



# **QUAKER HOMELESS ACTION**

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2018**



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**QUAKER HOMELESS ACTION**  
**(A company limited by guarantee)**

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**TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**Trustees**

Mr D Crockett (resigned 17 July 2018)  
Ms S Harris, Secretary  
Ms C Harvey  
Mr M Hewitson, Clerk  
Mr E Kirton-Darling (appointed 16 October 2017)  
Ms T Marland (resigned 16 October 2017)  
Ms H McFarlane (resigned 16 October 2017)  
Mr C Rendall (resigned 17 July 2018)  
Mr M Richardson, Treasurer to 31 March 2018  
Ms H Whittington  
Ms J Smith  
Mr P Carpenter (appointed 12 January 2018)  
Mr H F R Kirton-Darling, Treasurer from 1 April 2018 (appointed 13 February 2018)  
Mr N Stewart (appointed 9 September 2017)

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY AND ADVISERS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**Company registered number**

02978545

**Charity registered number**

1041921

**Registered office**

16 Church Lane, Caythorpe, Grantham, Lincolnshire, NG32 3DU

**Company secretary**

Ms S Harris

**Clerk**

Mr M Hewitson

**Accountants**

Wellers, Kineton House, 31 Horse Fair, Banbury, Oxon, OX16 0AE

**Bankers**

The Co-Operative Bank, Delf House, Southway, Skelmersdale, WN8 6WT

Triodos Bank NV, Deanery Road, Bristol, BS1 5AS

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

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The Trustees present their annual report (which also represents directors' report under company law) together with the financial statements of the company for the 1 April 2017 to 31 March 2018. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

**Objectives and Activities**

**a. POLICIES AND OBJECTIVES**

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.

**b. STRATEGIES FOR ACHIEVING OBJECTIVES**

Quaker Homeless Action seek to alleviate the poverty and distress of homeless people through volunteer staffed projects supported by our Executive Director; particularly the Christmas Shelter, the mobile libraries, the provision of information on Befriending and 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.

**c. ACTIVITIES FOR ACHIEVING OBJECTIVES**

Quaker Christmas Shelter

The Quaker Christmas Shelter took place at Union Chapel Islington from 23 to 29 December 2017, the eleventh consecutive year it has been held in partnership with the Margins project at Union Chapel. We also continued our partnership with the Pillion Trust (a local homelessness charity based in Islington). The Pillion Trust provided professional drug and alcohol outreach workers during the week, who worked with our volunteers to ensure that each person in the shelter had access to services to help them. The Pillion Trust also worked with all the individuals who wanted to find further accommodation after we closed on the 29th.

In 2017, with the help of 122 volunteers we offered 20 bed spaces on a referral basis each night, with an average of 13 guests staying each night. We also offered additional services including a daily hot cooked breakfast, packed lunches, and hot 'home cooked' dinner. The sit down meals fed 80 at a time, and we also provided two additional food presentations in the form of a welcome snack and an evening snack. We provided 300 packed lunches and we served 1008 hot meals (breakfast and dinner) over the course of the shelter.

The Shelter also provided medical checks, hot showers with toiletries and clean towels, a free 'clothing store' with coats, jeans, fleeces, hats, gloves and scarves, a mending/repair service for clothing, newspapers and books, evening entertainment on some evenings, and Christmas presents. The clothing store had 225 guest visits, giving away clothes gathered and donated by six local Quaker meetings as well as clothes purchased by QHA.

Following on from a successful pilot in 2013 we also offered 150 food parcels on a referral basis. Each parcel

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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had food for 2 people for 3 days and cost £17 (including dignity items such as soap and loo roll). As with last year we allowed recipients to choose what items they wanted to receive, a method which gave our guests more choice and which stretched the capacity of the parcels. 277 individuals accessed food parcels.

From 29 December to 3 January, QHA also fully funded the Pillion Trust's "Shelter Me!" project that provided an additional four nights' accommodation at the Union Chapel, bridging the gap between the end of the Quaker Christmas Shelter and the start of the CARIS Winter Shelter.

