



Homeless Action in Barnet

**Annual Report and
Financial Statements**

31 March 2017

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) Meg Doherty David Howard Emily Jurman 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 Examiner Richard Cunningham FCA
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Regus House
Herons way
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CH4 9QR

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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 2017

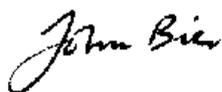
Once again the period since our last AGM in March 2016 has seen highs and lows for HAB. We have received fantastic support from the local community; from local businesses; schools; and from a dedicated group of volunteers. HAB continues to deliver high-quality services to support vulnerable clients as they manage their change - but the challenges we face are significant.

One of our greatest challenges is funding. The core issue is that existing core funding is insufficient to meet the costs of running the Centre. Since 2015 cuts in core funding from Public Health and in the contract we have for Outreach Services mean that despite increasing our fundraising through events and donations to record levels - we have had to set a deficit budget for 2017-18. Fortunately - due to the forward planning and good governance of the Trustee Board over previous years we are in a position to ride this trough and have sufficient funds in reserve to maintain our service. However this is clearly not a situation that can continue indefinitely and our priority focus as we move forward into 2017-18 is to develop new sources of funding from Grants and Trusts. As I write – we have received some positive news on Trust funding and we are continuing to pursue several options.

On the positive side – our fundraising from donations has increased and our 20th Anniversary Year of 2017 has seen some wonderful fundraising events and has attracted support from new local businesses and from longstanding friends of HAB. Particular highlights have been the Concert for HAB held at Alyth Synagogue; the Open Day at HAB which included artwork from clients, staff and volunteers and was attended by the Mayor of Barnet; and the Summer Quiz Night which attracted around 100 people and alone raised over £2000. We are also very pleased and grateful that Brian Salinger has chosen HAB as his nominated Charity for his year as Mayor of Barnet in 2017-18. Combined – this will make a critical difference to our financial position going into 2018

HAB is also looking to expand its Volunteer engagement and aims to build on existing partnerships and to develop new ones within our Community. An excellent example is the strong partnership between the Together in Barnet Nightshelter and HAB which means up to 17 clients a night receive shelter through the winter months. I want also to thank the hard work of the many volunteers and staff who contribute to the excellent services that HAB provides. We say that HAB is a 'place of change' and around 700 individuals come through HAB's doors each year; we never forget that at the heart of our collective efforts are our clients - for whom HAB offers both practical support and that space to move on in their time of need.

Signed by the Chair



John Bier

Date of Approval: 6th November 2017

Directors' Report 31st March 2017

The directors present their report together with the financial statements of Homeless Action in Barnet (HAB) for the period April 2016 to March 2017.

This report has been prepared in accordance with Part 8 of the Charities Act 2011 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 2016 to March 2017.

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 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.

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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 2016 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 centre and in client's homes through the floating support services.

The 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

HAB Centre (Figures in brackets are for the year 2015-2016)

Between April 2016 and March 2017 the centre assisted 664 (589) clients who made over 12173 (10,600) visits to the centre. 642 (509) individuals were directly supported by staff, 405(443) had breakfast and 576 (516) had lunch. In that time 10408(9240) lunches were served and 6905(7265) breakfasts.

The demographic data tells us that 84% of clients were male and 16% female. 96% of clients had a connection with the London Borough of Barnet and 92% of clients were aged between 18 and 59 with over 50% in the 30 – 50 age bracket.

Clients attending the day centre were seeking support for a wide range of issues. 17% identified as having a disability with 4% specifically identifying mental health. Over 74% compared with 61% last year, identified as being homeless, either rough

Directors' Report 31st March 2017

sleeping, sofa surfing or sleeping in sheds, garages, public transport or cars and vans.

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

We have continued to offer the Wellbeing Project, supported by a number of outside agencies, providing a variety of workshops and one to one sessions 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
- Healthy eating

The workshops were well received and recorded 436 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 Centre. It is a testament to the hard work and drive of the Centre team of staff and volunteers as well as the support of specialists from other agencies that the project is where it is now.

Hostels

For over 12 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 2016 and March 2017 a total of 50 clients were resident in the houses. Of the 32 clients who moved on during the period 9 found homes in the private sector with the remainder of the 20 who had planned moves securing other accommodation. 59% of residents find permanent accommodation within 12 months.

Outreach Barnet

In 2014 HAB successfully retained the Outreach Barnet contract in Partnership with Genesis Housing Association for 3 years. Over the period the value of the contract was reduced by 40%. In July, London Borough of Barnet extended the contract for a further 2 years but have asked for a further 20% reduction.

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 84 clients with each of them receiving support for a maximum of 4 months.

