

900161

31 Jul 12

CARING AT CHRISTMAS

CHARITY REGISTRATION NUMBER: 900161

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST JULY 2012

ACCOUNTS

11 APR 2013

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BURTON SWEET
PEMBROKE HOUSE
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CARING AT CHRISTMAS

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CARING AT CHRISTMAS

Charity Registration Number 900161

TRUSTEES REPORT 2011/12

TRUSTEES:

PHIL SUMMER-HAYES	CHAIR
OLLY SWAYNE	VICE CHAIR
LINDSEY JONES	SECRETARY
KAT CALDWELL	TREASURER
HILARY MOODY	SECRETARY (RESIGNED NOVEMBER 2012)
ROBERT KEIRLE	TRUSTEE
ROGER GRANGER	TRUSTEE
SHELLEY BAILEY	TRUSTEE

REGISTERED ADDRESS

JULIAN HOUSE,
LITTLE BISHOP STREET,
ST PAULS,
BRISTOL.
BS2 9JF

SOLICITORS

CLARKE WILLMOTT,
17 GREAT GEORGE ST,
BRISTOL,
0117 941 6600

BANKERS

HSBC,
11 CANFORD LANE,
WESTBURY-ON-TRYM,
BRISTOL, BS9 3DE.

COIF CHARITY FUNDS,
80 CHEAPSIDE,
LONDON,
EC2V 6DZ

ACCOUNTANTS & INDEPENDENT EXAMINER

ED MARSH ACA DCHA
BURTON SWEET CHARTERED ACCOUNTANTS
PEMBROKE HOUSE
15 PEMBROKE ROAD
CLIFTON
BRISTOL: BS8 3BA

CHARITY REGISTRATION NUMBER: 900161

CARING AT CHRISTMAS

TRUSTEES REPORT 2011/12

The Trustees present their report and the independently examined financial statements for the year ended 31st July 2012.

TERMS OF TRUST

The governing document of the charity is the Trust Deed dated 15th September 1989. Trust capital and income is to be applied to the relief of poverty and distress suffered by persons of a rootless way of life, preferably in or near the City of Bristol. The charity is an unincorporated association and Trustees are appointed by majority agreement of existing Trustees and in accordance with the provision of the Trust Deed. The Trustees have unrestricted powers of investment.

REVIEW OF ACTIVITIES AND ACHIEVEMENTS

CHRISTMAS 2011

In 2011 as always, we opened our doors to Guests at 3pm on Christmas Eve after a very successful handover from our partner charity the Julian Trust. The Trustees decided for the first time this year to keep the Shelter open until New Year's Day due to the lack of alternative services available, which meant a total of 9 busy days and 8 nights. The extended opening proved to be a success and was greatly needed, and the Shelter was handed back to the Julian Trust who were up and running again by 2nd January.

This achievement would not have been possible without the hard work and dedication of our Associate Manager, Rhianân Lowes, actively supported by Kelly Kavanagh and Cranmore Lydd. Rhianân's specific role as mentor, coach, counselor, project manager, coordinator, facilitator, matriarch and motivator, make her very special, valued and loved by all.

Our volunteer 'family' grew once again and this year we enjoyed the camaraderie and support of 500 wonderful individuals who donated their time, energy, commitment and compassion, helping out before, during and after the Christmas period.

Whether volunteers came in and helped in the office, stood for hour in a supermarket, sang carols in a choir, spoke at a church or manned stall, whether they cut hair, cut nails or cut potatoes, whether they supervised, entertained, stimulated, cleaned, healed, held or helped our Guests in any way, we are, as ever, deeply indebted to them all. Amongst the jobs they do are helping in the office, collecting money at supermarkets, sorting donations of food, cooking and serving food, washing up, playing cards and table tennis with our guests or offering a listening ear. Our many supporters and sponsors who donated gifts of food, clothing, toiletries or money ranged from large national businesses to small local enterprises, cathedrals to youth clubs and pensioners to children in nursery schools. We are extremely grateful that we are able to harness support from such a diverse range of volunteers and donors and we thank them all for their continued support.

In our kitchen our wonderful chefs and their teams of helpers made over 4500 packs of sandwiches and produced and served a total of 2488 hot meals including cooked breakfast, lunch and evening meals and of course the requisite Christmas lunch fit for a king!