Over the course of the Shelter and the follow on shelter, the Pillion Trust engaged with 50 guests, with the following outcomes:

- 15 Guests accessed Cold Weather Shelters; 1 accessed City Road Detox, 16 were referred to other specialist services within their boroughs with the Pillion Trust.
- 1 female accessed a PRS schemes women's refuge.

In addition to the help from our volunteers, QHA received further assistance from the Trustees of the Penn Club, who again offered the use of the bedroom spaces at the Penn Club for volunteers from out of town. This enables QHA to have enough volunteers to run the shelter and gives the out of town volunteers a 'home from home' while they are working. We are very grateful for this support.

The Quaker Christmas Shelter would be impossible to run without the dedicated support of the volunteers willing to give up some of their time over the Christmas period, and the trustees of QHA extend our heartfelt thanks to all of them. It is intended that the Quaker Christmas Shelter 2018 will again run at an alternative venue, still working in collaboration with the Pillion Trust we hope to offer a 'Open Shelter' with no sleeping but 24 hour food, services and friendship.

#### Severe Weather Emergency Provision Shelter

QHA set up an emergency shelter during the bad weather between 2nd to 6th March 2017 at the Camden Methodist Church with the help of the Pillion Trust. We had 21 referrals and 10 people opted to use this service as a shelter in the bad winter conditions.

This was the first time that we had undertaken an emergency shelter at short notice and was a good learning curve, so we now feel more experienced to offer the same type of service if the need arises.

#### 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 van runs weekly on Saturday (two runs), Monday, Tuesday and on some Fridays (depending on driver availability), 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.

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. This is the first affiliate project to be established by QHA.

#### Befriending Scheme

QHA ran a Befriending Teams Pilot Project in 2009 and 2010 in Poole, Dorset. During this project, QHA created and tested a model of befriending that worked in teams to prevent 'lone working' by volunteers. One of the main conclusions was that befriending is most effective with people placed in housing who have low support needs and are free from addiction.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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The Project Report is available to Friends or any charity wishing to try befriending the recently housed. In 2013, the London charity Housing Justice began testing the model and provided a report on their experience in July 2014.

**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.

Two properties have been purchased, one in Tower Hamlets (3 bed flat) and one in Hackney (3 bed flat) and 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.

**Guide to Greeting the Homeless at the Meeting House Door**

Launched in 2011, the Guide continues to be developed by Quaker meetings around the country. The Guide is a list of questions that members of a meeting can ask to prepare for the day that a homeless person comes to their door. The Guide has a series of questions as a template that can be used to create a personal guide for the local meeting area. This can then be photocopied and left at the Meeting House in preparation for need.

**QHA Staff**

Unfortunately, John Coburn resigned due to ill health in April 2017, and Council replaced him with Katie Calvert on 21st August 2017 as our Project Co-ordinator. Katie works part time from the QSA offices in Bethnal Green where we rent a desk space for our purposes.

**d. GRANT MAKING POLICIES**

At our annual strategy meeting on 28 February 2015, Trustees decided to develop our ability to make grants to small projects. We wish to focus on working with small projects responding to the problems faced by single rough sleepers, and propose to allocate a budget of £30,000 for this work. Trustees set up grant making and affiliate project sub committees, and are working with other Charities and Quaker meeting Houses to find any suitable grants we can offer for Homeless Charity groups.

**e. MAIN ACTIVITIES UNDERTAKEN TO FURTHER THE CHARITY'S PURPOSES FOR PUBLIC BENEFIT**

The Trustees confirm that they 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 future activities and setting future policies, therefore have complied with the duty in section 17 of the Charities Act 2011.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**f. VOLUNTEERS**

The Christmas Shelter was staffed by 122 volunteers over 7 days, with support from the Pillion Trust, and another 4 volunteers acted as wardens at the Penn Club.

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 or five times a week for around 2 hours, with a usual staff of 3 volunteers.