Volunteers

We have continued to benefit from a significant number 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. With the support of funding from Barnet and Harrow Public Health we have been able to create further volunteering opportunities at 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 centre and from other local Co-Ops; and from Marks and Spencer in Temple Fortune. We have also been supported by Waitrose Community Matters at various stores within Barnet. The Centre also receives donated food via Fairshare. Local Accountancy firm BKL chose HAB as their Charity of the Year and has actively supported events and raised funds through activities.

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.

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. HAB continues with its close partnership with Together in Barnet (TiB) assessing and referring up to 17 clients to be guests at the TiB run Nightshelter through the winter months. We are seeking opportunities to develop partnerships – and are in the process of establishing a pilot co-operation with Homestart Barnet involving cooking and nutrition for their clients supported by our HAB facilities.

Fundraising

Fundraising – HAB has again had a very positive year of fundraising. HAB is marking 20 years of service in 2017 - a celebration of 20 years of action with numerous events through the year. This has not only helped to raise much needed funds but has also helped to raise the profile of HAB within the Community. Further it has inspired new activities – for example art work activity involving clients, staff and volunteers. The Mayor of Barnet has also chosen HAB as his charity of the Year and this also will bring much needed funds into HAB

Plans for 2017-18 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 reflect the needs of clients and in response to the challenging economic / funding environment. Specifically we aim to develop the way we work with clients to incorporate the Asset based and Strength based approach. This will be supported by staff training. In addition we have applied for funding for a resettlement project.

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.

We will build on existing partnerships and seek further opportunities for Partnership working.

Fundraising initiatives will continue with a priority for 2017-18 being a focus upon tenders and funding bids to broaden our funding base for HAB's activities. We shall continue with fundraising events throughout the year. 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.

After the close of the year to March 31st 2017, the Board has undertaken a major strategy review with the help of external facilitators. This has led to a redefining of the Aims of the Organisation.

Aims of HAB – for service users

- No one in Barnet will have to sleep rough – there will be a safe place for everyone in the area.
- There will be effective service navigation for people with housing- related support needs, to ensure they can access the help and support they need.
- Through their involvement with HAB, people who are homeless or insecurely housed will receive support that enables them to:
 - Increase their self-esteem
 - Be mentally and physically healthier
 - Become part of social networks
 - Reduce their use of drugs and alcohol
 - Be able to access benefits
 - Be able to manage their money
 - Be able to access and sustain a tenancy
 - Be able to access appropriate legal advice

Directors' Report 31st March 2017

Aims of HAB – for the Organisation

HAB will:

- Work collaboratively with others to achieve the best outcomes for clients
- Raise awareness in the local area and with key stakeholders about the issue of homelessness and the support needs of homeless people
- Demonstrate best practice in all its activities
- Manage its resources effectively
- Secure the necessary funding to support the achievement of its aims

These redefined aims will form the basis of our plans for the year ahead and beyond

Financial Overview

Overall results for the year

Total income for the 12 months to 31st March 2017 was £320K. Income from Contracts and Service Level agreements was £234k whilst donations were £73k.

Expenditure in the period April 2016 to March 2017 was £345k.

Therefore the overall result for the period was a deficit of £25k.

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 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 £93K

The net book value of tangible fixed assets is £12k. 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 10 to the accounts.

General funds, which represent the charity's day to day to day to day working capital, were £36k at the end of March 2017.

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

Directors' Report 31st March 2017

charitable company being wound up, members are required to contribute an amount not exceeding £1.

Membership of HAB

HAB has a current membership of 24 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 2016-17. 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 HAB Centre worker
- 2 HAB Centre Support Workers
- 6 Floating Support Officers
- 2 Kitchen Assistants

The staff are supported by a group of volunteers

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

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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
- 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 proper accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Directors' Report 31st March 2017

Approved by the directors and signed on their behalf by:

John Bier
Director

Approved on: 6th November 2017

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

Independent examiner's report 31st March 2017

I report on the financial statements of the charitable company for the period April 2016 to March 2017, which are set out on pages 15 to 21

Respective Responsibilities of Directors and Independent Examiner

The Directors are responsible for the preparation of the financial statements. The Directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of 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 United Kingdom and Republic of Ireland (FRS 102) (Charities SORP FRS 102).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.

Richard Cunningham FCA
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Chester CH4 9QR

Statements of Financial Activities 1st April 2016 to 31st March 2017

		Unrestricted Funds	Restricted Funds	Total Funds	2016
	Notes	£	£	£	£
Income and Expenditure					
Incoming Resources					
Grants	1	-	-	-	-
Contracts	1	234,070	-	234,070	345,208
Donations and Subscriptions	1	73,166	-	73,166	75,732
Other Income		8,740	-	8,740	17,032
Service Charges receivable		4,000	-	4,000	-
Bank Interest		0	-	0	0
Total Incoming Resources		319,976	-	319,976	437,972
Resources Expended					
Direct Charitable Expenditure		301,684		301,684	366,429
Fundraising and Publicity		15,375		15,375	24,308
Management and Administration		27,892		27,892	45,893
Total Resources Expended	2	344,951	-	344,951	436,630
Net Incoming Resources		(24,975)	-	(24,975)	1,342
Transfer from General Funds		-	-	-	-
Balances brought forward from prior year		118,111		118,111	116,769
Balances carried forward at 1st March 2017		93,136	-	93,136	118,111

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

The notes on pages 19 to 21 form part of these financial statements.

