

Charity Registration No. 1006386

Company Registration No. 02642776 (England and Wales)

**CANTERBURY HOUSING ADVICE CENTRE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

# **CANTERBURY HOUSING ADVICE CENTRE**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Trustees</b>	P D Ash (Resigned 26 May 2020) H A Bowerbank (Resigned 16 March 2020) V R Gambling N S R Jackson J King T L O'Sullivan N Piska S E Slowe M Taranda (Resigned 23 November 2019) P M Wrynne (Appointed 30 September 2019)
<b>Charity number</b>	1006386
<b>Company number</b>	2642776
<b>Registered office</b>	2nd Floor 24 Burgate Canterbury Kent CT1 2HA
<b>Independent examiner</b>	M Wilkes FCA Wilkins Kennedy Audit Services Delandale House 37 Old Dover Road Canterbury Kent CT1 3JF
<b>Banker</b>	CAF Bank Limited 25 Kings Hill Avenue West Malling ME19 4JQ
<b>Key management personnel</b>	J King, Trustee N S R Jackson, Trustee V R Gambling, Trustee T L O'Sullivan, Trustee N Piska, Trustee P M Wrynne, Trustee S E Slowe, Trustee P Wilkinson, Manager

# **CANTERBURY HOUSING ADVICE CENTRE**

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# CANTERBURY HOUSING ADVICE CENTRE

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2020

The Trustees present their annual report together with the audited financial statements of the charity for the year ended 31 March 2020. The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity'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 (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

## OBJECTIVES AND ACTIVITIES

### a. Policies and objectives

To relieve poverty and homelessness among persons in need within Canterbury and its surrounding areas and assist those persons who are dispossessed of their accommodation for whatever reason to find alternative accommodation.

### b. Main activities undertaken to further the charity's purposes for the public benefit

All of our charitable activities focus on helping to relieve poverty and homelessness and are undertaken to further our charitable purpose for the public benefit.

## ACHIEVEMENTS AND PERFORMANCE

### a. Review of activities

In this year we helped and advised 2,590 people to resolve their housing problems including finding new accommodation : 33% were families with dependent children; 48% were disabled (of which 50% said that they had mental health problems); 14% were unemployed and 22% were employed. 1,687 were new users of our service and 903 were returning individuals.

Of these 2,590 people we did work preventing homelessness with 2,291 people. 56% of this work was preventing service users from losing their existing accommodation or helping them with problems where they lived. Where it was not possible to help people to keep their accommodation, we advised and helped them to move into alternative accommodation in the private rented, voluntary or social housing sectors.

The estimated annualised financial gains to our service users totalled £299,379.

The estimated annualised savings to Canterbury City Council and, consequently, to the taxpayer were £215,314 through reduced rent arrears, increased council tax revenue and monies saved through not having to accommodate homeless people in Bed & Breakfast or other temporary accommodation.

A Canterbury City Council Report on our work in June 2015 calculated that the Social Return on the Council's investment in us was £9.41p for every £1 of grant funding that we received from the Council.

## FINANCIAL REVIEW

Income for the year increased to £149,361 from £101,373 in 2019. This was in part due to a three year grant from the Garfield Weston Foundation for £45,000. This grant of £15,000 pa for three years from 1 April 2019 was funding for half of the cost of a caseworker and other running costs to prevent homelessness and to reduce poverty, disadvantage and social exclusion for residents in the Canterbury City Council district. Expenditure of £116,846 was at a similar level to 2019 (£115,279).

The Balance sheet shows an increase in net of assets from £61,959 to £94,474, but includes £32,298 of restricted fund income to be spent in future years.

# CANTERBURY HOUSING ADVICE CENTRE

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2020

#### a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity 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.

The Trustees do not consider that the Covid 19 pandemic will affect the charity's ability to continue as a going concern

#### b. Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure, together with amounts to cover redundancies and dilapidations, should the need arise. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Unrestricted funds at 31 March 2020 totalled £62,176 (2019: £44,874).

Restricted funds at 31 March 2020 totalled £32,298 (2019: £17,085).

Total funds at 31 March 2020 totalled £94,474 (2019: £61,959).