**Achievements and performance**

**a. REVIEW OF ACTIVITIES**

The Christmas Shelter ensured that an average of 13 rough sleepers a night had a warm dry place to sleep at least one night over the Christmas period, as well as hot food, warm clothes and other services detailed above, and crucially, that our volunteers were able to offer them friendship. After our Shelter ran, the beds were maintained by Pillion Trust in their Shelter Me! Project (funded by QHA), and all of those went on to have somewhere to sleep, with 3 obtaining tenancies and others going into other shelters. We also provided hot food and food parcels to rough sleepers and the vulnerably housed, with around 1485 meals provided (including food parcels, hot meals and packed lunches).

The key work of the Mobile Libraries is twofold: we provide books to provide relief and diversion from those who are homeless, and our volunteers spend time talking to our Readers about their favourite books and their interests. As such we seek to provide a space which disrupts the usual dynamics of homelessness and provides relief from the immediate difficulties of living on the streets. With an approximate average of around 4 5 contacts with Readers each session per volunteer, our volunteers reach out to both the newly homeless and the long term homeless, and offer a hand of friendship and community.

**Financial review**

The unrestricted income received in the year was £73,281 and the expenditure from unrestricted funds on the Shelter, Library and minor grants was 73,770.

A grant of £212,000 was made from the Tinson legacy to Quaker Social Action to support their work in helping young carers into housing (Move on Up). A total of £422,454 was invested from the Tinson legacy in housing for young carers (Move on Up), in conjunction with other investors. As this is a project 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.

**a. GOING CONCERN**

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**b. RESERVES POLICY**

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 consider that the Charity has sufficient funds to continue pursuing its objects.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**c. PRINCIPAL FUNDING**

Our principal source of funding is donations from Quaker meetings and individual Quakers, but we also receive significant funds from grant making bodies. More details are included in our financial statement.

**d. MATERIAL INVESTMENTS POLICY**

QHA does not currently have a material investments policy, but we are aware of the guidance on investments.

**Structure, governance and management**

**a. CONSTITUTION**

The company is a charitable company limited by guarantee and was set up by a Memorandum of Association on

The governing instrument is the Memorandum and 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 company was incorporated on 13 October 1994 and commenced trading on that date. The objectives have changed since the last annual report as detailed above.

**b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the company is the responsibility of the Trustees who are elected and co opted under the terms of the Articles of Association.

Trustees for Quaker Homeless Action (QHA) are selected for the Charity according to the Memorandum and Articles through the Nominations Committee, which discern skills / experience gaps within the present Council and seeks to find appropriate people to fill the vacancies.

The Trustees are briefed on their legal responsibilities and informed of any changes of Charity governance elicited by government policy, and the impact on their responsibilities toward effective governance and organisational oversight. 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.

Should Trustees feel the need to seek further training, they need to raise this within the Council meeting, for agreement; especially should this training involve further expenditure.

The Council of Quaker Homeless Action, including Trustees and employees now meets annually for a strategic planning session and review of projects and organisational structure.

**c. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

At the annual strategy meeting between 28 February and 2 March 2014, the Trustees agreed that QHA would adapt the structure of funding and supporting projects, by creating a new designation of 'core' and 'affiliate' projects. This designation was created to provide a structure for Friends in any part of the country to start a new project with QHA's help, within the scope of QHA's Memorandum and Articles. QHA have reached out to Quaker Meetings across the UK to try to encourage Friends to think about setting up new projects, and this

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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work is ongoing.

**d. RELATED PARTY RELATIONSHIPS**

To run the Christmas Shelter we work closely with the Pillion Trust and the Margins Project, 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 QHA 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 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.

During the period administrative support was provided by the partner of the Treasurer. Care was taken to separate the responsibility for line management and authorisation of payments from the Treasurer. The amount paid is shown in the Notes to the Financial Statements under note 20 - Related Party Transactions.

