



Breaking the cycle of homelessness

ANNUAL REPORT

2017/2018



www.elmbridgerentstart.org.uk
Registered Charity Number: 1156746



“Crisis have worked successfully with Elmburidge Rentstart since 2011 and have gained as much from that partnership as we have given. We are constantly impressed with the successes achieved in such a challenging housing market and that is down to the commitment, tenacity and creativity of the whole Rentstart team.

We also hugely appreciate the contribution Rentstart make to our campaigning work. It is not an exaggeration to say that without the fantastic media work the Rentstart team did before last year’s budget we would have been far less confident about the £20million the chancellor committed to Help to Rent projects such as Rentstart. I hope we continue to work in partnership long into the future as it is to the benefit of not just homeless people in Surrey but across Great Britain.”

Chris Hancock, Head of Housing, Crisis

Elmburidge Rentstart

is a charity that helps homeless and vulnerably housed people with a connection to either Elmburidge or Runnymede boroughs in Surrey. Our aim is not only to help people secure quality private rented housing, but also to support our clients to move on in life and get back into work, training or education.

Our clients face complex issues, 49% have mental health issues and 30% face problems with drugs and/or alcohol. 5% have learning difficulties and 8% have criminal records. Together these issues mean that our clients need support, not only to find a suitable home, but also to establish themselves and start to re-engage with society.

For us success is when clients are not only housed, but are able to start to make positive steps forwards such as securing employment or starting to save towards their futures.

We have a small staff team of eight, supported by a team of volunteers enabling us to form strong connections with the people we support and ensure that everything we deliver is client focused and client led.

“You have stuck to your word right from the start in everything you advised and said – I trusted in you at a time when trust had been difficult for me.”



Living on the Streets

In the last 12 months we have seen a significant rise in the number of people we are housing from 102 to 150.

This increase is in part due to increased numbers of rough sleepers we have been able to house, from 27 last year to 56 this year. In our previous report we talked about our peer mentor, this year we have formally employed our mentor as an Outreach Worker; he has become a key member of our team. His personal experience of homelessness results in both knowledge and empathy that enable him to not only locate rough sleepers but to encourage them to engage with our services.

“You have been wonderful to me – I am hopefully now back in the land of the living and not the backwaters of existing!”



Mike* worked as a gardener and handyman, but when work dried up and he could not afford his rent, he ended up sleeping in his car.

Mike came to us, and we were able to find him a home in October 2017. After volunteering with us to build his confidence, Mike soon found work as a gardener again in the local area and is now able to see a positive and stable future ahead.

Not everyone we meet is “visibly” homeless, many have no fixed address, but are sleeping on friends’ sofas, moving around every few weeks. Others find that they need to move out of their accommodation, often due to relationship breakdowns, but cannot get together a deposit, rent in advance or in many cases find a landlord who is willing to accept them.

As soon as someone gets in touch with us, we meet with them to understand their situation and to match them with a suitable property. We can provide a deposit guarantee and rent in advance removing key obstacles and preventing people from ending up sleeping rough.

Our client support is well-respected by the landlords we work with. Landlords know that our clients will be supported, offered help and training, along with a listening ear, and are happy to take on clients that they may otherwise not have considered in their rental properties.

“My boy had such a smile on his face at the weekend. He didn’t care about an Easter egg – he had a cup of tea with his Dad in a home!”