Balance Sheet 31st March 2017

	Notes	2017		2016	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	5		11,791		14,005
CURRENT ASSETS					
Debtors		12,750		-	
Cash at Bank and in Hand		99,654		116,863	
		<u>112,404</u>		<u>116,863</u>	
CREDITORS: Amounts Falling					
Due within One Year	7	31,059		12,757	
NET CURRENT ASSETS					
			81,345		104,106
TOTAL ASSETS LESS CURRENT LIABILITIES					
			<u>93,136</u>		<u>118,111</u>
CAPITAL FUNDS					
Restricted Funds					
Revenue Funds		-	-	-	-
Unrestricted Funds					
Designated Funds	8	57,000		57,000	
Other Revenue Funds	8	36,136		61,111	118,111
		<u>36,136</u>		<u>61,111</u>	<u>118,111</u>
			<u>93,136</u>		<u>118,111</u>
					-
Movement in Funds					
			(24,975)		

For the period ended 31st March 2017 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:

John Bier
Director

David French
Director

Approved by the directors on: 6th November 2017

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

Principle accounting policies 31st March 2017

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.

Principle Accounting Policies 31st March 2017

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 2017

1. GRANTS , FUNDING AND DONATIONS RECEIVED

	Unrestricted Funds £	Restricted Funds £	2017 Total £	2016 Total £
Service Level Agreements				
Barnet Homes - Day Centre	35,000	-	35,000	35,000
Barnet Homes - Supporting People	44,816	-	44,816	44,814
Barnet Public Health	13,834	-	13,834	17,500
Outreach Barnet	140,420	-	140,420	247,894
	234,070	-	234,070	345,208
Donations				
Donations from Individuals and Groups	62,871	-	62,871	75,732
Donations from Events	10,295	-	10,295	-
	307,236	-	307,236	420,940

2. RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	2017 Total £	2016 Total £
Direct Charitable Expenditure				
Salaries and associated staff costs	237,988	-	237,988	314,171
Day Centre services	18,651	-	18,651	17,628
Outreach Barnet	9,315	-	9,315	8,652
HAB Management Costs	20,618	-	20,618	23,659
Fundraising	12,327	-	12,327	24,308
Depreciation	2,785	-	2,785	2,320
	301,684	-	301,684	390,738
Management and Administration				
Salaries and secretarial services	28,208	-	28,208	28,765
Printing postage and stationery	3,048	-	3,048	2,625
Other administrative costs	10,611	-	10,611	13,103
Audit fees	1,400	-	1,400	1,400
	43,267	-	43,267	45,893
Total resources expended	344,951	-	344,951	436,631

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:

	2017	2016
Wages and salaries	245,776	312,314
Social security costs	14,388	22,867
	<u>260,163</u>	<u>335,181</u>

The average number of staff employed (full time equivalent) was 11

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 2016	14,782	4,636	4,359	1,133	24,909
Additions in the year		570			570
As at 31 March 2017	14,782	5,206	4,359	1,133	25,480
DEPRECIATION					
As at 1 April 2016	8,869	662	1,090	283	10,904
Charge for the year	1,478	114	910	283	2,785
As at 31 March 2017	10,347	776	2,000	566	13,689
NET BOOK VALUE					
As at 1 April 2016	5,913	3,973	3,269	850	14,005
As at 31 March 2017	4,435	4,430	2,359	567	11,791

6. DEBTORS: Amounts falling due within one year

	2017 £	2016 £
Service Fee for Property	4,000	-
Barnet Homes – Day Centre	8,750	-
	<u>12,750</u>	<u>-</u>

7. CREDITORS : Amounts falling due within one year	2017	2016
	£	£
Income received in advance	25,266	-
Social Security and Other Taxes	3,777	6,699
Sundry Creditors and Accruals	2,016	6,058
	<u>31,059</u>	<u>12,757</u>

8. Unrestricted Reserves	2017	2016
	£	£
Reserves brought forward	118,111	116,769
Surplus /(Loss) for the year	(24,975)	1,342
Transfer to other reserves		-
	<u>93,136</u>	<u>118,111</u>

9. 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:

	2017	2016
	£	£
Redundancy Fund	27,000	27,000
Repairs	30,000	30,000
Total Designated Funds	<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.

10. FINANCIAL COMMITMENTS

	2017	2016
	£	£
Future Capital Expenditure		
Contracted, but not provided for	<u>Nil</u>	<u>Nil</u>

11. SUBSEQUENT EVENTS

There are no events listed.