#### c. Post Balance Sheet Events

The onset of COVID 19 pandemic and the associated economic turmoil will have an impact on aspects reported in the Charity's annual report, although the income for the charity comes in the form of grants to provide services and these are expected to be continued to be received in the current climate.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

#### a. Constitution

Canterbury Housing Advice Centre is a company limited by guarantee and is governed by its Articles of Association. It is registered as a charity with the Charity Commission.

#### b. Method of appointment or election of Trustees

Appointment of trustees is made at the annual general meeting by election. According to the needs of Canterbury Housing Advice Centre trustees may also be co-opted in the period between annual general meetings. Any trustee so appointed shall hold office only until the next annual general meeting and then shall be eligible for re-election.

#### c. Policies adopted for the induction and training of Trustees

Appointment of trustees is made at the annual general meeting by election. According to the needs of Canterbury Housing Advice Centre trustees may also be co-opted in the period between annual general meetings. Any trustee so appointed shall hold office only until the next annual general meeting and then shall be eligible for re-election.

#### d. Organisational structure and decision making

The company was incorporated on 3 September 1991 and registered as a charity on 27 November 1991. The company was established under a Memorandum of Association, as amended by special resolution on 4 May 1994, which established the object and powers of a charitable company, and is governed under the Articles of Association.

#### e. Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

# CANTERBURY HOUSING ADVICE CENTRE

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

### TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 incoming resources and application of resources of the charity 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 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

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 1 July 2020 and signed on their behalf by:



**N Piska**  
Trustee

# **CANTERBURY HOUSING ADVICE CENTRE**

## **INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2020**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CANTERBURY HOUSING ADVICE CENTRE (the "company")**

I report on the accounts for the year ended 31 March 2020.

#### **Responsibilities and basis of report**

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

Having satisfied myself that the 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 your charity's accounts as 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 confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or  
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  
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 to the UK (FRS 102).

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



**M A Wilkes (FCA)**  
**Wilkins Kennedy Audit Services**  
Delandale House, 37 Old Dover Road, Canterbury, Kent, CT1 3JF

Date: 6 July 2020

## CANTERBURY HOUSING ADVICE CENTRE

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

Notes	Year ended 31 March 2020			Year ended 31 March 2019		
	Unrestricted funds £	Restricted funds £	Total £	(as restated) Unrestricted funds £	(as restated) Restricted funds £	Total £
<b>Income from:</b>						
Donations and legacies	28,162	63,000	91,162	14,734	8,521	23,255
Grants for services provided under contract	-	57,862	57,862	10,000	67,862	77,862
Investments - Deposit account interest	337	-	337	256	-	256
<b>Total income</b>	<b>28,499</b>	<b>120,862</b>	<b>149,361</b>	<b>24,990</b>	<b>76,383</b>	<b>101,373</b>
<b>Expenditure on:</b>						
Charitable activities	11,197	105,649	116,846	53,683	61,596	115,279
<b>Net income/(expenditure) for the year</b>	<b>17,302</b>	<b>15,213</b>	<b>32,515</b>	<b>(28,693)</b>	<b>14,787</b>	<b>(13,906)</b>
<b>Transfer between funds</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>4,980</b>	<b>(4,980)</b>	<b>-</b>
<b>Fund balances</b>						
At 1 April 2019	44,874	17,085	61,959	68,587	7,278	75,865
<b>At 31 March 2020</b>	<b>62,176</b>	<b>32,298</b>	<b>94,474</b>	<b>44,874</b>	<b>17,085</b>	<b>61,959</b>

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

All income and expenditure derive from continuing activities.

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



# CANTERBURY HOUSING ADVICE CENTRE

## BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	2020 £	(as restated) 2019 £	(as restated) 2019 £
<b>Current assets</b>					
Debtors - Prepayments		2,500		2,500	
Cash at bank and in hand		95,747		63,192	
		<u>98,247</u>		<u>65,692</u>	
<b>Creditors: amounts falling due within one year</b>	7	<u>(3,773)</u>		<u>(3,733)</u>	
Net current assets			<u>94,474</u>		61,959
<b>Net assets</b>			<u>94,474</u>		<u>61,959</u>
<b>Funds</b>					
Restricted funds	8		32,298		17,085
Unrestricted funds			62,176		44,874
			<u>94,474</u>		<u>61,959</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

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

The financial statements were approved by the Trustees on 1 July 2020.