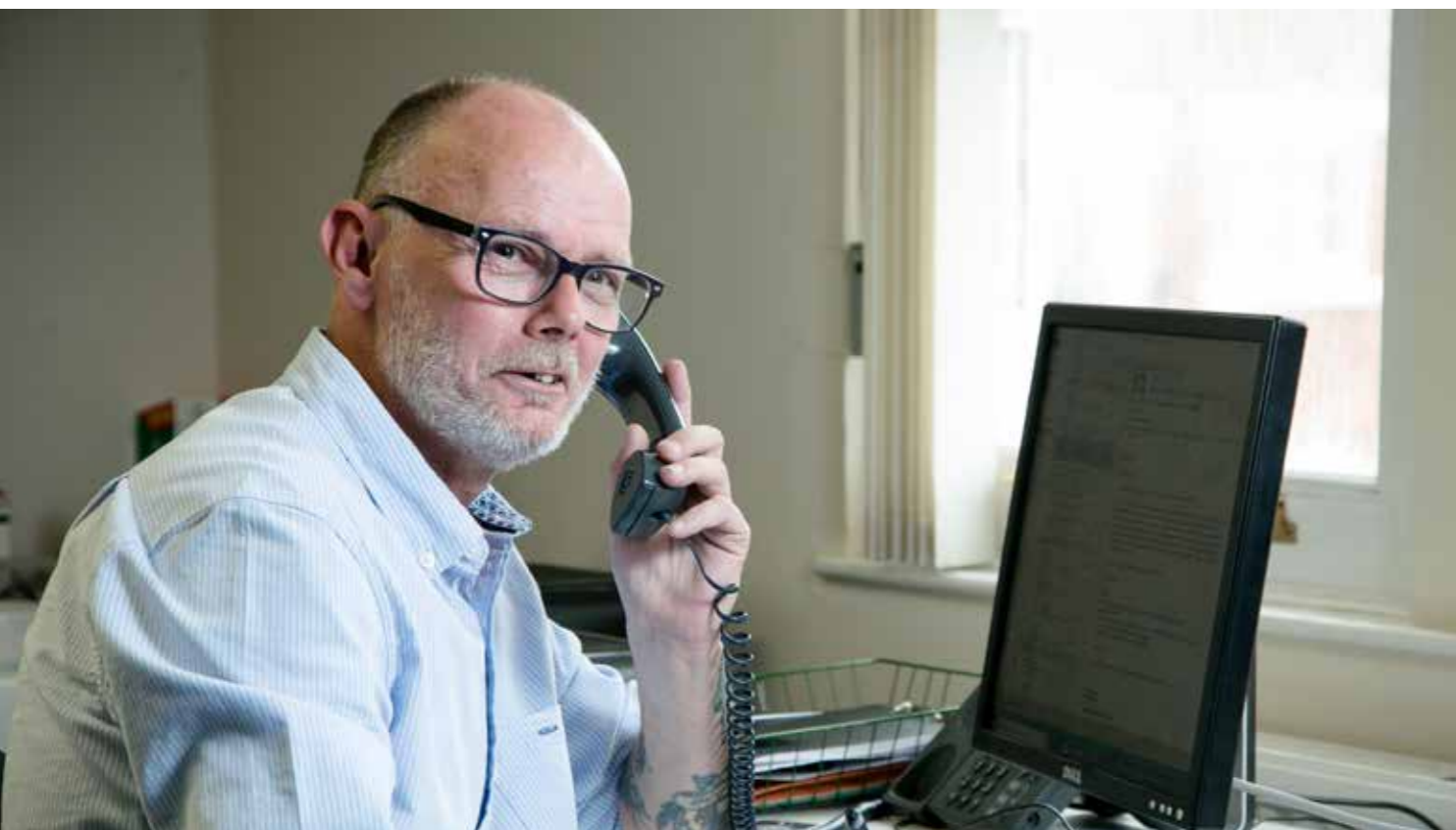
Training, volunteering and employment

We know that housing people is not the end of the story. We continue to work with every housed client to help them move on to secure work, training or volunteering options, helping them to establish financial security where they no longer need our support.

This area of our work is led by our Support Workers, but can be delivered by people from across our community. Local companies come to meet with our clients to talk about CVs and interviews, local education providers work with us to access appropriate training courses that open up new opportunities. We also run a savings scheme, where we ask our clients to commit a small amount each month as they look towards saving up their own deposit for the future.

Of the 150 people we housed, 31% are now in work and 29% are saving every month towards their own deposit when they are able to move on from our support.

Despite the change in our clients' nature, with more complex rough sleepers being supported, we have managed to increase the percentage of clients (to 62%) that we are able to place directly into private rented property (compared to hostels / supported housing). This is partly due to having an extra support worker, but also down to the fact that we now manage 49 bed spaces directly. We have full control over these properties, and are able to place clients in them when landlords may have traditionally refused them due to failed background checks.