**e. RISK MANAGEMENT**

The Trustees have adopted a cautious approach to the application of funds within the Charity's remit, to ensure that sufficient resources are available if and when donations slacken. The Trustees have also reviewed the risks that volunteers on the three current projects (the Quaker Christmas Shelter and the Quaker Mobile Libraries in London and Brighton) may be exposed to. All projects operate within agreed written guidelines and with appropriate insurance cover. This will continue for all projects in the new financial year 2018/19.

**Plans for future periods**

**a. FUTURE DEVELOPMENTS**

As described above, Trustees have agreed that QHA would continue to actively develop core and affiliate projects, and to explore grant making. This range of approaches is designed to enable QHA to engage with Friends in any part of the country. We will particularly welcome requests for grants or affiliate project proposals that set up new charitable projects beyond our current activities, within the scope of QHA's Memorandum and Articles.

We will continue to run the Quaker Christmas Shelter and Quaker Mobile Library in London as core projects, we will continue to work with QSA as described above, and to support the Quaker Mobile Library in Brighton. We also continue to invite Quakers to set up new affiliate projects or to submit grant applications.

QHA's Trustees are extremely grateful for the way QHA is supplied and upheld by its generous supporters in numerous Quaker Meetings and Charitable Trusts / Foundations, without whom it could not exist. Additionally, QHA would not be able to run were it not for the extensive range and talents of its volunteers. More than 150 volunteers offer their time to QHA projects each year, and we are all very grateful for their efforts.

**MEMBERS' LIABILITY**

All Directors of the Company are also Trustees of the Charity and there are no other Trustees. All the Trustees named on page 1 served as shown during the reporting period. According to the Articles of Association at least one third of the Trustees are put up for re election annually.

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**QUAKER HOMELESS ACTION**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2018**

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**EMPLOYEE INVOLVEMENT AND EMPLOYMENT OF THE DISABLED**

Our employee have been consulted on issues of concern to them by means of regular consultative committee meetings and have been kept informed on specific matters directly by management. We endeavour to carry out exit interviews for all staff leaving the organisation and has adopted a procedure of upward feedback for the Trustees.

The company has implemented a number of detailed policies in relation to all aspects of personnel matters including:

- > Equal Opportunities policy
- > Volunteers' policy
- > Health & Safety policy

In accordance with the company's equal opportunities policy, the company has long established fair employment practices in the recruitment, selection, retention and training of disabled staff.

Full details of these policies are available from the company's offices.

**TRUSTEES' RESPONSIBILITIES STATEMENT**

The Trustees (who are also directors of Quaker Homeless Action for the purposes 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they 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 judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees, on 15/09/18 and signed on their behalf by:



**Marc Hewitson, Clerk**

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**QUAKER HOMELESS ACTION**  
(A company limited by guarantee)

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**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2018**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF QUAKER HOMELESS ACTION (the 'company')**

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 March 2018.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's 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 company and the company's Trustees as a body, for my work or for this report.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the 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 Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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 can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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 [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 accounts to be reached.

Signed:



Dated:

26/9/18

Simon J H Smith FCCA

**WELLERS**

Kineton House  
31 Horse Fair  
Banbury  
OX16 0AE

**QUAKER HOMELESS ACTION**  
(A company limited by guarantee)

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

	<b>Note</b>	<b>Restricted funds 2018 £</b>	<b>Unrestricted funds 2018 £</b>	<b>Total funds 2018 £</b>	<b>Total funds 2017 £</b>
<b>INCOME FROM:</b>					
Donations and legacies	2	-	73,267	73,267	113,466
Investments	3	603	14	617	3,181
<b>TOTAL INCOME</b>		<b>603</b>	<b>73,281</b>	<b>73,884</b>	<b>116,647</b>
<b>EXPENDITURE ON:</b>					
Raising funds		-	5,340	5,340	10,078
Charitable activities	4,8	225,553	70,819	296,372	62,578
<b>TOTAL EXPENDITURE</b>	9	<b>225,553</b>	<b>76,159</b>	<b>301,712</b>	<b>72,656</b>
<b>NET BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>(224,950)</b>	<b>(2,878)</b>	<b>(227,828)</b>	<b>43,991</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(224,950)</b>	<b>(2,878)</b>	<b>(227,828)</b>	<b>43,991</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		737,270	100,443	837,713	793,722
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>512,320</b>	<b>97,565</b>	<b>609,885</b>	<b>837,713</b>

The notes on pages 14 to 28 form part of these financial statements.