N Piska  
Trustee

Company Registration No. 02642776

# **CANTERBURY HOUSING ADVICE CENTRE**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**

### **1. Accounting policies**

#### **1.1 Charity information**

Canterbury Housing Advice Centre is a private company limited by guarantee incorporated in England and Wales. The registered office is 2nd floor, 24 Burgatem Canterbury, Kent, CT1 2HA. The company is a company limited by guarantee.

#### **1.2 Basis of preparation of financial statements**

The charity constitutes a public benefit entity as defined by FRS 102. 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 (FRS 102) issued on 16 July 2014, the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015 updated for bulletin 1.

The financial statements are prepared on a going concern basis under the historical cost convention.

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

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### **1.3 Going concern**

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

The Trustees do not consider the impact of Covid 19 will affect the charity's ability to continue as a going concern.

#### **1.4 Charitable funds**

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

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

#### **1.5 Income**

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

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

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected.

#### **1.6 Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

# CANTERBURY HOUSING ADVICE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

### 1. Accounting policies (continued)

#### 1.6 Expenditure (continued)

Charitable activities comprise those costs incurred by the charitable company in the delivery of its activities and for its beneficiaries. It includes both costs allocated directly to such services activities and those costs of an indirect nature necessary to support them.

#### Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are allocated on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on the basis of estimates of the proportion of time spent by staff on those activities.

#### 1.6 Cash and cash equivalents

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

#### 1.7 Operating leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

#### 1.8 Financial instruments

The has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### 1.9 Basic financial assets

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

#### 1.10 Corporation Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

#### 1.11 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

## CANTERBURY HOUSING ADVICE CENTRE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

2. Donations and legacies	Unrestricted funds £	Restricted funds £	Total 2020 £	2019 £
Donations and gifts	5,507	-	5,507	9,234
Grants receivable (see below)	22,655	63,000	85,655	14,021
	<b>28,162</b>	<b>63,000</b>	<b>91,162</b>	<b>23,255</b>
<b>Grants receivable</b>				
Clarke Family Fund	-	-	-	3,000
Co-operative Community Fund	3,655	-	3,655	-
Garfield Weston Foundation	-	45,000	45,000	-
R G Hills Charity	-	-	-	2,500
Kent Community Foundation Lawson Trust	4,000	-	4,000	-
London Legal Support Trust	10,000	-	10,000	-
Mrs Smith & Mount Trust	5,000	-	5,000	-
National Lottery Awards	-	-	-	7,287
Nationwide	-	18,000	18,000	-
Whitehead Monckton Charitable Foundation	-	-	-	1,234
	<b>22,655</b>	<b>63,000</b>	<b>85,655</b>	<b>14,021</b>
<b>3. Expenditure on charitable activity:</b>				
<b><i>Relief of poverty and homelessness</i></b>			<b>2020</b>	<b>2019</b>
			£	£
<b>Direct costs</b>				
Staff costs			90,652	88,219
Publications			2,952	3,092
Deposit fund assistance			-	1,350
			<b>93,604</b>	<b>92,661</b>
Share of support costs (see note 4)			22,332	19,853
Share of governance costs - Independent Examiners Fee			910	2,442
			<b>116,846</b>	<b>114,956</b>
<b>4. Support costs</b>				
			<b>2020</b>	<b>2019</b>
			£	£
Rent			11,407	11,836
Property costs			5,517	3,593
Office costs			4,327	3,567
Other costs			1,081	857
			<b>22,332</b>	<b>19,853</b>

## CANTERBURY HOUSING ADVICE CENTRE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

#### 5. Trustees

The Trustees did not receive any remuneration, benefits or received reimbursed of expenses in either the current or previous year.

#### 6. Employees

##### Number of employees

The average monthly number of employees during the year was:

	2020 number	2019 number
Charitable activities	2	2
Management	1	1
	<u>3</u>	<u>3</u>

##### Employment costs

	2020 £	2019 £
Wages and salaries	85,476	83,169
Social security costs	5,176	5,050
	<u>90,652</u>	<u>88,219</u>

There were no employees whose annual remuneration was £60,000 or more.

The remuneration of the key management personnel totalled £33,799 (2019: £33,068).

