investments

Programme related investments are recognised at cost and periodically reviewed by the trustees for indications of impairment. All programme related investments meet the definition of a basic financial instrument and have been invested in line with the charity's charitable purpose.

n) Debtors

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

o) 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.

p) 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.

1 Accounting policies (continued)

q) 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

r) Pensions

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

2 Income from donations and legacies

Donation income includes £12,240 (2018: £9,520) of donated hotel accommodation from The Penn Club which has been restricted to the Quaker Christmas activity.

Restricted donations includes a grant of £3,700 from Cockayne – Grants for the Arts and The London Community Foundation towards the QHA Mobile Library.

3 Income from investments

Investment income results from bank deposit interest, some of which may arise from unrestricted fund deposits and some from restricted fund deposits. In 2019 all deposit interest arose from restricted funds.

Quaker Homeless Action

Notes to the financial statements

For the year ended 31 March 2019

4a Analysis of expenditure (current year)

	Charitable activities							2019 Total £	Restated 2018 Total £
	Raising funds £	Quaker Christmas and other shelter projects £	Mobile Library £	Tinson Bequest £	Grant making £	Governance costs £	Support costs £		
Staff costs (note 7)	-	-	-	-	-	-	22,121	22,121	14,810
Purchases	-	28,391	-	-	-	-	-	28,391	22,924
Staff travel	-	594	-	-	-	-	367	961	415
Admin support	-	-	-	-	-	-	10,599	10,599	7,355
Grant payments	-	-	-	-	5,500	-	-	5,500	214,500
Legal fees	-	-	-	1,303	-	-	-	1,303	13,553
Depreciation	-	-	-	-	-	-	200	200	200
Office costs	-	-	-	-	-	-	4,761	4,761	7,909
Expenses	-	84	3,906	-	-	-	127	4,117	1,091
Insurance	-	-	3,225	-	-	576	2,967	6,768	6,704
Bank charges	-	-	-	-	-	6	-	6	23
Advertising	1,188	-	-	-	-	-	-	1,188	1,063
Accountancy Fees	-	-	-	-	-	5,100	-	5,100	5,797
Independent Examination Fee	-	-	-	-	-	9,881	-	9,881	4,200
Gifts in kind	-	12,240	-	-	-	-	-	12,240	9,520
Trustee's expenses reimbursed	-	-	-	-	-	284	-	284	1,169
	1,188	41,310	7,131	1,303	5,500	15,847	41,142	113,421	311,232
Support costs	5,672	27,653	6,284	-	1,534	-	(41,142)	-	-
Governance costs	2,195	10,626	2,432	-	594	(15,847)	-	-	-
Total expenditure 2019	9,055	79,588	15,847	1,303	7,628	-	-	113,421	
Total expenditure 2018	6,051	65,778	10,419	225,553	3,431				311,232

Quaker Homeless Action

Notes to the financial statements

For the year ended 31 March 2019

4b Analysis of expenditure (prior year)

	Charitable activities							Restated 2018 Total £
	Raising funds £	Quaker Christmas and other shelter projects £	Mobile Library £	Tinson Bequest £	Grant making £	Governance costs £	Support costs £	
Staff costs (note 7)	-	-	-	-	-	-	14,810	14,810
Purchases	-	22,924	-	-	-	-	-	22,924
Staff travel	-	-	-	-	-	-	415	415
Admin support	-	1,055	-	-	-	-	6,300	7,355
Grant payments	-	-	-	212,000	2,500	-	-	214,500
Legal fees	-	-	-	13,553	-	-	-	13,553
Depreciation	-	-	-	-	-	-	200	200
Office costs	-	-	-	-	-	-	7,909	7,909
Expenses	-	-	1,091	-	-	-	-	1,091
Insurance	-	-	3,248	-	-	566	2,890	6,704
Bank charges	-	-	-	-	-	-	23	23
Advertising	-	-	-	-	-	-	1,063	1,063
Accountancy Fees	-	-	-	-	-	5,797	-	5,797
Independent Examination Fee	-	-	-	-	-	4,200	-	4,200
Gifts in kind	-	9,520	-	-	-	-	-	9,520
Trustee's expenses reimbursed	-	-	-	-	-	1,169	-	1,169
	-	33,499	4,339	225,553	2,500	11,732	33,609	311,232
Support costs	4,485	23,927	4,507	-	690	-	(33,609)	-
Governance costs	1,566	8,352	1,573	-	241	(11,732)	-	-
Total expenditure 2018	6,051	65,778	10,419	225,553	3,431	-	-	311,232

Quaker Homeless Action

Notes to the financial statements

For the year ended 31 March 2019

5a Grant making (current year)

	Grants to institutions £	Grants to individuals £	Support costs £	2019 £
Cost				
Bristol Hospitality	2,500	-	-	2,500
Bedsafe	3,000	-	-	3,000
	<u>5,500</u>	<u>-</u>	<u>-</u>	<u>5,500</u>
At the end of the year				
	<u>5,500</u>	<u>-</u>	<u>-</u>	<u>5,500</u>

5b Grant making (prior year)

	Grants to institutions £	Grants to individuals £	Support costs £	2018 £
Cost				
Quaker Social Action	212,000	-	-	212,000
Stop Gap	2,500	-	-	2,500
	<u>214,500</u>	<u>-</u>	<u>-</u>	<u>214,500</u>
At the end of the year				
	<u>214,500</u>	<u>-</u>	<u>-</u>	<u>214,500</u>

The grant made to Quaker Social Action has been made to support their Move on Up project. The funds will be used to support carers aged 18–25 years old with affordable housing and support, it is therefore made in line with Quaker Homeless Action's charitable purpose.

