



Homeless Action in Barnet

**Annual Report and
Financial Statements**

31 March 2016

Company Limited by Guarantee
Registration Number
8833405 (England and Wales)

Charity Registration Number
1155559

Reference and administrative details of the charity, its directors and advisers

Directors	John Bier (Chair) Marian Cohen (Secretary) David French (Treasurer) David Howard Clare King Terry Matthews Joyce Piper Stuart Slater
Company Secretary	Joe Lee
Senior Staff	Joe Lee – Chief Executive Ian Cormack – Services Manager
Registered/Principal office	36b Woodhouse Road London N12 0RG
Office Telephone	020 8446 8400
Facsimile	020 8446 8480
e-mail	hab@habcentre.org
website	www.habcentre.org
Company registration number	8833405 (England and Wales)
Charity registration number	1155559

Reference and administrative details of the charity, its directors and advisers

Independent auditors	David Evans 33 Ludgate Hill London EC4M 7BE
Bankers	CAF Bank Limited Kings Hill West Malling Kent ME19 4TA Lloyds Bank plc 841 High Road North Finchley London N12 8PX

HAB mission statement

Our mission is to work with vulnerable people so that they gain access to housing, health and other services in order to achieve dignity; to make their own effective choices; and to express themselves as fully independent members of society. HAB should be a 'Place of Change' – enabling and facilitating practical change for individuals and promoting the needs of Homeless people within our society.

HAB vision

Our vision is a Society where all people have a safe space to call home and are valued equally whatever their personal circumstances.

HAB values

- Clients are treated with respect and empowered to achieve independence and their full potential
- We will maintain a flexible and open minded approach to the needs of our clients and to the challenges of Homelessness
- We will offer a holistic and dependable service of a high standard and providing high quality levels of support.
- We will offer an environment that is safe, welcoming and non-judgemental. Paid staff and volunteers will be welcoming, reliable, supportive and professional.
- We are committed to providing a service that reflects and meets the diverse needs of our clients, staff and other stakeholders.

Chair's Report 31st March 2016

The period since our last AGM in March 2015 has been a strange mix of highs and lows. Firstly – the bad news. HAB has suffered two significant blows to its core funding streams in the last year. Our Outreach contract with LB Barnet was cut by 40% due to financial cuts within the Council beyond our control. This led to the Board having to take the upsetting decision to restructure the Outreach team in order to retain the Contract – meaning the loss of 3 dedicated and valued members of staff. This was a painful process for all concerned and I would like to pay tribute to the professionalism of all staff involved for the manner in which this process was both delivered and received. The second major blow was the ending (from October 2015) of any funding from the Harrow & Barnet Public Health Commission. In the last year this has meant a loss of £17,500 and for the future a loss of £35,000 a year.

Fortunately the strategic decisions by the Board to grow our Fundraising efforts over the last 4 years and the increase in independent fundraising meant that despite these setbacks HAB finished the financial year to April 2016 with its books in balance. But we face a significant challenge going into 2017 to both maintain our fundraising and to establish new sources of funding from Trusts and other sources to maintain HAB's work and avoid a deficit budget.

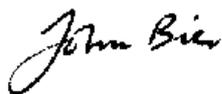
Last year also had many positives! As stated – our Fundraising has increased again with the support of many individuals and of staff commitment. HAB was one of the chosen charities for the Barnet Mayor's Appeal 2015-16 and I would like to thank Councillor Mark Shooter for his energy and support during his tenure as Mayor. We have also continued to enjoy significant support from many faith groups, from local schools, from individual donors and from local businesses. I would like to take this opportunity to thank our fundraising consultant Janine Clements for her support over the last two years as she leaves us in August for a full time post.

We have also enjoyed a positive partnership with Genesis Housing Association (on the Outreach Contract); and enjoyed an ongoing partnership with Together in Barnet who run the Winter Nightshelter provision for up to 15 clients at a time during the winter months.

