

CARING AT CHRISTMAS

CHARITY REGISTRATION NUMBER: 900161

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST JULY 2013

BURTON SWEET
PEMBROKE HOUSE
15 PEMBROKE ROAD
CLIFTON
BRISTOL: BS8 3BA

CARING AT CHRISTMAS

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CARING AT CHRISTMAS

Charity Registration Number 900161

TRUSTEES' REPORT 2012-13

TRUSTEES:

PHIL SUMMERHAYES	CHAIR
OLLY SWAYNE	VICE CHAIR
LINDSEY JONES	SECRETARY
KAT CALDWELL	TREASURER
ROBERT KEIRLE	TRUSTEE
ROGER GRANGER	TRUSTEE
SHELLEY BAILEY	TRUSTEE (RESIGNED FEBRUARY 2013)

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

JAYNE TUCKER FCCA
BURTON SWEET CHARTERED ACCOUNTANTS
PEMBROKE HOUSE
15 PEMBROKE ROAD
CLIFTON
BRISTOL: BS8 3BA

CHARITY REGISTRATION NUMBER: 900161

CARING AT CHRISTMAS

TRUSTEES' REPORT 2012-13

The Trustees present their report and the independently examined financial statements for the year ended 31st July 2013.

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

The year 2012-13 has proved to be a significant one in the 25 year history of Caring at Christmas. During the period the Trustees have made some major changes to the Charity which look to develop and secure its long term future. Our major Christmas Shelter project continued to be a critical support service for many vulnerable and homeless people during the festive period. We published the Survival Handbook for the 12th year running and we began to develop, plan and deliver a pilot project called Bristol Nightstop. Bristol Nightstop became a full time project in July 2013, employing three staff members and began to deliver a vital service in the city.

CHRISTMAS 2012

The Christmas shelter opened at 3pm on the 24th December 2012 and closed on New Year's Day 2013; the building was returned to the Julian Trust on the 2nd January 2013. During this time the Christmas Shelter was open 24 hours a day and provided food, shelter and support for hundreds of guests. As in previous years, the Christmas Shelter involved approximately 450 volunteers who cooked, helped out in the office, entertained and gave commitment and compassion to our guests. Our volunteer family supports our paid staff to deliver the Christmas Shelter, providing supervisors, chefs, cleaners, helpers and befrienders. Our Christmas Shelter is driven by the commitment of our volunteers and as ever we are deeply indebted for their time and dedication.

Our small staff team worked hard to organise and plan the Christmas Shelter and through their hard work and the support of numerous volunteers in the run-up and during Christmas, we were able to deliver another successful Christmas shelter to support homeless and vulnerable people in Bristol.

During the run-up to Christmas we ran training sessions for volunteers covering Kitchen Training, Drugs Awareness (with Bristol Drugs Project), Mental Health (with Bristol MIND) and Managing Difficult Behaviour. We also ran training for new volunteers ensuring that they were well inducted before their first shift at the Christmas Shelter.

We provided 2,639 hot meals and over 4,000 sandwiches between the 24th December 2012 and the 1st January 2013 and provided safe and warm accommodation for up to 50 people each night. Our dormitory was at capacity almost every night.

THE SURVIVAL HANDBOOK

The publication of the 12th annual edition of the Survival Handbook this year provides written information which can be used as a first point of support and information for anyone finding themselves homeless or at risk of becoming homeless in the Bristol area. It provides information on many of the services available to homeless people in the central areas of the city. The Survival Handbook is widely distributed throughout the city and is used by many support services and support workers as well as homeless and vulnerable people themselves. In 2013, Caring at Christmas published 6,000 copies of the Survival Handbook. The publication was supported by the Zurich Community Trust through their Zurich Cares Programme.

BRISTOL NIGHTSTOP

On the 1st January 2013, following the employment of a part time project manager and a part time key worker, we launched a pilot project called Safe Stay Bristol. In February 2013, once the project had gained accreditation from Depaul Nightstop UK, we changed the name of the project to Bristol Nightstop. Bristol Nightstop is a Caring at Christmas project that works directly with young homeless people aged 16-25, all year round, in the City of Bristol. The project arranges temporary and emergency accommodation for young homeless people in the homes of trained and vetted individuals. We call these volunteers Bristol Nightstop Hosts. Additionally, the project provides emergency Key Worker support to give expert advice, help young people to return home where possible, support them when and where they need it and secure a safe place to stay through our Bristol Nightstop Host Network when no other accommodation or options are available.