We also provided beds for up to 50 Guests every night ensuring that they slept in warmth and safety and were able to have a hot shower and get some clean clothes every day.

As much as we are delighted that we have been able to feed, clothe and accommodate more people this year we are ever more concerned that this is a very real symptom of the growing need for services for 'homeless' and vulnerable adults in the City of Bristol. Clearly, there is a large proportion of our Guests who may not be physically homeless, but are psychologically homeless due to a lack of support and care for those suffering from mental ill health or other social and economic rejection and hardship. We see this trend continuing into 2012/13 and are therefore specifically looking at how our services and potential collaborations can be developed to meet this growing need.

CONTINUOUS IMPROVEMENT

Every year presents its own set of unique challenges and issues and this year was no exception. As usual we were fortunate enough to receive a lot of great feedback regarding what went well, what did not go so well and ideas for next year. Some of the lessons learned have provided some real opportunities to continually improve the way we operate including:

- Continued focus on Supervisor recruitment and training;
- Buddy up system so new volunteers are paired with experienced volunteers on their first shift;
- Installing low level lighting for the dormitory at night, with volunteer supervision in shifts to ensure the dormitory is quiet and calm throughout the night;
- Trying to coordinate the closing of the Christmas Shelter on a day when Julian Trust are re-opening as this is very beneficial for the guests;
- Keep in touch with volunteers by email wherever possible to save on postage;
- Providing certified Food Safety training for potential Chefs and key members of the kitchen team;
- Growing volunteer engagement with fundraising and awareness events throughout the year;
- Developing and enhancing the Survival Handbook;
- Improving our reference checking process;
- Building up our library of books, DVDs, puzzles and games, including a new pool table.

STAFF

Due to the continuing poor economic climate the Trustees took the difficult decision of restructuring the staff team this year. This unfortunately but unavoidably led to redundancies and a smaller core team with increased support from our invaluable volunteers.

YEAR THROUGH WORK

The Caring at Christmas team arranged and managed some 40 fundraising events and awareness activities, which ranged from a quiz night to a sleep-out, collections at supermarkets, and numerous talks to local organisations, churches and schools. All of this activity helps keep the challenges of homelessness front of mind within many communities in and around Bristol and helps raise the profile of and equity in the Caring at Christmas purpose and aims.

2010-11 saw the winding up of the West of England Nightstop project due to financial pressures and the changing nature of referrals and the changing needs of the vulnerable young people it was set up to support. This was a difficult decision to make and has left a clear gap in the provision of services for homeless young people in the area. The Trustees are committed to keep young people on the agenda and employed an experienced consultant for a short time in spring 2012 to investigate potential projects with similar aims and objectives to the Nightstop project, including potential funding opportunities. We are excited to report that the charity was successful in securing a grant from the Homelessness Transition Fund in October 2012 to run a pilot project called Bristol Nightstop. See future plans for more information.

The Survival Handbook has continued to be a popular and much valued resource that is now printed twice a year. This publication is widely used by charitable organisations, local agencies, churches, schools and colleges and continues to be developed, updated and improved to provide a 'one-stop-shop' resource for vulnerable people across Bristol. We intend to continue keeping this handbook up to date and it will be a regular feature of our future operations.

FINANCIAL ACHIEVEMENTS

Grants and donations for the year totaled £87,290, together with rent from the Julian Trust and interest received produced total incoming resources of £101,298. This represents a decrease of less than 1% from 2010/11 which is real achievement in the current economic climate. The trustees will continue to focus on maintaining and growing our strong donation base in 2012/13.

The approximate value of donated food and other products was £10,300, up by about 25% from the previous year. This figure has been included in the Statement of Financial Activities as donations in kind. Gifts continue to come from individuals, schools, churches, businesses and many other organisations. All are greatly valued and each represents care and concern for people who find themselves homeless.

PUBLIC BENEFIT

The Trustees have complied with their legal duty under the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. All our charitable activities focus on relief of poverty and distress and are undertaken to further our charitable purposes for the public benefit.