Viktor's story

Viktor* came to Rentstart as a political refugee. He had left his country in fear of his life and was granted the right to live here in the UK, but he had nowhere to live and no way of affording the deposit or rent in advance needed to find his own home.

We were able to find Viktor a home and then worked intensively with him to help him overcome his depression. As part of his recovery Viktor took up art, a pastime he had given up on 20 years ago. We could see his talent and potential and supported him to begin to exhibit his work. Viktor has now exhibited his work in a number of London galleries and is teaching art to young people. It would be fair to say that his life is entirely transformed from when we first met him.

Freedom2Work



As part of our aim to help our clients find suitable, long-term employment we have been running a specific project, Freedom2Work, funded by Commonwealth Housing over the last two years.

This project is designed to specifically assist clients who feel work-ready into both finding and sustaining work. These clients are also supported via an extended programme of training, mentoring, volunteering and one-to-one support.

Freedom2Work is being externally evaluated by De Montford University with a view to replication in other areas of England. We are delighted to be trialling such an innovative scheme that could have implications for homeless people all across England.

There are three key elements to the scheme:

- Our clients must engage with the work related training and support we offer.
- They must agree to save a small amount each month.
- They live in one of the properties that we manage, to enable us to give more direct support.

We are now in the second year of this project and to date 45 people have taken part, with 23 currently enrolled. Since this scheme began, 53% of all clients have been able to start working. There are significant financial benefits. To date our clients have saved just under £5,000 which we have match-funded, this money will then be used as a rent credit to support their transition into paid employment, or provide move on funds. Additionally, our external evaluation has calculated that over one million pounds per year is saved to the public purse as a result of the housing and support interventions offered by this project.



“From the moment we met my life has continued to improve... the work you do really makes a difference.”

Property

“Rentstart manage my property with professionalism and go out of their way to support both tenant and landlord alike.”

Our aim is to house our clients in the private rented sector, which is a long term solution, although some clients need to move via more supported accommodation as they work towards this goal. We were actually able to house 62% of our clients into private rented accommodation this year, a rise on last year (58%) which is interesting as these clients were more complex than in previous years. We believe we have been able to do this because of our increased client support, and also the property side of our work:

We have a real local issue of a lack of suitable, affordable properties for single people. Without housing, we cannot find people homes. We made a decision 18 months ago to start to take on properties ourselves, acting as landlord and guaranteeing the rents to the landlords. This has enabled us to take on 49 bed spaces, where we are in control of the property and can house and support clients who landlords would have traditionally refused as tenants. This side of our work has been hugely successful and is giving us far greater freedom and flexibility to house and support clients into rental properties who would previously have needed to access out of borough hostel support.



“Being a professional landlord, working with an organisation like Elmbridge Rentstart makes my life a whole lot easier. I’m effectively working with a one-stop-shop, which reduces the day-to-day administration and associated issues. In addition to being professional, diligent and efficient, the Rentstart team are a joy to deal with and I look forward to a long and mutually beneficial association with them.”

Our Community

Another key focus for us last year was to form greater connections with our local community.

Not only have more local companies become involved with meeting clients, giving job advice and sending teams of volunteers to help renovate properties, but other local groups are also now joining in - from schools to churches and interested local individuals. We have also hosted two "homelessness summits", where local members of the public could ask questions about the rise in homelessness locally, and learn about our work. Some of our current and former clients came to share the impact that we have had on their lives, and we will be building on this area as we continue to forge new links in our community.

We aim to capitalise on this going forwards, we know that there are many skills held not only by our volunteers, but also by our clients, and by working together, within our community we will be able to help our clients to feel a real part of their local area.

“ Having become aware of Elmbridge Rentstart as a result of contact with a homeless gentleman, I was sufficiently impressed to become a volunteer. The role is very interesting working mainly in the capacity of befriending and mentoring but also into other areas as needed. The charity is well run, has a tight focus and a clear vision all of which serves to provide a high level of service to its clients. I am very happy to be a part of it! ”



Looking forwards

Our report this year shows us where we can do more to have real impact. We have three main aims for the year ahead:

- To expand our very successful work supporting rough sleepers, we aim to recruit and train an additional former client who will work with our existing Outreach Worker.
- To expand our property work, we are still short of homes for our clients and will build our capacity to manage more properties enabling us to house more local homeless people.
- To build on our local community work, to spread awareness of our services, but also to increase our levels of fundraising in the communities where we are working.