HAB has continued to support over 700 individual clients and I am pleased to have an opportunity to publicly thank all of the staff and managers for their commitment, dedication and hard work. Likewise – a big thank you to the many volunteers who support HAB and who give so generously of their time and skills. Going into 2017 we will continue to look for ways to build on and support the work of volunteers in ways that can support staff and enrich the experience of clients.

HAB - a place of change – is a critical and much needed service for many vulnerable people in our Community. As Chair I am proud of the staff and the volunteers for the work that they do – as indeed are all of the Trustees. The year ahead offers great challenges – but working together we will have the resources to meet that challenge.

Signed by the Chair



John Bier

Date of Approval: 12th September 2016

Directors' Report 31st March 2016

The directors present their report together with the financial statements of Homeless Action in Barnet (HAB) for the period April 2015 to March 2016.

This report has been prepared in accordance with Part IV of the Charities Act 1993 and constitutes a directors' report for the purpose of company legislation.

The reference and administrative information set out on pages 1 and 2 forms part of this report. The financial statements comply with current statutory requirements, the charitable company's Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities – issued by the Charity Commission.

The report covers the 12 month period from April 2015 to March 2016.

Overall objective

Homeless Action in Barnet was established in 1994 and registered as an Industrial and Provident Society. In 2013 the decision was made by the Members to convert the Society to a Company Limited by Guarantee and a Registered Charity. HAB was Incorporated and registered as a Charity in January 2014.

The objects of the charitable company were defined as follows:

'To further such charitable purposes (charitable under the law of England and Wales) as the directors see fit in particular but not limited to:

- the relief of poverty;
- the relief of unemployment;
- the advancement of education and training;
- the advancement of health and well-being; and
- the relief of those in need in particular but not limited to providing support for the homeless/homeless people.

These objectives have not changed since Homeless Action in Barnet was founded. We support people who find themselves homeless or who are struggling to maintain their tenancy and keep their home. Since 1997 our work has been centred on the provision of a day centre, which has become a 'place of change' for those who need support.

HAB achieves public benefit by providing services to benefit those living within or have a connection to the London Borough of Barnet and the surrounding area. People who approach the charity from outside the area also receive help and assistance to connect with the Borough/area they already have a connection with and to make use of other more appropriate services. In this way no one seeking help is refused. While we particularly help those who are homeless we also work with the wider community to promote the purposes of the charity and to further its objects.

HAB's purpose is beneficial in that it enables people to have more control over their lives and empowers them to take their place within society. For some this is to secure accommodation and move from living on the streets. For others it is helping them to maintain their tenancy and prevent homelessness. Individuals are helped to address their health needs, further educate themselves and secure employment. Through advocacy and advice they are empowered to take more control over their lives.

Directors' Report 31st March 2016

Personal benefits will be in the form of non financial benefits or benefits in kind such as food, clothing, meals, travel expenses, toiletries etc. However, in providing services to its beneficiaries the local authority, health authority and businesses who support us also benefit either through added value or the publicity its support for the charity gives.

Trustees and members of the organisation do not receive any personal benefit from the Charity.

Principal achievements in the year

HAB has made significant advances on all areas of the aims laid out in the 2015 Annual Report. This has been achieved in the face of significant reductions to our funding from statutory agencies.

Providing core services

Our chief focus over the period has been to continue to deliver and improve the core services we offer to clients. Services are offered through the day centre and in client's homes through the floating support services.

The day centre is open Monday to Friday from 9am to 4.30pm. Clients are welcome to drop in between 9am and 3pm with breakfast and lunch available each day. Services at the day centre range from the practical such as food, showers, clothing, laundry etc. to the development of an individual support plan to help the client address their current needs. Following on from a needs assessment a member of staff will draw up a support plan with the client aimed at empowering them to take better control of their lives. For many that come to the day centre the priority is to secure accommodation.

A similar approach regarding needs assessment and support planning is also followed by the floating support service.

In partnership with the Barnet Clinical Commissioning Group, GP services are provided at the day centre. This enables clients who are not registered with their own GP to get primary health care, otherwise they would need to use Accident and Emergency Departments. In addition we also have the services of a podiatrist.