**QUAKER HOMELESS ACTION**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 02978545**

**BALANCE SHEET**  
**AS AT 31 MARCH 2018**

	Note	£	2018 £	£	2017 £
<b>FIXED ASSETS</b>					
Tangible assets	13		200		-
Investments	14		422,454		-
			<u>422,654</u>		<u>-</u>
<b>CURRENT ASSETS</b>					
Debtors	15	3,247		2,287	
Cash at bank and in hand		194,940		842,366	
		<u>198,187</u>		<u>844,653</u>	
<b>CREDITORS:</b> amounts falling due within one year	16	(10,956)		(6,940)	
<b>NET CURRENT ASSETS</b>			<u>187,231</u>		<u>837,713</u>
<b>NET ASSETS</b>			<u><u>609,885</u></u>		<u><u>837,713</u></u>
<b>CHARITY FUNDS</b>					
Restricted funds	17		512,320		737,270
Unrestricted funds	17		97,565		100,443
<b>TOTAL FUNDS</b>			<u><u>609,885</u></u>		<u><u>837,713</u></u>

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

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**BALANCE SHEET (continued)**  
**AS AT 31 MARCH 2018**

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The financial statements were approved and authorised for issue by the Trustees on 18 September 2018 and signed on their behalf, by:

  
.....  
**Marc Hewitson, Clerk**

  
.....  
**Fenwick Kirton-Darling, Treasurer**

The notes on pages 14 to 28 form part of these financial statements.

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

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**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

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) and the Companies Act 2006.

Quaker Homeless Action meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**1.2 Reconciliation with previous Generally Accepted Accounting Practice**

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

**1.3 Company status**

The company is a company limited by guarantee. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**1.4 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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

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**1. ACCOUNTING POLICIES (continued)**

**1.5 Income**

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust 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 company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company 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.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company 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.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

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

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**1. ACCOUNTING POLICIES (continued)**

**1.6 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

**1.7 Cash flow**

The financial statements do not include a Statement of cash flows because the charitable company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

**1.8 Tangible fixed assets and depreciation**

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles	-	10% straight line
Computer equipment	-	50% straight line

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

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**1. ACCOUNTING POLICIES (continued)**

**1.9 Investments**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities incorporating income and expenditure account.

**1.10 Interest receivable**

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

**1.11 Debtors**

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

**1.12 Cash at Bank and in hand**

Cash at bank and 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.

**1.13 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

**1.14 Financial instruments**

The company 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.

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**NOTES TO THE FINANCIAL STATEMENTS  
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**2. INCOME FROM DONATIONS AND LEGACIES**

	<b>Restricted funds 2018 £</b>	<b>Unrestricted funds 2018 £</b>	<b>Total funds 2018 £</b>	<b>Total funds 2017 £</b>
Donations	-	73,267	73,267	113,466
<i>Total 2017</i>	-	113,466	113,466	

**3. INVESTMENT INCOME**

	<b>Restricted funds 2018 £</b>	<b>Unrestricted funds 2018 £</b>	<b>Total funds 2018 £</b>	<b>Total funds 2017 £</b>
Bank interest	603	14	617	3,181
<i>Total 2017</i>	3,165	16	3,181	

**4. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>Restricted funds 2018 £</b>	<b>Unrestricted funds 2018 £</b>	<b>Total funds 2018 £</b>	<b>Total funds 2017 £</b>
Quaker Christmas Shelter	-	37,807	37,807	35,814
Mobile Library	-	8,689	8,689	7,751
Befriending Teams Pilot	-	-	-	1,680
Tinson Bequest	225,553	-	225,553	1,680
Development of QHA	-	9,292	9,292	-
Grant Making	-	3,099	3,099	-
	<b>225,553</b>	<b>58,887</b>	<b>284,440</b>	<b>46,925</b>
<i>Total 2017</i>	-	57,003	57,003	