BOARD OF TRUSTEES

Oly Swayne was the chair throughout the financial year, standing down to become vice-chair in November 2012 when Phil Summer-Hayes took over as chair. Hilary Moody served as secretary until November 2012 when she resigned from the board. Hilary was on the board for many years and continues to volunteer for the charity; the Trustees are extremely grateful for all her contributions in the past, the present and in the future.

The board has worked to recruit new Trustees and to try and increase the skills and experience available within the charity. As a result the Trustees are pleased to welcome our newest Board Member, Lindsey Jones who brings a wealth of experience in risk management, governance, regulation, strategy and human resources.

The Trustee team is committed to the continuous improvement of the Charity and proactively exploiting opportunities to work more collaboratively with partner charities and organisations to further the cause of homeless people in Bristol and continue to tackle the causes of homelessness. Many challenges face all charities and our Trustees are attempting to identify what the future of our charity should be. The Trustees are aware that the charity could grow and develop its scope in order provide services to help those in need all year round, and this continues to be a focus of their attention.

RESERVES POLICY

A reserves policy was approved by Trustees this year after examining the charity's requirements for reserves in light of the main risks to the organisation. The key financial risks facing the charity are upkeep of the property and decreasing donations. The property is old and in need of continuous improvement therefore the Trustees have designated a buildings maintenance fund of £20,000 to cover the cost of ongoing repairs, maintenance and one-off unexpected costs.

To address the risk of a decrease in donations the Trustees believe free reserves equivalent to 6 months' unrestricted expenditure should be maintained. At 31 July 2012 free reserves are approximately £49,000 which equates to just over 6 months' budgeted unrestricted expenditure and is considered adequate in the short term.

GOVERNANCE

Our Trust Deed sets out the structure of governance for the charity. The maximum number of trustees is 12, and the minimum number is three. Trustees are elected for a term of three years after which they are eligible for re-election unless they have served for a continuous term of six years.

As stated above, we had seven Trustees at 31 July 2012 and at the date of signing this report. During the financial year under report, the trustees met regularly, approximately every 6 weeks.

The Trustees have commissioned Burton Sweet to assist us through the incorporation process which we plan to complete by the summer of 2013. This will give the Board the opportunity to update the governing documents of the charity; no significant changes to the Charity's mission or aims are planned.

FUTURE PLANS AND AMBITIONS

Our Mission remains the same:

To improve the wellbeing of homeless people in the Bristol area

Our aims are:

1. To provide a safe and welcoming shelter, food and support for homeless people over Christmas;
2. To investigate the future potential for the provision of emergency accommodation and support for young people through the year;

3. To provide practical information to homeless people and other stakeholders in the Survival Guide; and
4. To tackle the causes of homelessness through working with other charities and associations.

In order to achieve our Mission and Aims the Trustees acknowledge the need for change and the need to develop and improve the Charity's integration with the wider charitable community in order to work more closely with other service providers and play a more proactive part in creating a broader, more 'connected', sustainable and financially robust provision for vulnerable people in the Bristol area.

Our priorities for 2012/13 are:

Working with other charities

- Develop the potential for cross-agency collaboration;
- Continue to strengthen and develop our relationship with the Julian Trust.

Focus on a provision for homeless young people

- Establish a provision for homeless young people in the Bristol area;
- Develop collaboration with other young peoples' agencies and actively develop ancillary services and resources, and raise awareness;
- Develop research to raise awareness and support expansion of emergency accommodation for young people.

Maintaining and growing current services and resources

- Review structure, skills and resources of charity to enable continued growth and development;
- New legal entity to be established and communicated with all stakeholders.

CURRENT INITIATIVES:

- A grant of £25,000 was awarded to the Charity in October 2012 to run a pilot project called Bristol Nightstop. This is similar to the WENS Nightstop project previously run by the Charity, however it includes provision of a key worker to support young people throughout their contact with the project;
- The Bristol Nightstop pilot is up and running, helping young people aged between 16 and 25 who are homeless or at risk of homelessness. Additional funding has been secured to make this a full time project for 6 months and the project team are working on research to support a funding application to the Big Lottery Fund to turn this into a full multi-year project;
- Developing partnerships and collaborations with other charities to further the cause of homelessness and the provision of ancillary services for vulnerable people;
- Improving internal processes and procedures to ensure ongoing operational and financial compliance and prudence;
- Enhancing our internal and external communications, specifically with our 'family' of volunteers, to ensure that we harness the skills and experience of this extended community throughout the year;

- Reviewing our sources of funding and improving our fundraising profile and activity to drive awareness, income and public relations; in particular several fundraising and profile-raising events are planned to mark the 25th anniversary of the Chairty
- Developing our on-line presence in order to improve accessibility, raise awareness of the charity, of homelessness and how volunteers and the wider public can contribute.