Meeting support needs

Day Centre

Between April 2015 and March 2016 the day centre assisted 589 clients who made over 10,600 visits to the centre. 509 individuals were directly supported by staff, 443 had breakfast and 516 had lunch. In that time 9240 lunches were served and 7265 breakfasts.

The demographic data tells us that 83% of clients were male and 17% female. 95% of clients had a connection with the London Borough of Barnet and 91% of clients were aged between 18 and 59.

Clients attending the day centre were seeking support for a wide range of issues. 19% identified as having a disability with 11% specifically identifying mental health. Over 61% identified as being homeless, either rough sleeping, sofa surfing or sleeping in sheds, garages, public transport or cars and vans.

Directors' Report 31st March 2016

Over the period we saw a significant increase in the number of people accessing services at the day centre.

We have continued to offer the Wellbeing Project supported by Finchley Reform Synagogue, providing a variety of workshops based around the following topics:

- Meditation
- Finding accommodation
- Living on a limited budget
- Health
- Acupuncture
- Motivation
- Law
- Self Esteem
- Careers and CV writing
- Art Group
- Computer Skills
- Benefits

The workshops were well received and recorded 356 attendances. Having such a wide range of opportunities available under one roof is a fantastic opportunity for HAB's clients to pick up skills and gain confidence while at the Day Centre. It is a testament to the hard work and drive of the Day Centre team of staff and volunteers as well as the backing of Finchley Reform Synagogue that the project is where it is now.

Hostels

For over 11 years we have worked in partnership with Barnet Homes to provide support to 19 clients living in 3 shared houses. The purpose of the project is to provide temporary accommodation while the individual clients are helped and supported to find more permanent tenancies often in the private sector.

Between April 2014 and March 2016 a total of 37 clients were resident in the houses. 79% of clients had positive outcomes with 9 finding homes in the private sector with the remainder of the 15 who had planned moves securing other accommodation. 63% of residents find permanent accommodation within 12 months. At the end of the period the hostels were at capacity.

Outreach Barnet

In 2014 HAB successfully retained the Outreach Barnet contract in Partnership with Genesis Housing Association. In October 2015 HAB received the bad news that Barnet Council/Barnet Homes had taken the decision to cut the Contract funds by 40%. HAB was faced with restructuring the delivery team or losing the Contract to meet the reduced funding. HAB responded positively to this significant challenge with efficiency and sensitivity to the staff concerned. A restructuring process was put in place that led to the loss of 3 staff members. It is a tribute to the staff and volunteers that this was achieved with minimal disruption to the service and that 'goodwill' was retained

Our service helps people maintain their accommodation by offering a range of support, which promotes independence and empowerment. Individuals are also assisted to access other services. At any one time our support officers are working with 112 clients with each of them receiving support for a maximum of 4 months.

Volunteers

We have continued to benefit from significant levels of volunteers. Following the appointment of the Senior Day Centre Worker HAB has been able to develop and build upon its work with volunteers. The last year has seen improvements to the volunteer induction and training offered to support volunteers within the Centre.

Community Support

Since HAB was founded over 20 years ago we have been supported by local community groups both through donations and with gifts in kind. This continues now that we have converted to a charitable company. The support from the local community is invaluable and we would not be able to provide the services we do without their help. The past year has also seen us continue to receive support in kind from Greggs in North Finchley, Costco in Edmonton, the Co-op Store opposite the day centre and Marks and Spencer in Temple Fortune. We have also been supported by Waitrose Community Matters. The Day Centre also receives donated food via Fairshare.

In the last year HAB has continued to develop and improve upon its communications with an enhanced website (e.g. mobile friendly website pages); through the use of Facebook and twitter; and through issuing a quarterly Newsletter to all donors and supporters (available electronically and in hard copy).

Partnership working

HAB has benefited tremendously through our partnership working. As previously noted we have been in a formal partnership with Genesis Housing Association to deliver services contracted by London Borough of Barnet. We also work closely with Barnet Homes providing services and support to those who present as homeless but are not in priority need.