Bristol Nightstop works closely with other organisations in the city to ensure that young people can break free from the cycle of homelessness at the earliest opportunity.

The development work and fundraising for this pilot, carried out by a paid consultant, took place between August and October 2012 resulting in the award, in October 2012 of a £25,000 Small Grant from the Homelessness Transition Fund. This grant enabled the project to begin on the 1st January 2013 as a small pilot delivering support 3 days per week, employing a small start up team and then grow, increasing to three full time staff by the 4th July 2013. This development work and early delivery of the pilot project was also funded through a significant donation of approximately £21,208 to the Charity by The Cold Weather Group.

In July 2013, at the end of the financial year, the Charity applied for and was awarded a Homelessness Transition Fund Main Grant of £115,000. This funding will enable Bristol Nightstop to deliver a full time project in the city of Bristol from January to December 2014.

CONTINUOUS IMPROVEMENT

The Trustees recognise the requirement for continuous review of the Charity's structure, policies and procedures to enable it to achieve its purposes and mission and deliver its services efficiently. As the scope of work delivered by Caring at Christmas has increased, predominately through the Bristol Nightstop project, the Trustees have taken steps to ensure that the set-up of the Charity is appropriate for the growing team and its work.

With the help of an external consultant the Trustees have started a review of a number of internal elements including but not limited to: the staffing structure including job descriptions, the IT infrastructure, the office and working conditions, the banking and financial procedures, and the salary and benefits policy. A number of improvements have been implemented by 31st July 2013 with many more planned for 2013-14.

STAFF

There were several changes to the small staff team during the year. After 6 years delivering successful Christmas Shelters our dedicated Associate Manager left the charity in June 2013.

As described above the staff structure has been reviewed to ensure it is appropriate for a growing organisation and new Project Lead roles were created for the charity's existing projects.

Our new Project Lead responsible for running the Christmas Shelter, Survival Handbook and developing new projects throughout the year started in June 2013.

The Bristol Nightstop Project Lead started in July 2013 and is responsible for running the Bristol Nightstop project including managing the Keyworker and Host Co-ordinator roles.

At 31st July 2013 the total number of staff was 4.6 FTEs.

SALE OF PROPERTY

The Charity owns the property in the St Paul's area of Bristol from which the Christmas Shelter is operated. During the year the majority of the building is leased to the Julian Trust which operates a Night Shelter five nights a week. This landlord-tenant arrangement has been a frustration for both organisations for some time. Caring at Christmas has the financial burden and risk of owning and maintaining the property, and the responsibility of being a landlord. The Julian Trust has limited ability to manage the property from which it operates for the majority of the year.

The Trustees are committed to growing the work of the Charity but have been constrained by the Charity's reserves being invested in this property. Therefore, after careful consideration including taking legal and professional advice, and consensus by the board, the sale of the property to the Julian Trust was agreed in May 2013. Professional valuations were obtained by both organisations and the sale price was negotiated and agreed at £165,000.

This valuation is considerably less than the net book value of the property in the accounts which is based on the historic cost. The Trustees took all required steps to satisfy themselves that the best sale price was achieved and that the sale of the building is in the best interests of the Charity and its beneficiaries. The sale was agreed before the end of the financial year and therefore the loss on valuation of £234,037 is reflected in these accounts.

Caring at Christmas will become the tenant of the Julian Trust, renting office space throughout the year and taking over the whole shelter for the Christmas period as usual. The sale of the property will not impact on the Charity's ability to deliver its vital Christmas project and both charities will continue to work closely together.

FINANCIAL ACHIEVEMENTS

Grants and donations for the year totaled £138,521, together with rent from the Julian Trust and interest received produced total incoming resources of £152,333. This represents an increase of 50% from 2011-12 which is a fantastic achievement and testament to the new team and their hard work. The majority of this increase can be attributed to the Homelessness Transition Fund grant of £25,000 and the Cold Weather Group donation of £21,208. Other donations increased by 4% which is testament to the generosity of the people of Bristol and surrounding areas.