#### 7. Creditors: amounts falling due within one year

	2020 £	2019 £
Taxation and social security	2,893	2,893
Accruals and deferred income	880	840
	<u>3,773</u>	<u>3,733</u>

## CANTERBURY HOUSING ADVICE CENTRE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

#### 8. Restricted funds

##### CURRENT YEAR

	Balance at 01 Apr 19 £	Income £	Expenditure £	Transfers £	Balance at 31 Mar 20 £
Access to Justice Foundation Fund	7,500	-	(7,500)	-	-
Garfield Weston Foundation Fund	-	45,000	(15,000)	-	30,000
Canterbury City Council Deposit Fund	2,298	-	-	-	2,298
Outreach Service Fund	7,287	-	(7,287)	-	-
Nationwide Fund	-	18,000	(18,000)	-	-
Advice Services Fund	-	57,862	(57,862)	-	-
	<b>17,085</b>	<b>120,862</b>	<b>(105,649)</b>	<b>-</b>	<b>32,298</b>

##### PRIOR YEAR

	Balance at 01 Apr 18 £	Income £	Expenditure £	Transfers £	(as restated) Balance at 31 Mar 19 £
Access to Justice Foundation Fund	-	10,000	(2,500)	-	7,500
Rent in Advance Fund	4,980	-	-	(4,980)	-
Canterbury City Council Deposit Fund	2,298	-	-	-	2,298
Outreach Service Fund	-	7,287	-	-	7,287
Housing Law and Practice Publication Fund	-	1,234	(1,234)	-	-
Advice Services Fund	-	57,862	(57,862)	-	-
	<b>7,278</b>	<b>76,383</b>	<b>(61,596)</b>	<b>(4,980)</b>	<b>17,085</b>

# **CANTERBURY HOUSING ADVICE CENTRE**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**

### **8. Restricted Funds (continued)**

#### **Access to Justice Foundation Fund**

This grant was funding for part of the cost of the salaries of our two caseworkers to prevent homelessness and to reduce poverty and disadvantage for residents in the Canterbury City Council district. The target for this grant was to assist 100 individuals in the period from 1 January 2019 to 31 December 2019.

#### **Garfield Weston Foundation Fund**

This grant of £15,000 pa for three years from 1 April 2019 to 31 March 2022 was funding for half of the cost of a caseworker and other running costs to prevent homelessness and to reduce poverty, disadvantage and social exclusion for residents in the Canterbury City Council district. The target for this grant was to prevent the homelessness of 75 people every year for three years.

#### **Canterbury City Council Deposit Fund**

Used to enable homeless people, or people threatened with homelessness, to get accommodation usually by providing money for a deposit but also for other financial help to achieve this aim.

#### **Outreach Service Fund**

Grant from National Lottery Awards for All to pay for our Outreach Project in Whitstable and Herne Bay every Wednesday. Our Outreach Project takes our service to these towns one day every week to avoid the need for residents of those two towns to travel to Canterbury to access our help and advice. This grant pays for the total cost of this project including the worker's salary, the cost of hiring the premises and travel costs for the year from 1 April 2019 to 31 March 2020.

#### **Nationwide fund**

This grant of £18,000 pa was funding for half of the cost of the salary of a caseworker and other running costs to prevent homelessness and to reduce poverty, disadvantage and social exclusion for residents in the Canterbury City Council district. The target for this grant was to prevent the homelessness of 90 people for the year from 1 April 2019 to 31 March 2020.

#### **Advice Services Fund**

This contract is with Canterbury City Council to provide Welfare Rights and Housing Advice services for the Council. It is between Canterbury City Council and Canterbury Citizens Advice. With the knowledge and consent of Canterbury City Council we have a sub-contract agreement with Canterbury Citizens Advice for the supply of the Housing Advice services required in this contract.

### **9. Related party transactions**

There were no disclosable related party transactions during the year (2019 - none).

### **10. Company limited by guarantee**

The charity is limited by guarantee and accordingly has no share capital. The liability guaranteed by each member is £1.

### **11. Post balance sheet event**

Subsequent to the period end, governments in Europe, China, the UK and elsewhere have taken unprecedented measures to suppress the spread of Covid-19. The Trustees have assessed the operational and financial impact on the charity in the Trustees' Annual Report on page 3 and in the going concern statement at note 1.2.