

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 2021**

# **CANTERBURY HOUSING ADVICE CENTRE**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Trustees</b>	P D Ash (Resigned 26 May 2020) V R Gambling N S R Jackson J King T L O'Sullivan N Piska S E Slowe P M Wrynn
<b>Charity number</b>	1006386
<b>Company number</b>	02642776
<b>Registered office</b>	2nd Floor 24 Burgate Canterbury Kent CT1 2HA
<b>Independent examiner</b>	M Wilkes FCA Azets 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>	P Wilkinson, Manager

# **CANTERBURY HOUSING ADVICE CENTRE**

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# CANTERBURY HOUSING ADVICE CENTRE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the audited financial statements of the charity for the year ended 31 March 2021. 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 2,563 people to resolve their housing problems including finding new accommodation : 32% were families with dependent children; 51% were disabled (of which 51% said that they had mental health problems). In this year we helped and advised 2,563 people to resolve their housing problems including finding new accommodation: 32% were families with dependent children; 51% were disabled (of which 51% said that they had mental health problems); 43% were unemployed or long term sick and 20% were employed. 1,362 were new users of our service and 1,201 were returning individuals.

Of these 2,563 people we did work preventing homelessness with 2,403 people. 50% 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 £366,175. The estimated annualised savings to Canterbury City Council and, consequently, to the taxpayer were £237,840 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.

### FINANCIAL REVIEW

Income for the year increased to £165,051 from £149,361 in 2020. Expenditure for the year was £126,701 (2020 - £116,846) resulting in a surplus for the year of £38,350 (2020 - £32,515).

The Balance sheet shows an increase in net of assets from £94,474 to £132,824, but includes £37,424 (2020 - £32,298) of restricted fund income to be spent in future years.

# **CANTERBURY HOUSING ADVICE CENTRE**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

### **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.

As Trustees we make the following assessment in respect of a period of one year from the date of approval of these financial statements.

In our original budget for the financial year 2020-21, we did not know that COVID was going to hit. Once we became aware of this, we reviewed our budget and looked at contingency plans. We applied for and successfully secured, various funding awards and as a result we now have enough funds to stay open until at least 31/03/2022. We are confident that COVID has not impacted our income and instead, 2020-2021 has been one of our strongest in terms of secured funding, to-date.

### **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 at least three months' budgeted expenditure and ideally to six months' budgeted expenditure, which is approximately £50k (2020 - £50k), together with amounts to cover redundancies and dilapidations, should the need arise (Estimated at £43k (2020 - £39k)). Expenditure will be based on a pro-rata of our current financial year's expenditure budget. The Trustees consider that reserves at this level (£93k (2020 - £89k)) 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 2021 totalled £95,400 (2020: £62,176).

Restricted funds at 31 March 2021 totalled £37,424 (2020: £32,298).

Total funds at 31 March 2021 totalled £132,824 (2020: £94,474).

### **c. Post Balance Sheet Events**

The continuation of the COVID-19 pandemic and the associated economic turmoil will continue to 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.

### **d. Future Developments**

In light of covid-19, the extent to which we offer face-to-face meetings and in particular our outreach services in Herne Bay and Whitstable is being kept under constant review to ensure safety to staff, volunteers and clients, but we continue to offer services remotely by telephone and email. As lockdowns abate and the moratorium on evictions is lifted we are expecting a rise in demand for our services. In this regard we are keeping under review extending our paid staff on a temporary basis to meet demand, and have been budgeting for this. We continue to review office protocols to move from a paper-based system to an online system, and to this end are updating our IT hardware and software as finances allow.

## **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.

# CANTERBURY HOUSING ADVICE CENTRE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

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

When a new Trustee joins Canterbury Housing Advice Centre they are first introduced to the existing Trustees and staff members. The Trustees are informed of what is expected of them and made aware of their legal obligations. To assist them they are issued with a copy of the latest edition of "The Essential Trustee: What you need to know" to give them a guide of what is expected. A copy of "The Essential Trustee" is also given to existing trustees as and when a new edition is updated.

### 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.

## 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.

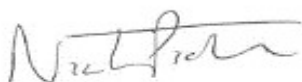
The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and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

### Independent Examiners

On 7 September 2020 Group Audit Service Limited trading as Wilkins Kennedy Audit Services changed its name to Azets Audit Services Limited. The name they practice under is Azets Audit Services and accordingly they have signed their report in their new name.