Thank you

We would like to thank all of our funders and volunteers, from our local supporters and companies to the larger trusts and corporations who support our work. Over the last year we have developed new and important community links, with local companies helping us with volunteering through to our intrepid fundraising volunteers who have taken part in our runs or helped us to collect money at local stations. We truly appreciate every single one of you!

- 29th May 1961 Charitable Trust
- Brooklands College
- Dairy Crest
- Elmbridge Borough Council
- Garfield Weston
- Hillcote Trust
- The Leathersellers' Company Charitable Fund

- Lloyds TSB Foundation
- Marks and Spencer
- Marsh Christian Trust
- Pfizer
- Rayne Foundation
- Runnymede Borough Council
- Santander
- The Community Foundation for Surrey
- The F J Wallis Charitable Settlement
- Tudor Trust
- Walton Charity

Reports and Financial Statements for the Year Ended 31st March 2018

LEGAL & ADMINISTRATIVE INFORMATION

Constitution

The company was registered with Companies House in December 2013 and with the Charity Commission in April 2014 when Elmbridge Rentstart Ltd in its original form transferred its assets and liabilities to Elmbridge Rentstart (UK) Ltd. The new charity started trading effectively as of 1st April 2014.

Companies House number is 08819740.
Charity Commission number is 1156746.

Directors and Trustees

- Nigel Pacey *Chairman*
- Julian Rye *Secretary*
- Paul Tiller *Treasurer*
- Paul Doe MBE
- Christine Pockson

Each Trustee is a Member of the company as is Citizens Advice, Esher and District. Each Member's liability is restricted to £10 should the company need to be wound up. Trustees are recruited by contact with local organisations and by personal recommendation, having regard to the skills required by the Board. Before taking up their duties, they are inducted by current trustees and the Chief Executive on all aspects of the Charity's work. In addition some of our homeless clients work directly with the Board and the Chief Executive to help review procedures and policies as well as practical administrative matters. The Chief Executive runs the Charity on a day to day basis, under the supervision of individual Trustees covering different aspects of operation. Most expenditure requires two bank signatories to authorise payments, in the case of debit cards additional controls are in place.

Banks:

- CAF Bank, 25 Kingshill Avenue, West Malling ME19 4JQ
- HSBC, High Street, Walton on Thames KT12 1DD

Chief Executive: Helen Watson

Registered Offices:

Charity House, 5 The Quintet, Churchfield Road, Walton on Thames, Surrey, KT12 2TZ

Independent Examiner:

- Ms J M Swain B.Sc. (Hons) FCCA
- JM Solutions (Guildford), 13 Gatley Drive, Guildford GU4 7JJ



REPORT OF THE DIRECTORS/ TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

The Trustees are pleased to present their report together with the financial statements of the Charity for the 12 months ended 31 March 2018.

Legal and Administrative information set out on pages 1 and 2 forms part of this report. The financial statements comply with current statutory requirements of the Charity Commission and Companies House.

Objects of the Charity

The Charity is established for the relief of poverty and distress and the protection of health among persons within the borough of Elmbridge and adjoining boroughs who are homeless or at risk of becoming homeless by providing and assisting in the provision of housing, advice, support and practical assistance and by such other means as the trustees may in their absolute discretion think fit.

Organisation

The Charity is run by its members (as Trustees) in general meetings. Power may be delegated to one or more Trustees or groups of Trustees to manage the employees of the Charity and its day to day operations, subject to the overall supervision of the Trustees in general meeting. The Trustees meet in general meeting six times a year to review progress and take corrective action as required. This year the trustees have adopted a code of governance based on the Charity Commission's own code.

Investment Powers

Under its Rules, the Charity has power to invest any part of its funds in accordance with the Charity Commission guidelines.