6 Net expenditure for the year

This is stated after charging / (crediting):

	2019 £	2018 £
Depreciation	200	200
Independent examiner's remuneration (excluding VAT):		
Independent Examination	3,200	4,200
Other services	-	4,494
	<u>3,200</u>	<u>4,494</u>

Quaker Homeless Action

Notes to the financial statements

For the year ended 31 March 2019

7 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:

	2019 £	2018 £
Salaries and wages	19,446	14,330
Social security costs	1,522	-
Employer's contribution to defined contribution pension schemes	1,152	480
	<u>22,121</u>	<u>14,810</u>

No employee earned more than £60,000 during the year (2018: nil).

The total employee benefits (including pension contributions and employer's national insurance) of the key management personnel were £22,121 (2018: £14,810).

The charity trustees were neither paid nor received any other benefits from employment with the charity in the year (2018: £nil). No charity trustee received payment for professional or other services supplied to the charity (2018: £nil).

Trustees' expenses represents the payment or reimbursement of travel and subsistence costs totalling £353 (2018: £1,169) incurred by 2 (2018: 4) members relating to attendance at meetings of the trustees.

8 Staff numbers

The average number of employees (head count based on number of staff employed) during the year was 1 (2018: 1).

9 Related party transactions

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

10 Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Quaker Homeless Action

Notes to the financial statements

For the year ended 31 March 2019

11 Tangible fixed assets

	Computer equipment £	Motor vehicles £	Total £
Cost			
At the start and end of the year	887	24,382	25,269
Depreciation			
At the start of the year	687	24,382	25,069
Charge for the year	200	-	200
At the end of the year	887	24,382	25,269
Net book value			
At the end of the year	-	-	-
At the start of the year	200	-	200

All of the above assets are used for charitable purposes.

12 Programme related investments

	2019 £	2018 £
Cost at the start of the year	422,454	-
Additions at cost	-	422,454
Cost at the end of the year	422,454	422,454

Investments comprise:

	2019 £	2018 £
Loan notes to Commonweal Housing Association	422,454	422,454
	422,454	422,454

13 Debtors

	2019 £	2018 £
Prepayments and accrued income	1,584	240
Taxation and social security	3,266	3,007
	4,850	3,247

Quaker Homeless Action

Notes to the financial statements

For the year ended 31 March 2019

14 Creditors: amounts falling due within one year

	2019 £	2018 £
Taxation and social security	1,193	195
Other creditors	5,919	10,761
	<u>7,112</u>	<u>10,956</u>

15a Analysis of net assets between funds (current year)

	General unrestricted £	Designated £	Restricted £	Total funds £
Tangible fixed assets	-	-	-	-
Investments	-	-	422,454	422,454
Net current assets	52,250	20,225	89,276	161,751
Net assets at 31 March 2019	52,250	20,225	511,730	584,205

15b Analysis of net assets between funds (prior year)

	General unrestricted £	Designated £	Restricted £	Total funds £
Tangible fixed assets	200	-	-	200
Investments	-	-	422,454	422,454
Net current assets	77,365	20,000	89,866	187,231
Net assets at 31 March 2018	77,565	20,000	512,320	609,885

Quaker Homeless Action

Notes to the financial statements

For the year ended 31 March 2019

16a Movements in funds (current year)

	At 1 April 2018 £	Income & gains £	Expenditure & losses £	Transfers £	At 31 March 2019 £
Restricted funds:					
Diana Tinson	512,320	714	(1,303)	-	511,731
Quaker Christmas – Restricted	-	12,240	(12,240)	-	-
Mobile Library – Restricted	-	3,700	(3,700)	-	-
Total restricted funds	512,320	16,654	(17,243)	-	511,731
Unrestricted funds:					
Designated funds:					
Mobile library	20,000	-	(10,275)	10,500	20,225
Total designated funds	20,000	-	(10,275)	10,500	20,225
General funds	77,565	71,087	(85,903)	(10,500)	52,250
Total unrestricted funds	97,565	71,087	(96,178)	-	72,474
Total funds	609,885	87,741	(113,421)	-	584,205

Purposes of restricted funds

The Diana Tinson Fund represents a legacy received in 2014, being a bequest from the late Diana Tinson plus interest received to date. This has been used to purchase property for housing homeless people in a joint project with Commonweal Housing.

A donated service has been received by The Penn Club providing accommodation to assist in the Quaker Christmas project.

A grant was received from Cockayne – Grants for the Arts and The London Community Foundation in FY 2019 to support the mobile library.

Purposes of designated funds

A transfer of £10,500 was made from the General fund to the designated fund for the mobile library in order to maintain the balance of £20,000, which is planned to be used for purchasing a replacement vehicle.

Quaker Homeless Action

Notes to the financial statements

For the year ended 31 March 2019

16b Movements in funds (prior year)

	At 1 April 2017 £	Income & gains £	Expenditure & losses £	Transfers £	At 31 March 2018 £
Restricted funds:					
Diana Tinson	737,270	603	(225,553)	–	512,320
Quaker Christmas – Restricted	–	9,520	(9,520)	–	–
Total restricted funds	737,270	10,123	(235,073)	–	512,320
Unrestricted funds:					
Designated funds:					
Mobile library	20,000	–	–	–	20,000
Total designated funds	20,000	–	–	–	20,000
General funds	80,443	73,281	(76,159)	–	77,565
Total unrestricted funds	100,443	73,281	(76,159)	–	97,565
Total funds	837,713	83,404	(311,232)	–	609,885

17 Restatement of the prior year

The prior reporting period has been restated in order to recognise the value of donated gifts in kind. By its nature, accounting for this balance will increase income and expenditure by the same amount and therefore not affect the brought forward net movement in funds.

18 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.