Sadly our long term support from Public Health (dating back to 1997) was ended in October 2015. This amounts to a cut of £35,000pa in funding support for HAB. Currently we are reengaging with Public Health to try and secure some funding for the next 12 months to offset the loss by developing new project work and to develop new models of staff and volunteer working that will be sustainable beyond 2017.

We continue to benefit from a close partnership with Together in Barnet winter nightshelter and look forward to this continuing into the winter season 2016-17.

Fundraising

Fundraising – HAB has again had a very positive year of fundraising supported by the work of a fundraising consultant and the tremendous efforts of numerous volunteers and staff within HAB. HAB was also proud to be one of the Mayor of Barnet's chosen Charities for the Mayor Appeal 2015-16. This has helped to raise HAB's profile as well as generating approximately £10,000 towards our fundraising total. With the loss of Public Health funding and the cut to the Outreach Contract monies, the enhanced Fundraising – initiated as a strategic objective by the Board – has proved critical in enabling HAB to balance its budget in the period to April 2015

Plans for 2015-16 and beyond

Once again we have the strategic aim to improve and develop our core services. HAB will continue to look for new ways of working and new service delivery options to

Directors' Report 31st March 2016

reflect the needs of clients and in response to the challenging economic / funding environment.

HAB will continue to support volunteers and we shall explore ways of expanding the roles that volunteers can undertake to support HAB's work.

HAB will continue to build links with the local Community with a target of increasing engagement with local businesses. We shall continue to value and support our engagement with local Faith groups, schools and other significant Barnet based Organisations.

Fundraising initiatives will continue with a priority for 2016-17 being a focus upon tenders and funding bids to broaden our funding base for HAB's activities. We shall continue with fundraising events with a particular focus on celebrating HAB's 20th Anniversary in 2017. Our goal is to secure funding through a combination of Trust and other bids alongside 'event' fundraising that will offer us a stable financial footing over a 3 year period.

We will aim to build Board/Trustee ability and capacity with a continued emphasis on strategic planning and good governance.

HAB will undertake a review of the staffing structure and ways of delivering our services that will help to maximise and enhance the role of volunteers in supporting staff to deliver support to clients.

Financial Overview

Overall results for the year

Total income for the 12 months to 31st March 2016 was £437k. Income from Contracts and Service Level agreements was £345k whilst donations were £75k.

Expenditure in the period April 2015 to March 2016 was £436k. Therefore the overall result for the period was a surplus of £1k.

We would like to thank all those who have contributed to our work especially for the loyal support of our donors from the local Barnet Community.

Reserves policy

Total reserves represent about 3.5 months of expenditure at current budget levels. The directors consider this is a prudent level in view of our commitments and the current financial climate and will seek to maintain reserves level above 3 months of revenue expenditure.

Financial position

The Balance sheet shows total funds of £118k

The net book value of tangible fixed assets is £14k. Tangible fixed assets are fundamental to the charity's activities but are not readily realisable, so do not represent liquid resources available to the directors.

Further funds totalling £57k have been designated or set aside for purposes as detailed in note 11 to the accounts.

Directors' Report 31st March 2016

General funds, which represent the charity's day to day to day to day working capital, were £61k at the end of March 2016.

Structure, governance and management

Legal and administrative information

Homeless Action in Barnet (HAB) is a registered charity, Charity Registration No. 1155559, and a company limited by guarantee which holds no share capital, Company Registration No. 8833405 (England and Wales). In the event of the charitable company being wound up, members are required to contribute an amount not exceeding £1.

Membership of HAB

HAB has a current membership of 39 full members who were the original subscribers to the Memorandum of Association.

Membership falls into two categories:

- Full membership
- Associate membership

Membership is open to individuals and organisations that support the aims and objectives of HAB. Full members have voting rights and are entitled to vote at general meetings and in the appointment of directors. They can also be appointed as directors. Associate members can attend general meetings but they have no voting rights and cannot be appointed as directors.