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

**5. DIRECT COSTS**

	<b>Quaker Christmas Shelter</b>	<b>Mobile Library</b>	<b>Tinson Bequest</b>	<b>Total 2018</b>	<i>Total 2017</i>
Purchases	<b>22,924</b>	-	-	<b>22,924</b>	17,136
Staff travel	-	<b>4,339</b>	-	<b>4,339</b>	3,103
Admin support	-	-	-	-	1,007
Legal fees	-	-	<b>13,553</b>	<b>13,553</b>	-
Depreciation	-	-	-	-	1,288
	<b>22,924</b>	<b>4,339</b>	<b>13,553</b>	<b>40,816</b>	22,534
<i>Total 2017</i>	<i>18,242</i>	<i>4,391</i>	<i>-</i>	<i>22,633</i>	

**6. SUPPORT COSTS**

	<b>Quaker Christmas Shelter £</b>	<b>Mobile Library £</b>	<b>Befriending Teams Pilot Project £</b>	<b>Tinson Bequest £</b>	<b>Developme nt of QHA £</b>
Office costs	<b>4,191</b>	<b>1,440</b>	-	-	<b>2,197</b>
Staff travel	<b>396</b>	<b>5</b>	-	-	<b>9</b>
Admin support	<b>1,974</b>	<b>1,143</b>	-	-	<b>2,444</b>
Insurance	<b>1,269</b>	<b>357</b>	-	-	<b>817</b>
Bank charges	<b>10</b>	<b>4</b>	-	-	<b>6</b>
Advertising	-	-	-	-	-
Wages and salaries	<b>6,784</b>	<b>1,358</b>	-	-	<b>3,737</b>
National insurance	-	-	-	-	-
Pension cost	<b>259</b>	<b>43</b>	-	-	<b>82</b>
	<b>14,883</b>	<b>4,350</b>	-	-	<b>9,292</b>
<i>Total 2017</i>	<i>17,572</i>	<i>3,360</i>	<i>1,680</i>	<i>1,680</i>	<i>-</i>

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**6. SUPPORT COSTS (continued)**

	<b>Grant Making</b>	<b>Fundraising costs</b>	<b>Total 2018</b>	<b>Total 2017</b>
	£	£	£	£
Office costs	119	1,224	9,171	9,483
Staff travel	-	5	415	312
Admin support	109	630	6,300	-
Insurance	53	394	2,890	2,819
Bank charges	-	3	23	65
Advertising	-	855	855	-
Wages and salaries	313	2,138	14,330	20,052
National insurance	-	-	-	524
Pension cost	5	91	480	1,214
	<b>599</b>	<b>5,340</b>	<b>34,464</b>	<b>34,469</b>
<i>Total 2017</i>	-	10,078	34,370	

Support costs are allocated to the charitable projects and fundraising costs based on the relative time spent by the project manager, averaged over the year.

**7. GRANTS TO OTHER ORGANISATIONS**

	<b>Grants to Individuals 2018</b>	<b>Total 2018</b>	<b>Total 2017</b>
	£	£	£
Grants, Quaker Social Action	212,000	212,000	-
Grants, Grant Making	2,500	2,500	-
	<b>214,500</b>	<b>214,500</b>	-

During the year the charity made total grant payments of £214,500 (2017 - £Nil).