The approximate value of donated food and other products was £10,500, in line with 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.

Total expenditure for the year was £119,714 compared with £121,590 in 2011-12. As described above, the Charity committed to the sale of its property in May 2013 resulting in a loss on valuation of £222,549. Excluding this loss, the Charity generated a surplus of £32,619 for the year compared with a deficit of £20,292 in 2011-12. This surplus includes £13,604 that is restricted for the Bristol Nightstop project. After several years of sizeable deficits, a number of cost reduction measures were taken that have led to this improvement in financial results. The board is now focused on how to best utilise the reserves of the Charity to meet its charitable aims.

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

The trustee board has remained stable throughout the year whilst the Charity has gone through some significant changes. At the time of writing, the board has just completed a successful round of trustee recruitment to increase the skills and experience available within the Charity, and we look forward to officially welcoming three new trustees in the near future.

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.

RESERVES POLICY

The reserves policy was reviewed by Trustees considering the Charity's requirements for reserves in light of the main risks to the organisation. Following the decision to sell the property, the key financial risk facing the Charity is decreasing donations.

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 2013 free reserves are approximately £41,700 which equates to approximately six months' budgeted unrestricted expenditure and is considered adequate in the short term.

During the year the Trustees have given a lot of thought to the future of the Charity and how best to utilise the charitable funds under their care. After careful consideration and consensus by the board, the Trustees have decided to set up three designated funds for Bristol Nightstop, charity development & infrastructure, and a research fund. Further details are provided in note 9.

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 six trustees at 31 July 2013 and at the date of signing this report. During the financial year under report, the Trustees met regularly, approximately every six weeks.

The Trustees have commissioned Burton Sweet to assist us through the incorporation process. Caring at Christmas, a registered charity and a company limited by guarantee was incorporated on 26 February 2013 and is governed by its Memorandum and Articles of the same date. The Trustees elected to change the name of the incorporated charity to Caring in Bristol Limited on 12th July 2013 in order to better reflect the work that the organisation carries out throughout the year.

Due to delays to the sale of the charity's property, the transfer of business from Caring at Christmas to Caring in Bristol was delayed until the end of January 2014 and the final balance of funds is due to be transferred shortly. The Directors (and Trustees) of Caring in Bristol are the same as those of Caring at Christmas, and the mission and charitable aims remain fundamentally unchanged.

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 provide emergency accommodation and support for young people throughout 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.

Our priorities for 2013-14 are:

Working with other charities and development of new projects

- Develop the potential for cross-agency collaboration;
- Strategic planning for the investment of funds from the sale of the Charity's property.

Development of existing projects

- Review and improve our Christmas Shelter project with a focus on training and development of volunteers;
- Develop our provision for homeless young people in the Bristol area and secure continuation funding;
- Develop research to raise awareness and support expansion of the provision for homeless people in Bristol.

Governance and internal organisation

- Continuous review of the structure, policies and procedures of the Charity to enable continued growth and development;
- Completion of the sale of the Charity's property and transfer of business to the new incorporated charity Caring in Bristol Limited.

CURRENT INITIATIVES:

- The Bristol Nightstop project is now well established with nine months of successful delivery to the end of March 2014. A grant from the Homelessness Transition Fund is fully funding the project until 31st December 2014 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;
- Implementing identified improvements to the IT infrastructure, banking and financial procedures, working conditions for staff, and salary and benefits review;
- Creation of a number of committees with a focus on specific areas to improve the efficiency of the board;
- 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;
- Launch of our new website 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.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on _____ 2014 and signed on their behalf:

Philip Summerhayes
Chair of Trustees
Caring At Christmas

CARING AT CHRISTMAS

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 JULY 2013

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 2013, which are set out on pages 13 to 20.

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.