Directors

The directors, who constitute the trustees of the charity for the purpose of charity legislation, are ultimately responsible for HAB. Directors are elected by the membership at the Annual General Meeting. They set the strategic direction and objectives of the organisation, agree the budget and are responsible for the overall management of the charity. Directors meet monthly and minutes of these meetings are made available to all members.

None of the directors received any remuneration or other financial benefit for their services during 2015-16. All directors have confirmed that they do not have, and have not had, any beneficial interest in any contract with the charity.

Staff

HAB employs a total of 13 members of staff to deliver services to clients and to provide management of the organisation. Staff employed are as follows:

- Chief Executive
- Services Manager
- 1 Senior Day Centre worker
- 2 Day Centre Support Workers
- 5 Floating Support Officers
- 1 Floating Support Assistant
- 2 Kitchen Assistants

The staff are supported by a group of volunteers

Directors' Report 31st March 2016

The charity's assets

Acquisitions and disposals of fixed assets during the year are recorded in the notes to the accounts.

Investment powers

Under the memorandum and articles of association the charity has the power to make any investment the directors believe appropriate.

Risk management

The directors regularly assess those risks, which they envisage might affect the functioning of the charity, and its ability to achieve its objectives. The Board has a risk management sub-group which meets to review the HAB Risk Register and bring proposed actions to the Board. The main risks on the Risk Register can be summarised as:

- Loss of revenue contracts
- Change of lease terms
- Inadequate Insurance cover
- Falling Donations
- Loss of Key Staff
- Loss of premises
- Physical safety of staff
- HR employers obligations
- Premises regulations
- Lack of key skills
- Failure to meet contract obligations
- Reputational risk
- Failure to build strategic relationships
- Failure to meet statutory obligations

Directors' responsibilities

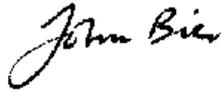
The directors (who are also trustees of Homeless Action in Barnet for the purposes of charity law) are responsible for preparing the directors' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors 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, including the income and expenditure of the charity for that period. In preparing these financial statements, the directors are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Statement of Recommended Practice (Accounting and reporting by Charities) (the Charities' SORP);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the charity will continue in operation.

The directors are responsible for keeping adequate 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 Companies Act 2006. 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.

Approved by the directors and signed on their behalf by:

A handwritten signature in black ink that reads "John Bier". The signature is written in a cursive, slightly slanted style.

John Bier
Director

Approved on: 12th September 2016

Homeless Action in Barnet (Company Registration No. 8833405 (England and Wales))

Independent examiner's report 31st March 2016

I report on the financial statements of the charitable company for the period April 2015 to March 2016, which are set out on pages 14 to 20

Respective Responsibilities of Trustees and Independent Examiner

The charity Trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

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

Basis of Independent Examiners Report

My examination was carried out in accordance with the 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 accounts form a 'true and fair' view and the report is limited in those matters set out in the statement below.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention:

- 1) Which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006,
 - to keep accounting records in accordance with section 130 of the Charities Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 -have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Evans
Independent Examiner
33 Ludgate Hill
London
EC4M 7BE

Date: 12th September 2017

Statements of Financial Activities 1st April 2015 to 31st March 2016

		Unrestricted Funds	Restricted Funds	Total Funds	2015
	Notes	£	£	£	£
Income and Expenditure					
Incoming Resources					
Grants	1	-	-	-	4,800
Contracts	1	345,208	-	345,208	444,367
Donations and Subscriptions	1	75,732	-	75,732	64,827
Other Income		17,032	-	17,032	(612)
Service Charges receivable		-	-	-	-
Bank Interest		0	-	0	28
Total Incoming Resources		437,972	-	437,972	513,410
Resources Expended					
Direct Charitable Expenditure		366,429		366,429	424,543
Fundraising and Publicity		24,308		24,308	6,240
Management and Administration		45,893		45,893	58,296
Total Resources Expended	2	436,631	-	436,631	489,079
Net Incoming Resources		1,342	-	1,342	24,331
Transfer from General Funds		-	-	-	-
Balances brought forward from prior year		116,769		116,769	92,438
Balances carried forward at 1st March 2016		118,111	-	118,111	116,769

There were no recognised gains or losses other than those included in the income and expenditure account.