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 14 June 2021 and signed on their behalf by:



**N Piska**  
Trustee

# **CANTERBURY HOUSING ADVICE CENTRE**

## **INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2021**

### **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 2021.

#### **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.

*Azets Audit Services*

**M A Wilkes (FCA)**

**Azets Audit Services**

Delandale House, 37 Old Dover Road, Canterbury, Kent, CT1 3JF

Date: 23 August 2021

## CANTERBURY HOUSING ADVICE CENTRE

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Year ended 31 March 2021			Year ended 31 March 2020		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		funds £	funds £		funds £	funds £	
<b>Income from:</b>							
Donations and legacies	2	22,044	85,053	107,097	28,162	63,000	91,162
Grants for services provided under contract		57,862	-	57,862	57,862	-	57,862
Investments - Deposit account interest		92	-	92	337	-	337
<b>Total income</b>		<b>79,998</b>	<b>85,053</b>	<b>165,051</b>	<b>86,361</b>	<b>63,000</b>	<b>149,361</b>
<b>Expenditure on:</b>							
Charitable activities	3	46,774	79,927	126,701	69,059	47,787	116,846
<b>Net movement in funds</b>		<b>33,224</b>	<b>5,126</b>	<b>38,350</b>	<b>17,302</b>	<b>15,213</b>	<b>32,515</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward		62,176	32,298	94,474	44,874	17,085	61,959
<b>Total funds carried forward</b>		<b>95,400</b>	<b>37,424</b>	<b>132,824</b>	<b>62,176</b>	<b>32,298</b>	<b>94,474</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 2021

	Notes	2021 £	2021 £	2020 £	2020 £
<b>Current assets</b>					
Debtors - Prepayments		2,500		2,500	
Cash at bank and in hand		<u>135,673</u>		<u>95,747</u>	
		138,173		98,247	
<b>Creditors: amounts falling due within one year</b>	6	<u>(5,349)</u>		<u>(3,773)</u>	
Net current assets			<u>132,824</u>		<u>94,474</u>
<b>Net assets</b>			<u>132,824</u>		<u>94,474</u>
<b>Funds</b>					
Restricted funds	7		37,424		32,298
Unrestricted funds			<u>95,400</u>		<u>62,176</u>
			<u>132,824</u>		<u>94,474</u>

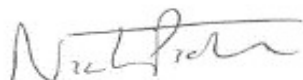
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

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 14 June 2021.



**N Piska**  
Trustee

**Company Registration No. 02642776**

# **CANTERBURY HOUSING ADVICE CENTRE**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

### **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 Burgate 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 Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees 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 is recognised at the time of the donation.

Grants and service delivery contracts are recognised once receivable.

#### **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 2021**

### **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 2021

2. Donations and legacies	Unrestricted funds £	Restricted funds £	Total 2021 £	2020 £
Donations and gifts	2,044	126	2,170	5,507
Grants receivable (see below)	20,000	84,927	104,927	85,655
	<b>22,044</b>	<b>85,053</b>	<b>107,097</b>	91,162
<b>Grants receivable</b>				
Access to Justice Foundation Community Justice Fund	-	10,823	10,823	-
Canterbury City Council	10,000	-	10,000	-
CAF : CV-19 Emergency fund	-	5,000	5,000	-
CAF : Resilience fund	-	15,563	15,563	-
Co-operative Community Fund	-	-	-	3,655
Furley Page Foundation	-	500	500	-
Garfield Weston Foundation	-	-	-	45,000
Kent Community Foundation	-	24,564	24,564	4,000
London Legal Support Trust	10,000	-	10,000	10,000
Mrs Smith & Mount Trust	-	-	-	5,000
National Lottery Community Fund	-	7,045	7,045	-
Nationwide	-	-	-	18,000
People's Postcode Lottery	-	20,000	20,000	-
Whitehead Monckton Charitable Foundation	-	1,432	1,432	-
	<b>20,000</b>	<b>84,927</b>	<b>104,927</b>	85,655
<b>3. Expenditure on charitable activity:</b>				
<b>Relief of poverty and homelessness</b>	<b>2021</b>	<b>2021</b>	2020	2020
	£	£	£	£
<b>Direct costs</b>				
Staff costs		91,099		90,652
Publications		4,392		2,952
		<b>95,491</b>		93,604
<b>Support costs:</b>				
Rent	10,415		11,407	
Building maintenance	7,468		2,000	
Utility costs	1,494		1,333	
Travel and accomodation	-		310	
Computer costs	1,921		229	
Insurances	2,102		1,956	
Printing, postage and stationery	1,061		1,441	
Telephone costs	2,653		2,515	
Professional fees	322		-	
Office costs	566		298	
Sundry expenditure	1,244		843	
<u>Governance costs:</u>				
Independent Examiner's Fee	1,964		910	
		<b>31,210</b>		23,242
		<b>126,701</b>		116,846

# CANTERBURY HOUSING ADVICE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 4. Trustees

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

### 5. Employees

#### Number of employees

The average monthly number of employees during the year was:

	2021 number	2020 number
Charitable activities	2	2
Management	1	1
	<b>3</b>	<b>3</b>

#### Employment costs

	2021 £	2020 £
Wages and salaries	86,922	85,476
Social security costs	4,177	5,176
	<b>91,099</b>	<b>90,652</b>

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

The remuneration of the key management personnel totalled £34,155 (2020: £33,799).