ACCOUNTS

The Trustees believe that these accounts comply with current statutory requirements and with the Trust Deed.

RISK ASSESSMENT: CHARITIES ACTS (SORP 2005)

The Trustees have used the original assessment and register as a management tool. Improvements have continued to be made and the register will be updated during the coming year. The nature of our work implies a certain level of risk arising from the high level of drug dependency amongst our client group. The Trustees seek to manage such risks to an acceptable level and this remains an important area for attention.

The Trustees will continue to review the major risks to which the charity is exposed and systems will continue to be evolved to manage those risks.

Approved by the Trustees on 4th APRIL 2013 and signed on their behalf:



Phil Summer-Hayes
Chair of Trustees
Caring At Christmas

CARING AT CHRISTMAS

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 JULY 2012

Independent examiner's report to the Trustees of Caring at Christmas

I report on the accounts of the Trust for the year ended 31 July 2012, which are set out on pages 12 to 18.

Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. 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 the seeking of explanations from you as 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 present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ed Marsh ACA DChA
Burton Sweet Chartered Accountants
Pembroke House
15 Pembroke Road
Clifton
Bristol BS8 3BA

Date: 9th April 2013

CARING AT CHRISTMAS

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 JULY 2012

	Note	Total Funds 2012 £	Total Funds 2011 £
Incoming resources			
Incoming resources from generated funds			
<i>Voluntary income</i>	2	87,290	92,739
<i>Investment income</i>		508	514
Incoming resources from charitable activities		13,500	9,000
Total incoming resources		101,298	102,253
Resources expended			
Costs of generating voluntary income	3	13,022	12,415
Charitable activities	3	106,956	146,806
Governance costs	3	1,612	1,370
Total resources expended		121,590	160,591
Net incoming/(outgoing) resources	4	(20,292)	(58,338)
Total funds at 1 August		491,852	550,190
Total funds at 31 July	9	471,560	491,852

All movements are in unrestricted funds.

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 14 to 18 form part of these financial statements

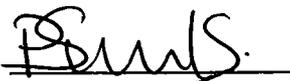
CARING AT CHRISTMAS

BALANCE SHEET

AS AT 31 JULY 2012

	Note	2012 £	2011 £
Fixed Assets			
Tangible fixed assets	6	402,648	413,781
Current Assets			
Debtors	7	6,000	2,500
Cash at bank		78,162	82,071
		<u>84,162</u>	<u>84,571</u>
Creditors : Amounts falling due within one year	8	<u>(15,250)</u>	<u>(6,500)</u>
Net Current Assets		68,912	78,071
Net assets		<u><u>471,560</u></u>	<u><u>491,852</u></u>
Funds			
Unrestricted			
General Funds	10	471,560	491,852
		<u><u>471,560</u></u>	<u><u>491,852</u></u>

These financial statements were approved by the Trustees on 4th APRIL 2013, and are signed on their behalf by:



P Summer-Hayes
Chairperson



K Caldwell
Treasurer

The notes on pages 14 to 18 form part of these financial statements

CARING AT CHRISTMAS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2012

1 Accounting policies

a) The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities, issued in March 2005.

b) Income from donations is included in incoming resources when these are receivable, except as follows:

I. When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods;

II. When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

c) Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts, in accordance with the Statement of Recommended Practice.

d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

e) Expenditure is allocated to the identified charitable activities and the costs of generating voluntary income directly, where applicable. Support costs are allocated on the following basis:

<u>Support cost</u>	<u>Basis of allocation</u>
Staff costs	Estimated staff time
Premises costs	Estimated staff time
Office expenses	Estimated staff time
All other costs	Estimated usage

f) Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include any costs associated with the strategic management of the charity's activities.

g) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the Trustees.

h) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

i) Fixed assets are stated at cost less accumulated depreciation and new items costing more than £1,000 are capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, on a straight line basis, as follows:-