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**NOTES TO THE FINANCIAL STATEMENTS  
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**8. GOVERNANCE COSTS**

	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Accountancy fees	-	5,797	5,797	9,600
Trustee indemnity insurance	-	566	566	563
Independent examination fee	-	4,200	4,200	4,200
Trustee's expenses reimbursed	-	1,169	1,169	1,290
Depreciation	-	200	200	-
	-	11,932	11,932	15,653

**9. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE**

	Staff costs 2018 £	Depreciation 2018 £	Other costs 2018 £	Total 2018 £	Total 2017 £
Expenditure on raising voluntary income	2,229	-	3,111	5,340	10,078
<b>Costs of raising funds</b>	<b>2,229</b>	<b>-</b>	<b>3,111</b>	<b>5,340</b>	<b>10,078</b>
Quaker Christmas Shelter	7,043	-	30,764	37,807	35,814
Mobile Library	1,401	-	7,288	8,689	7,751
Befriending Teams Pilot	-	-	-	-	1,680
Tinson Bequest	-	-	225,553	225,553	1,680
Development of QHA	3,819	-	5,473	9,292	-
Grant Making	318	-	2,781	3,099	-
<b>Charitable activities</b>	<b>12,581</b>	<b>-</b>	<b>271,859</b>	<b>284,440</b>	<b>46,925</b>
<b>Expenditure on governance</b>	<b>-</b>	<b>200</b>	<b>11,732</b>	<b>11,932</b>	<b>15,653</b>
	14,810	200	286,702	301,712	72,656
<i>Total 2017</i>	21,790	1,288	49,578	72,656	

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**10. NET INCOME/(EXPENDITURE)**

This is stated after charging:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Depreciation of tangible fixed assets:		
- owned by the charity	<b>200</b>	<b>1,288</b>
Pension costs	<b>480</b>	<b>1,214</b>
	<hr/> <hr/>	<hr/> <hr/>

During the year, no Trustees received any remuneration (2017 - £NIL).

During the year, no Trustees received any benefits in kind (2017 - £NIL).

4 Trustees received reimbursement of expenses amounting to £1169 in the current year, (2017 - 2 Trustees - £1290).

**11. AUDITORS' REMUNERATION**

The Independent Examiner's remuneration amounts to an Independent Examination fee of £4,200 (2017 - £4,200), and accountancy fees of £4,494 (2017 - £9,600).

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**NOTES TO THE FINANCIAL STATEMENTS  
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**12. STAFF COSTS**

Staff costs were as follows:

Wages and salaries	14,330	20,052
Social security costs	-	524
Other pension costs	480	1,214
	<u>14,810</u>	<u>21,790</u>

The average number of persons employed by the company during the year was as follows:

	<b>No.</b>	<b>No.</b>
Part time	1	1

No employee received remuneration amounting to more than £60,000 in either year.

**13. TANGIBLE FIXED ASSETS**

	Motor vehicles £	Computer equipment £	Total £
<b>Cost</b>			
At 1 April 2017	24,382	487	24,869
Additions	-	400	400
At 31 March 2018	<u>24,382</u>	<u>887</u>	<u>25,269</u>
<b>Depreciation</b>			
At 1 April 2017	24,382	487	24,869
Charge for the year	-	200	200
At 31 March 2018	<u>24,382</u>	<u>687</u>	<u>25,069</u>
<b>Net book value</b>			
At 31 March 2018	<u>-</u>	<u>200</u>	<u>200</u>
At 31 March 2017	<u>-</u>	<u>-</u>	<u>-</u>

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

**14. FIXED ASSET INVESTMENTS**

	Unlisted securities £
<b>Market value</b>	
At 1 April 2017	-
Additions	422,454
	<hr/>
At 31 March 2018	422,454
	<hr/> <hr/>

**Investments at market value comprise:**

	2018 £
Unlisted investments	422,454
	<hr/> <hr/>

All the fixed asset investments are held in the UK

**15. DEBTORS**

	2018 £	2017 £
Trade debtors	-	95
Prepayments and accrued income	240	656
Tax recoverable	3,007	1,536
	<hr/>	<hr/>
	3,247	2,287
	<hr/> <hr/>	<hr/> <hr/>

**16. CREDITORS: Amounts falling due within one year**

	2018 £	2017 £
Other taxation and social security	195	1,076
Other creditors	10,761	5,864
	<hr/>	<hr/>
	10,956	6,940
	<hr/> <hr/>	<hr/> <hr/>