Report of Activities

Elmbridge Rentstart (UK) Ltd is a non-profit making organisation. Our state of affairs and financial results for the year are as shown by these accounts. We operate from an office in Walton on Thames, Surrey.

The Unrestricted Income and Expenditure Fund, which finances our running costs, shows a surplus for the year of £23,082 (2017 deficit £180). The Fund totaled £68,513 at 31 March 2018 (2017 £45,431).

Our aim has remained to house and support local homeless people who are unable to access statutory support – and yet cannot find or secure a rental property without help. We not only house our clients, we provide rent in advance, deposits and then on-going training and support (with a focus on financial literacy) that enables them to become established and move on with their lives.

Over the last 12 months we have given advice to 444 people and have gone on to house 150 people. This is a significant increase on the 102 people we housed in the preceding 12 months. We are continuing to see clients who have very complex needs, with a distinct rise in mental health conditions amongst our younger clients (66% have mental health issues in the 18-25 age bracket).

Of the 150 housed:

- 37% had been rough sleepers
- 49% had mental health issues
- 8% had a criminal record
- 30% had drug and/or alcohol issues

In looking at who we have helped this year, we can see that we have connected to around the same number of people, but have housed significantly more of them. This is partly due to our own property work but is also very much due to our new Outreach Support worker who joined us in October 2017.

Our new Outreach Support worker is an ex-client who has experience of rough sleeping himself. He understands where to find rough sleeping clients, and is able to engage and empathise with them. This has meant that more of our area's rough sleepers have formally engaged with our work and are now housed and moving on in life. For reference we were able to find and help 35 rough sleepers in the preceding year, this number has risen to 56 rough sleepers this year.

Our aim is to house our clients in the private rental sector, which is a long term solution, although some need to move via more supported accommodation as they work towards this goal. We were actually able to house 62% of our clients into private rental accommodation this year, a rise on last year (58%) which is of note as these clients were more complex than in previous years. We believe we have been able to do this because of our increased client support, and also the property side of our work.

We have a real local issue of a lack of suitable, affordable properties for single people. Without housing, we cannot find people homes. We made a decision 18 months ago to start to take on properties ourselves, acting as landlord and guaranteeing the rents to the landlords. This has enabled us to take on 49 bed spaces, where we are in control of the property and can house and support clients who landlords would have traditionally refused as tenants. This side of our work has been hugely successful and is giving us far greater freedom and flexibility to house and support clients into rental properties who would previously have needed to access out of borough hostel support.

Another key focus for us last year was to form greater connections with our local community. Not only have more local companies become involved with meeting clients, giving job advice and sending teams of volunteers to help renovate properties, but other local groups are also now joining in - from schools to churches and interested local individuals. We aim to capitalise on this going forwards, we know that there are many skills held not only by our volunteers, but also by our clients, and by working together, within our community we will be able to help our clients to feel a real part of their local area.

To conclude, we have had a strong year – more people have been housed, more rough sleepers have engaged and 75% of our clients are still housed. Many have made significant progress, with 31% now in work and 27% saving a small amount each month towards their own deposit. On top of this we are now better known amongst our local community and are starting to attract new levels of both practical and volunteering support.

The Trustees are most grateful to all of our staff, volunteers and funders, without whom our work would not be possible.

Statistics for the year

	2017/18	2016/17
Total number of people contacting us for advice	444	421
Number of interventions to prevent evictions	100	180
Number of people housed and supported	150	102
Number of rough sleepers housed	56	35
Number of people in employment or training	62	40

Reserves policy

Reserves need to be held to enable an orderly winding down of the Charity's affairs in the event that adequate funding no longer is available. The Trustees have resolved that the Unrestricted Income and Expenditure Fund should be held at a level of around 50% of total annual expenditure (excluding property management expenses and claims). At 31 March 2018, the Fund held £68,513(2017 £45,431) in unrestricted reserves as well as £29,651 (2017 £29,151) within the guarantee fund which is unrestricted. This means that our total unrestricted reserves stand at £98,164(2017 £74,582.) This equates to 37% (2017 32%) of our current annual running costs (excluding property management expenses). We are aiming to broaden our range of fundraising activities, particularly by expanding our community fundraising activities, during 2018/19 and will continue to aim for a reserves level of around 50% of running costs.