Jayne Tucker FCCA

Burton Sweet Chartered Accountants
Pembroke House
15 Pembroke Road
Clifton
Bristol BS8 3BA

Date:

CARING AT CHRISTMAS

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 JULY 2013

		Unrestricted Funds	Restricted Funds	Total Funds 2013	Total Funds 2012
	Note	£	£	£	£
Incoming resources					
Incoming resources from generated funds					
<i>Voluntary income</i>	2	91,913	46,608	138,521	87,290
<i>Investment income</i>		311	-	311	508
Incoming resources from charitable activities		13,501	-	13,501	13,500
Total incoming resources		105,725	46,608	152,333	101,298
Resources expended					
Costs of generating voluntary income	3	8,725	-	8,725	13,022
Charitable activities	3	76,010	33,004	109,014	106,956
Governance costs	3	1,975	-	1,975	1,612
Impairment provision	6	222,549	-	222,549	-
Total resources expended		309,259	33,004	342,263	121,590
Net incoming/(outgoing) resources	4	(203,534)	13,604	(189,930)	(20,292)
Total funds at 1 August		471,560	-	471,560	491,852
Total funds at 31 July	9	268,026	13,604	281,630	471,560

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 15 to 20 form part of these financial statements

CARING AT CHRISTMAS

BALANCE SHEET

AS AT 31 JULY 2013

	Note	2013 £	2012 £
Fixed Assets			
Tangible fixed assets	6	167,526	402,648
Current Assets			
Debtors	7	3,500	6,000
Cash at bank		116,390	78,162
		<u>119,890</u>	<u>84,162</u>
Creditors : Amounts falling due within one year	8	<u>(5,786)</u>	<u>(15,250)</u>
Net Current Assets		114,104	68,912
Net assets		<u>281,630</u>	<u>471,560</u>
Funds			
Unrestricted Funds	10	268,026	471,560
Restricted Funds	10	13,604	-
		<u>281,630</u>	<u>471,560</u>

These financial statements were approved by the Trustees on 2014, and are signed on their behalf by:

P Summerhayes
Chairperson

K Caldwell
Treasurer

The notes on pages 15 to 20 form part of these financial statements

CARING AT CHRISTMAS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2013

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 2013

2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Grants and donations	91,913	46,608	138,521	87,290
	<u>91,913</u>	<u>46,608</u>	<u>138,521</u>	<u>87,290</u>

3 Resources expended

	Basis of allocation	Costs of generating voluntary income £	Caring at Christmas £	Bristol Nightstop £	Total Funds 2013 £	Total Funds 2012 £
Costs directly allocated to activities						
Publicity & fundraising	Direct	1,842	-	1,090	2,932	1,618
Service user expenses	Direct	-	11,611	1,011	12,622	11,306
Volunteer costs	Direct	-	748	118	866	689
Survival handbook	Direct	-	-	-	-	2,718
Staff Costs	Direct	-	-	16,450	16,450	-
Consultancy	Direct	-	1,700	12,340	14,040	-
Support costs allocated to activities						
Staff costs	Staff time	3,809	34,279	-	38,088	71,338
Premises costs	Staff time	2,165	19,484	1,175	22,824	19,388
Office expenses	Staff time	538	4,844	820	6,202	9,913
Legal and professional fees	Usage	337	3,037	-	3,374	2,772
Accountancy fees	Usage	34	307	-	341	236
		<u>8,725</u>	<u>76,010</u>	<u>33,004</u>	<u>117,739</u>	<u>119,978</u>

CARING AT CHRISTMAS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2013

3 Resources expended (continued)

Governance costs

	Total Funds 2013 £	Total Funds 2012 £
Independent examiner's fee	1,250	1,200
Trustee indemnity insurance	700	342
Other governance costs	25	70
	<u>1,975</u>	<u>1,612</u>
Total resources expended	<u>119,714</u>	<u>121,590</u>

4 Net incoming/(outgoing) resources for the year

This is stated after charging:

	2013 £	2012 £
Independent examiner's fee :		
- for independent examination	745	720
- for preparation of statutory accounts	505	480
Trustees' expenses	-	-
Depreciation	<u>12,573</u>	<u>13,053</u>

5 Staff costs and numbers

	2013 £	2012 £
The aggregate payroll costs were:		
Wages and salaries	49,944	59,051
Social security costs	4,019	5,535
	<u>53,963</u>	<u>64,586</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:

	2013 No.	2012 No.
Associate Managers	1.0	2.0
Administration	1.6	0.5
Other Staff	-	-
	<u>2.6</u>	<u>2.5</u>

CARING AT CHRISTMAS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2013

6 Tangible fixed assets

	Fixtures & fittings £	Computer equipment £	Freehold land and buildings £	Total £
Cost				
At 1 August 2012	36,010	3,425	574,393	613,828
Additions	-	-	-	-
At 31 July 2013	<u>36,010</u>	<u>3,425</u>	<u>574,393</u>	<u>613,828</u>
Depreciation				
At 1 August 2012	32,399	3,425	175,356	211,180
Charge for the year	1,085	-	11,488	12,573
Impairment provision	-	-	222,549	222,549
At 31 July 2013	<u>33,484</u>	<u>3,425</u>	<u>409,393</u>	<u>446,302</u>
Net book value				
At 31 July 2013	<u>2,526</u>	<u>-</u>	<u>165,000</u>	<u>167,526</u>
At 31 July 2012	<u>3,611</u>	<u>-</u>	<u>399,037</u>	<u>402,648</u>

After careful consideration including taking legal and professional advice and consensus by the board, the sale of the property to the Julian Trust was agreed in May 2013. Professional valuations were obtained by both organisations and the sale price agreed at £165,000. Contracts have yet to be exchanged.

7 Debtors

	2013 £	2012 £
Other debtors	3,500	6,000
	<u>3,500</u>	<u>6,000</u>

8 Creditors : amounts falling due within one year

	2013 £	2012 £
Trade creditors	730	160
Accruals	5,056	15,090
	<u>5,786</u>	<u>15,250</u>

CARING AT CHRISTMAS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2013

9 Movement in funds

	At 01-Aug 2012 £	Incoming resources £	Outgoing resources £	Transfers £	At 31-Jul 2013 £
Unrestricted Funds					
General Funds	471,560	105,725	(309,259)	(58,800)	209,226
Designated Funds					
- Bristol Nightstop	-	-	-	25,320	25,320
- Charity Development & Infrastructure	-	-	-	23,480	23,480
- Research Fund	-	-	-	10,000	10,000
	<u>471,560</u>	<u>105,725</u>	<u>(309,259)</u>	<u>-</u>	<u>268,026</u>
Restricted Funds					
Bristol Nightstop	-	46,608	(33,004)	-	13,604
	<u>-</u>	<u>46,608</u>	<u>(33,004)</u>	<u>-</u>	<u>13,604</u>
Total Funds	<u>471,560</u>	<u>152,333</u>	<u>(342,263)</u>	<u>-</u>	<u>281,630</u>

Designated Funds:

Bristol Nightstop: between July 2013 and January 2014 the Trustees have decided to invest a limited amount of reserves to cover the funding gap for the Bristol Nightstop project before the new Homelessness Transition Fund grant is received.

Charity development & infrastructure: the Trustees have set aside funds to employ Charity Development Lead for one year through to July 2014 to develop new projects and secure new funding; there will also be investment in new IT infrastructure in the coming months and in training for staff over the next 3 years.

Research fund: the Trustees have allocated £10,000 for research to support the Charity's existing projects and provide information and direction for future work. There is a woeful lack of research into homelessness in the Bristol area so the Trustees believe this is an important strategic investment not only for Caring at Christmas but for the wider charitable community. Discussions with potential research partners have begun and the intention is to utilise these funds by July 2015.

Restricted Funds:

Bristol Nightstop: A grant of £25,000 was received from the Homelessness Transition Fund to run Bristol Nightstop as a part time pilot project for 6 months from January 2013.

After a successful pilot Bristol Nightstop developed into a full time project with the help of a donation of £21,208 from the Cold Weather Group plus £400 from The Strangers Friend Society.

CARING AT CHRISTMAS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2013

10 Analysis of net assets between funds

	Tangible fixed assets	Other net assets	Total
	£	£	£
Unrestricted funds			
General funds	167,526	41,700	209,226
Designated Funds	-	58,800	58,800
	<hr/> 167,526	<hr/> 100,500	<hr/> 268,026
Restricted Funds			
Bristol Nightstop	-	13,604	13,604
	<hr/> 167,526	<hr/> 114,104	<hr/> 281,630

11 Taxation

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