The notes on pages 18 to 20 form part of these financial statements.

Balance Sheet 31st March 2016

	Notes	2016		2015	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	5		14,005		10,971
CURRENT ASSETS					
Debtors		-		-	
Cash at Bank and in Hand		116,863		118,206	
		<u>116,863</u>		<u>118,206</u>	
CREDITORS: Amounts Falling					
Due within One Year	6	12,757		12,408	
NET CURRENT ASSETS					
			104,106		105,798
TOTAL ASSETS LESS CURRENT LIABILITIES					
			<u>118,111</u>		<u>116,769</u>
CAPITAL FUNDS					
Restricted Funds					
Revenue Funds		-	-	-	-
Unrestricted Funds					
Designated Funds	8	57,000		57,000	
Other Revenue Funds	8	61,111	118,111	59,769	116,769
		<u>61,111</u>	<u>118,111</u>	<u>59,769</u>	<u>116,769</u>
Movement in Funds					
			<u>1,342</u>		<u>-</u>

For the period ended 31st March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its financial statements for the period 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 financial statements.

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

Approved by the directors and signed on their behalf by:

David French
Director

Approved by the directors on: 12th September 2016

Homeless Action in Barnet (Company Registration No. 8833405 (England and Wales))

Principle accounting policies 31st March 2016

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), and 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 for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The accounts have been prepared on an ongoing concern basis and the trustees are of the view that the charity is an ongoing concern.

Cash Flow

The financial statements do not include a cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirements to prepare such a statement under Financial Reporting Standard 1 'Cash flow statements'.

Incoming resources

Incoming resources are recognised in the period in which the charitable company is entitled to receipt and the amount can be measured with reasonable certainty.

- **Grants and service level agreements**

Income from grants and service level agreements, including capital grants, is included in incoming resources when these are receivable, except as follows:

- When funders specify that grants and monies given to the charitable company must be used in future accounting periods, the income is deferred to those periods.
- When funders impose conditions, which have to be fulfilled before the charitable company becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When funders specify that grants and similar monies, including capital grants, are for particular purposes, which do not amount to pre-conditions regarding entitlement, the income is included in incoming resources as restricted funds when receivable.

- **Donations and fundraising**

Voluntary income received by way of fundraising and other donations is included as incoming resources when receivable

- **Legacies**

Legacies are included in incoming resources when the charitable company is advised by the personal representatives of an estate that payment will be made or property transferred and the amount involved can be quantified.

- **Interest receivable**

Interest is included in incoming resources when receivable by the charitable company.

Resources expended and basis of apportioning costs

Expenditure is included in the statement of financial activities when incurred and includes the attributable VAT, which cannot be recovered.

Resources expended comprise the following categories:

- a. The cost of generating funds include those costs associated with generating voluntary income.
- b. The cost of charitable activities comprise expenditure including the cost of supporting people and the provision of direct services to clients
- c. Governance costs comprise the costs associated with governance of the charitable company and its assets. Included within this category are costs associated with the strategic as opposed to day to day management of the charitable company's assets.

The majority of costs are directly attributable to these categories and any apportionment between headings is negligible.

Tangible fixed assets

All assets costing more than £1,000 and which have an expected useful life exceeding one year are capitalised.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Improvements to premises	25% of cost per annum
Day Centre Fixtures and Fittings	20% of cost per annum
Day Centre Catering Equipment	25% of cost per annum
Office Equipment	25% of cost per annum

Fund Accounting

Funds held by the charitable company are as follows:

- The general fund comprises those monies which may be used towards meeting the charitable objectives of the charitable company and which may be applied at the discretion of the directors
- The designated funds are monies set aside out of general funds and designated for specific purposes by the directors.