The Rent Guarantee Fund totals £39,541 (2017 £39,366) (See note 9) of which £9,890 (2017 £10,215) is restricted. We are currently holding other restricted reserves of £36,104 (2017 £11,564) which are to be spent on specific projects during 2018/19.

Risk Management

The Trustees regularly review the risks to which the Charity is exposed. A detailed risk analysis was carried out during the year. The principal areas of risk are as follows:

- Loss of key management
- Loss of core funding
- Excessive guarantee claims
- Risk to staff in dealing with clients
- Loss of office accommodation

The Trustees are satisfied that appropriate action has been taken to minimise the risks to the Charity and its staff.

Future Development

Our future development will focus on three areas:

- To expand our Outreach Worker service. We have seen huge success in this area this year and plan to recruit and train a second Outreach Worker who will also have personal experience of homelessness. This will enable us to continue engaging and working with rough sleeping clients, and enable support to be given both on the streets and once clients have engaged with our services.
- To continue to expand our property work. We still need to source additional bed spaces to house all those who are seeking support. We will aim to take on an additional 15 bed spaces next year.
- To continue to build links within our community. We have seen success this year, but need to keep growing this side of our work to include volunteering, public relations and fundraising from within our local community. We have planned to employ a part time post to manage this side of our work going forwards.

Trustees

Details of Trustees are set out on page 2 of this report. All members are Trustees and therefore there are no elections to the Trustee Board. There have been no changes in the trustees during the year.

Public Benefit Statement

The Trustees are satisfied that these activities are carried out for the public benefit, having due regard for the guidance given by the Charity Commission. All Board Members give their time freely and no remuneration was paid to Board Members. The Charity has Trustee liability insurance cover.

Trustees' Responsibilities in relation to the Financial Statements

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 Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements, the Trustees are required to:


- Select suitable accounting policies and then apply them consistently;
- Make judgments and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charity Commission. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examination

Ms. Joan Swain has agreed to carry out an Independent Examination of the accounts for the year ended 31st March 2018.

ON BEHALF OF THE TRUSTEES


Julian Rye – Secretary
Date: 17.6.2018

Report of the Independent Examiner at 31 March 2018

I report on the financial statements of Elmbridge Rentstart (UK) Limited charity number 1156746 for the year ended 31 March 2018 as set out on pages 1 to 16.

Respective responsibilities of the Charity and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (The Charities Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

It is my responsibility to:

- examine the accounts under section 145 of The Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act) and
- to state where particular matters have come to my attention.

Basis of Independent Examiner's Report

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

Independent Examiner's Statement

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

- accounting records were not kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records; or;
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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;
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

Independent Examiner:

Joan Swain B.Sc.(Hons) FCCA

 chartered Certified Accountants

Dated: 17/6/18

Ms J M Swain B.Sc.(Hons) FCCA

JMSolutions (Guildford)

13 Gatley Drive, Guildford GU4 7JJ

STATEMENT OF FINANCIAL ACTIVITIES Including INCOME & EXPENDITURE ACCOUNT YEAR ENDED 31 MARCH 2018

Incoming Resources

	Note	Restricted 2018	Unrestricted 2018	Total 2018	Total 2017
Statutory Funding		0	26,240	26,240	27,090
Charitable Trust Income		165,076	34,160	199,236	124,558
Donations		0	26,946	26,946	19,366
Total Charitable Contributions and grants		165,076	87,346	252,422	171,014
Income from investments (bank) interest		0	815	815	922
Income from Rental properties			360,163	360,163	258,839
Total Incoming resources		165,076	448,324	613,400	430,775

Resources Expended

Charitable Activities	3	135,361	108,189	243,550	221,249
Cost of Generating Funds		5,000	15,136	20,136	12,609
Cost of Property rentals			300,734	300,734	234,131
Governance and support costs	4	0	1,183	1,183	813
Total Resources Expended		140,361	425,242	565,603	468,802