Buildings	2%
Computer equipment	33%
Fixture and fittings	25%

CARING AT CHRISTMAS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2012

2 Voluntary income

	Total Funds 2012 £	Total Funds 2011 £
Grants and donations	87,290	80,070
Fundraising activities	-	1,698
Nightstop project	-	10,971
	87,290	92,739

3 Resources expended

	Basis of allocation	Costs of generating voluntary income £	Caring at Christmas £	Total Funds 2012 £	Total Funds 2011 £
Costs directly allocated to activities					<i>Restated</i>
Publicity & fundraising	Direct	1,618	-	1,618	1,834
Service user expenses	Direct	-	11,306	11,306	13,424
Volunteer costs	Direct	-	689	689	425
Survival handbook	Direct	-	2,718	2,718	6,545
Support costs allocated to activities					
Staff costs	Staff time	7,601	63,737	71,338	82,443
Premises costs	Staff time	2,282	17,106	19,388	23,412
Office expenses	Staff time	1,167	8,746	9,913	13,530
Legal and professional fees	Usage	326	2,446	2,772	17,308
Accountancy fees	Usage	28	208	236	300
		13,022	106,956	119,978	159,221

CARING AT CHRISTMAS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2012

3 Resources expended (*continued*)

Governance costs

	Total Funds 2012 £	Total Funds 2011 £
Independent examiner's fee	1,200	1,200
Trustee indemnity insurance	342	170
Other governance costs	70	-
	<u>1,612</u>	<u>1,370</u>
Total resources expended	<u>121,590</u>	<u>160,591</u>

4 Net incoming/(outgoing) resources for the year

This is stated after charging:

	2012 £	2011 £
Independent examiner's fee :		
- for independent examination	720	720
- for preparation of statutory accounts	480	480
Trustees' expenses	-	-
Depreciation	13,053	12,874
	<u>13,053</u>	<u>12,874</u>

5 Staff costs and numbers

The aggregate payroll costs were:

	2012 £	2011 £
Wages and salaries	59,051	75,384
Social security costs	5,535	6,360
	<u>64,586</u>	<u>81,744</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2012 No.	2011 No.
Associate Managers	2.0	2.0
Administration	0.5	1.0
Other Staff	-	0.5
	<u>2.5</u>	<u>3.5</u>

CARING AT CHRISTMAS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2012

6 Tangible fixed assets

	Fixtures & fittings £	Computer equipment £	Freehold land and buildings £	Total £
Cost				
At 1 August 2011	34,090	3,425	574,393	611,908
Additions	1,920	-	-	1,920
At 31 July 2012	<u>36,010</u>	<u>3,425</u>	<u>574,393</u>	<u>613,828</u>
Depreciation				
At 1 August 2011	30,834	3,425	163,868	198,127
Charge for the year	1,565	-	11,488	13,053
At 31 July 2012	<u>32,399</u>	<u>3,425</u>	<u>175,356</u>	<u>211,180</u>
Net book value				
At 31 July 2012	<u>3,611</u>	<u>-</u>	<u>399,037</u>	<u>402,648</u>
At 31 July 2011	<u>3,256</u>	<u>-</u>	<u>410,525</u>	<u>413,781</u>

7 Debtors

	2012 £	2011 £
Other debtors	6,000	2,500
	<u>6,000</u>	<u>2,500</u>

8 Creditors : amounts falling due within one year

	2012 £	2011 £
Trade creditors	160	-
Accruals	15,090	6,500
	<u>15,250</u>	<u>6,500</u>

CARING AT CHRISTMAS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2012

9 Movement in funds

	At 01-Aug 2011 £	Incoming resources £	Outgoing resources £	Transfers £	At 31-Jul 2012 £
Unrestricted Funds					
General Funds	491,852	101,298	(121,590)	-	471,560
	<u>491,852</u>	<u>101,298</u>	<u>(121,590)</u>	<u>-</u>	<u>471,560</u>

10 Analysis of net assets between funds

	Tangible fixed assets £	Other net assets £	Total £
Unrestricted funds			
General funds	402,648	68,912	471,560
	<u>402,648</u>	<u>68,912</u>	<u>471,560</u>

11 Taxation

The charity is exempt from corporation tax on its charitable activities.