Further explanation of the nature and purpose of each of the designated and restricted funds is included in the notes to the financial statements.

Notes to the financial statements 31st March 2016

1. GRANTS , FUNDING AND DONATIONS RECEIVED

	Unrestricted Funds £	Restricted Funds £	2016 Total	2015 Total £
Service Level Agreements				
Barnet Homes - Day Centre	35,000	-	35,000	35,000
Barnet Homes - Supporting People	44,814	-	44,814	56,235
Barnet Public Health	17,500	-	17,500	35,000
Outreach Barnet	247,894	-	247,894	318,132
	345,208	-	345,208	444,367
Donations				
Donations from Individuals and Groups	75,732	-	75,732	69,627
	420,940	-	420,940	513,914

2. RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	2016 Total £	2015 Total £
Direct Charitable Expenditure				
Salaries and associated staff costs	314,171	-	314,171	360,822
Day Centre services	17,628	-	17,628	23,000
Outreach Barnet	8,652	-	8,652	11,220
HAB Management Costs	23,659	-	23,659	46,862
Fundraising	24,308	-	24,308	6,240
Depreciation	2,320	-	2,320	4,889
	390,738	-	390,738	430,783
Management and Administration				
Salaries and secretarial services	28,765	-	28,765	29,501
Printing postage and stationery	2,625	-	2,625	4,205
Audit fees	1,400	-	1,400	2,340
	45,893	-	45,893	36,046
Total resources expended	436,631	-	436,631	489,079

3. STAFF COSTS

Members of the Board of Directors do not receive any remuneration for their services as Directors
Expenses reimbursed to Directors during the year amounted to £Nil.

Staff costs were as follows:

	2016	2015
Wages and salaries	312,314	360,761
Social security costs	22,867	29,562
	335,181	390,323

The average number of staff employed (full time equivalent) was 16.5

No employee received annual remuneration of more than £60,000.

4. TAXATION

Homeless Action in Barnet is a registered charity, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

5. TANGIBLE FIXED ASSETS

	Imp'mts to Premises £	Day Centre Fixtures & Fittings £	Day Centre Catering Equipment £	Office Equipment £	TOTAL £
COST OR VALUATION					
As at 1 April 2015	14,728	-	3,640	1,133	19,555
Additions in the year	-	4,636	719	-	5,354
As at 31 March 2016	14,782	4,636	4,359	1,133	24,909
DEPRECIATION					
As at 1 April 2015	7,391	-	910	283	8,584
Charge for the year	1,478	662	180	-	2,320
As at 31 March 2016	8,869	662	1,090	283	10,904
NET BOOK VALUE					
As at 1 April 2015	7,391	-	2,730	850	10,971
As at 31 March 2016	5,913	3,973	3,269	850	14,005

6. CREDITORS: Amounts falling due within one year

	2016 £	2015 £
Creditors - Suppliers		-
Social Security and Other Taxes	6,699	5,956
Sundry Creditors and Accruals	6,058	6,452
	<u>12,757</u>	<u>12,408</u>

7. Unrestricted Reserves

	2016	2015
	£	£
Reserves brought forward	116,769	-
Surplus /(Loss) for the year	1,342	24,331
Transfer to other reserves	-	-
	<u>118,111</u>	<u>24,331</u>

8. DESIGNATED FUNDS

During the year the Directors reviewed the unrestricted funds of the Charitable Company and agreed amounts to be designated for the following purposes:

	2016	2015
	£	£
Redundancy Fund	27,000	27,000
Repairs	30,000	30,000
	<u>57,000</u>	<u>57,000</u>

These designated sums would continue to be the subject of regular review to take into account the current financial position of the Charitable Company in order to ensure that the resources available at any given time are sufficient to meet its financial commitments and ongoing obligations.

9. FINANCIAL COMMITMENTS

	2016	2015
	£	£
Future Capital Expenditure		
Contracted, but not provided for	<u>Nil</u>	<u>Nil</u>

10. SUBSEQUENT EVENTS

There are no events listed.