Net (resources expended)		24,715	23,082	47,797	(38,027)
Incoming resources					
Total Funds Brought Forward		50,930	45,431	96,361	134,388
Total Funds Carried Forward		75,645	68,513	144,158	96,361

BALANCE SHEET AT 31 MARCH 2018

	Notes	31 March 2018	31 March 2017
		£	£
Current Assets			
Debtors	6	6,922	1,196
Cash At bank and in hand	5	143,494	99,566
		<u>150,416</u>	<u>100,762</u>
Creditors			
Amounts falling due within one year	7	6,258	4,401
Total Net Assets		144,158	96,361
Financed by:			
Guarantee Fund			
Restricted Fund	9	9,890	10,215
Unrestricted Fund		29,651	29,151
		<u>39,541</u>	<u>39,366</u>
Income and Expenditure Funds			
Restricted Funds	8	36,104	11,564
Unrestricted Funds	8	68,513	45,431
		<u>104,617</u>	<u>56,995</u>
Total Funding		144,158	96,361

Note: total unrestricted funds are £98,164 at 31st March 2018 (£74,582 at 31st March 2017)

STATEMENT OF CASH FLOWS YEAR ENDED 31st MARCH 2018

	2018	2017
Cash Flows from operating activities		
Net cash provided by (used in) unrestricted operating activities	£22,267	(£717)
Interest from bank deposits	£815	£537
Change in cash and cash equivalents in the reporting period	£43,928	(£33,262)
Cash and cash equivalents at the beginning of the period		
Cash and cash equivalents at the end of the period	£143,494	£99,566

RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2018	2017
Net income (expenditure) to net cash flow from unrestricted operating activities	£22,267	(£717)
Net income from financing activities	£815	£537
Adjustments for:		
Increase (decrease) in restricted funds carried forward	£24,540	(£38,678)
(Increase)decrease in working capital	(£3,869)	£4,765
Increase (decrease) in Guarantee Fund	£175	£831
Net Cash provided by (used in) operating activities	£43,928	(£33,262)

For the year ending 31.03.2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to smaller companies and in accordance with the Charity Commission as gross income is less than £1,000,000.

- 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 smaller companies 'regime'.

Signed:

Chairman *N.S. Pacey*

Treasurer *P.J. Tiller*

NOTES TO THE FINANCIAL STATEMENTS

1. Accounting Policies

Accounting Concept

The financial statements have been prepared in accordance with the Charity Commission guidelines under the Charities Act 2011.

Basis of Accounting

The financial statements have been prepared in accordance with accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102 and the Companies Act 2006.

Tangible fixed assets

Furniture, computers and office equipment are written off in the year of purchase unless they are individually over £1000 and will serve for more than 3 years.

Taxation

The Charity has been accepted by the HM Customs & Excise as having charitable status. Accordingly, no charge to tax arises on these accounts

Investment income

Investment income represents gross income derived from investments held and is accounted for on a received basis.

Donations and other forms of voluntary income

Income from donations, fundraising and other voluntary income are accounted for on a received basis.

Basis of allocation of costs

The allocation of costs between the various headings is determined by the members of the Charity based on their experience of the Charity's operations. Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Pensions

The Charity introduced an Auto Enrolment pension scheme on January 1st 2016 with NEST as the provider. The charity contributes 1% of salary to the scheme. As of April 1st 2018 the employer's contribution will be 2%.

Claims

Claims have been recognised on an arising basis.



YEAR ENDED 31 MARCH 2018

2. Analysis of Income

Restricted Income

	2017/2018	2016/2017
Commonweal Housing Solutions	40,000	20,000
Lloyds TSB Foundation	24,000	24,000
Awards for All	8,800	0
Mrs Smith & Mount Trust	5,000	0
Rayne Foundation	15,000	15,000
St James' Place Foundation	10,000	0
Surrey Community Foundation	8,640	10,306
Office of the Police and Crime Commissioner	5,000	0
Santander Foundation	0	5,000
Tudor Trust	15,000	15,000
Walton Charity	10,000	0
Rent in Advance Fund	2,136	2,420
Other Grants	21,000	12,000
Interest re Guarantee Fund	500	1,967
Total	165,076	105,693