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

	2021 £	2020 £
Taxation and social security	2,893	2,893
Accruals and deferred income	2,456	880
	<b>5,349</b>	<b>3,773</b>

## CANTERBURY HOUSING ADVICE CENTRE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

#### 7. Restricted funds

##### CURRENT YEAR

Access to Justice Foundation Community Justice Fund	-	10,823	(10,823)	-
CAF : CV-19 Emergency Fund	-	5,000	(5,000)	-
CAF : Resilience Fund	-	15,563	(15,563)	-
Co-op Community Outreach Fund	-	126	-	126
Canterbury City Council Deposit Fund	2,298	-	-	2,298
Furley Page Foundation	-	500	(500)	-
Garfield Weston Foundation Fund	30,000	-	(15,000)	15,000
Kent Community Foundation	-	24,564	(24,564)	-
National Lottery Community Fund	-	7,045	(7,045)	-
People's Postcode Lottery	-	20,000	-	20,000
Whitehead Monckton Charitable Foundation	-	1,432	(1,432)	-

	Balance at 01 Apr 20 £	Income £	Expenditure £	Balance at 31 Mar 21 £
	-	10,823	(10,823)	-
	-	5,000	(5,000)	-
	-	15,563	(15,563)	-
	-	126	-	126
	2,298	-	-	2,298
	-	500	(500)	-
	30,000	-	(15,000)	15,000
	-	24,564	(24,564)	-
	-	7,045	(7,045)	-
	-	20,000	-	20,000
	-	1,432	(1,432)	-
	<b>32,298</b>	<b>85,053</b>	<b>(79,927)</b>	<b>37,424</b>

##### PRIOR YEAR

Access to Justice Foundation Fund	7,500	-	(7,500)	-
Canterbury City Council Deposit Fund	2,298	-	-	2,298
Garfield Weston Foundation Fund	-	45,000	(15,000)	30,000
Nationwide Fund	-	18,000	(18,000)	-
Outreach Service Fund	7,287	-	(7,287)	-

	Balance at 01 Apr 19 £	Income £	Expenditure £	Balance at 31 Mar 20 £
	7,500	-	(7,500)	-
	2,298	-	-	2,298
	-	45,000	(15,000)	30,000
	-	18,000	(18,000)	-
	7,287	-	(7,287)	-
	<b>17,085</b>	<b>63,000</b>	<b>(47,787)</b>	<b>32,298</b>

## **CANTERBURY HOUSING ADVICE CENTRE**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

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

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

This grant of £10,823 was funding towards the cost of salaries and other running costs to prevent homelessness and reduce poverty and disadvantage for residents in the Canterbury City Council district in the period from 13 October 2020 to 31 March 2021.

##### **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.

##### **CAF : Resilience Fund**

A grant of £15,563 to pay the salary of our triage worker and a small contribution to our running costs to prevent homelessness and reduce poverty and disadvantage in the six months from 1 October 2020 to 31 March 2021. The target for this grant was to directly assist 40 people.

##### **Co-op Community Outreach Fund**

A grant from the Co-op as a contribution to the cost of our Outreach Project in Herne Bay. Our Outreach Project will take our outreach service to Herne Bay one morning every week on a Thursday once Covid-19 restrictions allow. This will avoid the need for residents of Herne Bay to travel to Canterbury to access our help and advice. This grant pays towards 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 2021 to 31 March 2022.

##### **Furley Page Foundation**

A grant of £500 to purchase publications in 2020/2021.

##### **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.

##### **Kent Community Foundation Resilience Grants Fund**

A grant of £15,000 to pay the other half of the salary of our caseworker in 2020/21 to prevent homelessness and reduce poverty. The target for this grant was to assist 75 people.

##### **Kent Community Foundation KCC Resilience Grants Fund**

A grant of £9,564 towards the salary of our manager/caseworker supervisor in the period from 1 January 2021 to 31 March 2021 preventing homelessness and reducing poverty. The target for this grant was to directly assist 50 people.

##### **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.

##### **National Lottery Community Fund**

A grant of £7,045. £6,000 towards the salary of our manager/casework supervisor and a £1,045 contribution towards other running costs to prevent homelessness and reduce poverty and disadvantage for residents in the Canterbury City Council district in the period from 1 October 2020 to 31 December 2020.

##### **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.

# CANTERBURY HOUSING ADVICE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 7. Restricted Funds (continued)

#### People's Postcode Lottery

A £20,000 grant for core costs and COVID-19 response for the period 1 December 2020 to 30 November 2021. £19,000 for salary and £1,000 for IT costs. The target for this grant is to support 95 people at risk of homelessness.

#### Whitehead Monckton Charitable Foundation

A grant of £1,432 towards the cost of our annual subscription to the Sweet & Maxwell Encyclopedia of Housing Law and Practice in 2020/2021.

### 8. Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

### 9. Company limited by guarantee

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

### 10. Post balance sheet event

Subsequent to the period end, governments in Europe, China, the UK and elsewhere continue to take 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.

### 11. Operating lease commitments

#### Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, as follows:

	2021	2020
	£	£
<b>Due:</b>		
Within one year	<b>11,200</b>	12,040
Two to five years	<b>40,000</b>	44,080
After Five Years	-	10,000
	<b>51,200</b>	66,120