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

**17. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 April 2017 £	Income £	Expenditure £	Balance at 31 March 2018 £
<b>Designated funds</b>				
Designated Funds - all funds	20,000	-	-	20,000
<b>General funds</b>				
General Funds - all funds	80,443	73,281	(76,159)	77,565
Total Unrestricted funds	100,443	73,281	(76,159)	97,565
<b>Restricted funds</b>				
Restricted fund	737,270	603	(225,553)	512,320
Total of funds	837,713	73,884	(301,712)	609,885

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 April 2016 £	Income £	Expenditure £	Balance at 31 March 2017 £
<b>Designated funds</b>				
Designated fund	20,000	-	-	20,000
<b>General funds</b>				
General fund	39,617	113,482	(72,656)	80,443
Total Unrestricted funds	59,617	113,482	(72,656)	100,443
<b>Restricted funds</b>				
Restricted fund	734,105	3,165	-	737,270
Total of funds	793,722	116,647	(72,656)	837,713

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

**17. STATEMENT OF FUNDS (continued)**

**SUMMARY OF FUNDS - CURRENT YEAR**

	Balance at 1 April 2017 £	Income £	Expenditure £	Balance at 31 March 2018 £
Designated funds	20,000	-	-	20,000
General funds	80,443	73,281	(76,159)	77,565
	<u>100,443</u>	<u>73,281</u>	<u>(76,159)</u>	<u>97,565</u>
Restricted funds	737,270	603	(225,553)	512,320
	<u>837,713</u>	<u>73,884</u>	<u>(301,712)</u>	<u>609,885</u>

**SUMMARY OF FUNDS - PRIOR YEAR**

	Balance at 1 April 2016 £	Income £	Expenditure £	Balance at 31 March 2017 £
Designated funds	20,000	-	-	20,000
General funds	39,617	113,482	(72,656)	80,443
	<u>59,617</u>	<u>113,482</u>	<u>(72,656)</u>	<u>100,443</u>
Restricted funds	734,105	3,165	-	737,270
	<u>793,722</u>	<u>116,647</u>	<u>(72,656)</u>	<u>837,713</u>

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

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	<b>Restricted funds 2018 £</b>	<b>Unrestricted funds 2018 £</b>	<b>Total funds 2018 £</b>
Tangible fixed assets	-	200	200
Fixed asset investments	422,454	-	422,454
Current assets	89,866	108,321	198,187
Creditors due within one year	-	(10,956)	(10,956)
	<u>512,320</u>	<u>97,565</u>	<u>609,885</u>

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	<i>Restricted funds 2017 £</i>	<i>Unrestricted funds 2017 £</i>	<i>Total funds 2017 £</i>
Current assets	737,270	107,382	844,652
Creditors due within one year	-	(6,939)	(6,939)
	<u>737,270</u>	<u>100,443</u>	<u>837,713</u>

**19. PENSION COMMITMENTS**

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

The pension cost charge represents contributions payable by the company to the fund and amounted to £480 (2017 - £1,093).

Contributions payable to the fund at the balance sheet date total £480 (2017 - £NIL).

**20. RELATED PARTY TRANSACTIONS**

Trustees received reimbursement of expenses amounting to £1,169 in the current year, (2017 - £1,290).

The partner of Treasurer received payment of £6,300 for administrative support work as described in the Trustees Report Related Party Transactions.

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**21. THE FUNDS**

**General fund (Unrestricted)**

This fund comprises of all monies received by the Charity as donations and fund raising, which have not been allocated by the Charity to any restricted funds.

**Designated fund (Unrestricted)**

As at 31 March 2018 there was a balance on the designated fund of £20,000 (2017 - £20,000). This fund is to eventually finance the replacement of the mobile library van.

**Restricted funds**

This represents a legacy received in 2014, being a bequest from the late Diana Tinson plus interest received to date. This will be used to purchase property for housing homeless people.