Unrestricted Income

	2017/2018	2016/2017
Property Management Income	360,163	258,839
Community Fundraising and other donations	26,946	19,366
Elmbridge Borough Council	23,740	21,490
Garfield Weston Foundation	20,000	15,000
Runnymede Borough Council	3,000	5,600
Santander Foundation	5,000	0
Grants less than £5,000	9,160	4,250
Interest Income	128	537
Total	448,137	325,082

Grand Total Income

613,213 **430,775**

3. Analysis of Expenditure

	Restricted	Unrestricted	Total 2017/2018	Total 2016/2017
Salaries	121,960	71,581	193,541	185,602
Travel/Training	0	5,844	5,844	2,314
Office costs	0	9,273	9,273	9,111
Communications & IT	10,306	12,061	22,367	6,232
Rent	0	7,500	7,500	7,126
Insurance	0	625	625	444
Project Expenses	1,180	1,305	2,485	2,485
Fundraising	0	8,846	8,846	11,232
Community fundraising	5,000	6,290	11,290	1,377
Property Management expenses	0	300,734	300,734	234,131
Rent in advance	1,590	0	1,590	6,800
Claims	325	0	325	1,135
Governance	0	1,183	1,183	813
Total	140,361	425,242	565,603	468,802

4. Support Costs

	2017/2018	2016/2017
Independent Examiner fee	500	500
Other	1,090	313
Total	1,590	813

5. Cash at bank and in hand

	2016/2017	2015/2016
Cash at bank – operating fund	103,852	60,199
Cash at Bank – guarantee fund	39,541	39,366
Cash at Bank Client Account	1	1
Cash in hand	100	0
Total	143,494	99,566

6. Debtors

	2017/2018	2016/2017
Rents due	0	0
Prepaid Expenses	2,922	625
Other	4,000	572
Total	6,922	1,197

7. Creditors

	2017/2018	2016/2017
Other Creditors	6,258	4,401
Total	6,258	4,401

8. Restricted and Unrestricted Funds Analysis

	Balance 31-Mar-17	Income	Expense	Balance 31-Mar-18
Commonweal Housing Solutions	0	40,000	40,000	0
Guarantee Fund	39,366	500	325	39,541
Lloyds TSB Foundation	0	24,000	21,000	3,000
Rayne Foundation	0	15,000	15,000	0
Awards for All	0	8,800	0	8,800
Mrs Smith & Mount Trust	0	5,000	0	5,000
Rent in Advance (incl Walton Charity)	1,258	7,136	1,590	6,804
St James' Place Foundation	0	10,000	10,000	0
Surrey Community Foundation	10,306	8,640	18,946	0
OPCC	0	5,000	0	5,000
Tudor Trust	0	15,000	7,500	7,500
Walton Charity	0	5,000	5,000	0
Other	0	21,000	21,000	0
Total Restricted Funds	50,930	165,076	140,361	75,645
Unrestricted Funds	45,431	448,137	425,242	68,326
Total	96,361	613,213	565,603	143,971

9. Guarantee Fund

The Guarantee Fund is part restricted and part unrestricted in its application. The restricted fund may, under the terms imposed by the donors, only be used in meeting claims under guarantees. Funds from the Unrestricted Income & Expenditure Fund have been allocated to the Guarantee Fund by the Trustees. Accordingly such funds may be used for other purposes at the discretion of the Trustees. Claims are paid from the restricted fund in the first instance.

The total value of rent deposit guarantees issued during the year was £49,475 (2017 £32,006). At 31 March 2018, the value of guarantees outstanding was £22,555 (2017 £17,030). Claims may be made against the outstanding guarantees in the current year.

10. Trustees expenses

There were no expenses claimed by trustees..

11. Paid employees

No employees received employee benefits for the reporting period in excess of £60,000. The employer's contributions to the employees' pensions totaled £1,266 in the year (2017 £1,220). This cost is included in the salaries cost on the SOFA. The basis for allocating between Restricted and Unrestricted funds is allied to the value of the grants received and agreed budget and whether or not the grant is specific to a particular project. The average number of employees was 8 (2017: 8).



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