



**BELL & COMPANY**  
**CHARTERED ACCOUNTANTS**

**CHURCHES ACTION FOR THE HOMELESS**  
**DIRECTORS' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2003**

Charity Registration No. SC021740

Company Registration No. 145621 (Scotland)

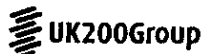


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# CHURCHES ACTION FOR THE HOMELESS

## COMPANY INFORMATION

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|                          |                                                                        |
|--------------------------|------------------------------------------------------------------------|
| <b>Directors</b>         | Mary I Carroll MBE<br>Vivian Mason<br>Colin McGaffney                  |
| <b>Secretary</b>         | McCash & Hunter                                                        |
| <b>Company number</b>    | 145621                                                                 |
| <b>Charity number</b>    | SC021740                                                               |
| <b>Registered office</b> | Moray House<br>39 St John Street<br>Perth<br>PH1 5HQ                   |
| <b>Auditors</b>          | Bell & Company<br>Moray House<br>39 St John Street<br>Perth<br>PH1 5HQ |
| <b>Business address</b>  | 5 Back Wynd<br>Bridgend<br>Perth<br>PH2 7DZ                            |
| <b>Bankers</b>           | Bank of Scotland<br>10 - 16 King Edward Street<br>Perth<br>PH1 5UT     |
| <b>Solicitors</b>        | McCash & Hunter<br>25 South Methven Street<br>Perth<br>PH1 5ES         |

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# CHURCHES ACTION FOR THE HOMELESS

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# CHURCHES ACTION FOR THE HOMELESS

## DIRECTORS' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2003

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The directors of the charity present their report and audited financial statements for the year ended 30 September 2003.

They have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued October 2000 in preparing the report and financial statements of the charity.

Churches Action for the Homeless (CATH) is a private company limited by guarantee and recognised by the Inland Revenue for charitable purposes. It is governed by a Memorandum and Articles of Association. Its objects are to relieve homelessness and poor housing and to improve the conditions of life and generally aid the development of persons who are homeless or who live in poor and sub-standard housing in Perth and Kinross District. There have been no changes in its objects since the last annual report.

Management of the charity is the responsibility of the Management Committee, which includes the directors who make the decisions on behalf of the organisation. Various sub-committees operate from time to time as the need arises.

### Principal activities and development

The principal activities of the company continue to be the provision of food and day shelter and support for the homeless in Perth and Kinross district through the Day Centre and night shelter through the Hostels together with assistance in resettlement both in accommodation and training for employment or further education.

CATH is a progressive local charity successful in achieving positive outcomes for homeless people and those at risk of becoming homeless. CATH has continued to be effective in responding to the needs of homeless people in Perth and Kinross. These services have been provided through our staff, volunteers and other support from Perth and Kinross Council, the Rough Sleepers Initiative, New Futures fund Initiative, and the many hundreds of other individuals, churches, organisations, businesses and trusts.

We have continued to maintain, develop and extend our services over the last twelve months:

#### Day Centre:

The food service continues to be central to what we provide. Funding from THB Nutrition Project has continued throughout this financial year.

Currently 37% of the service users are between 16 and 24 years old and it is vital that we continue to be able to offer a specific youth service. This has been supported by sharing a post with the Council led GO (Generating Opportunities) and support from other Youth Initiatives. We continue to operate a drop-in service at the Threshold and as well as working on individual personal development plans, we link up with other professionals such as health and career workers.

We continue to build on the success of the Adult Literacy project and are an active part of the Perth Adult Literacy Partnership. Indeed we have secured funding for this initiative until March 2005. The Women's Group is working towards producing a Safety Booklet as part of the integrated literacy provision.

#### Accommodation:

The new Hostel at York Place continues to successfully operate a 24 hour service for 14 clients. The Hostel at Shore Road also offers a 24 hour service to 4 longer term residents. Government funding (including Supporting People funds) has enabled us to sustain this service, which is vital if clients are to move forward.

Supporting People funding has also enabled us to increase our support to those clients in supported accommodation from 10 to 25.

#### New Futures:

A Consortium was formed in conjunction with other organisations for clients to refurbish a flat for use as an after school facility for activities. Client numbers have also increased and during the year there was a presentation of ASDAN (Award Scheme Development and Accreditation Network). Several of the clients are now studying towards a European Computer Driving Licence (ECDL) and other qualifications including a higher level ASDAN.

# CHURCHES ACTION FOR THE HOMELESS

## DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2003

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### Financial strategy

The organisation has made a deficit for this financial year. This deficit was expected and provision had been made in the previous financial year to utilise the reserves to cover this deficit. It is generally accepted that maintaining reserves of six months operational costs is appropriate. In this respect the organisation continues to meet this criteria.

A significant proportion of our current income comes from or through the local authority. We continue to work closely with the local authority particularly in relation to developing homelessness strategies. CATH is central to reducing homelessness in the area. This year the Homelessness etc Scotland Act 2003 was passed setting the legal framework for one of the most progressive policies towards homeless people.

Our other income is short term and sometimes for a specific purpose.

### Risk management

CATH is totally dependent on others for funding. Consequently all our work is at risk at any time. Nonetheless CATH has a very good reputation for delivering good services and therefore an attractive provider of services in this field. We have therefore identified all major risks and established systems to mitigate these risks.

We continue to invest resources heavily in fundraising to enable some of our projects to continue and develop. We have a good record of attracting funders from a variety of sources and we need to build on that. We are also investing in training to support service users within the different projects and meet the increasing demands of legislation in care organisations.

We have sufficient reserves to continue to fund our operations at the current funding levels. However this does not allow us to develop new services as a need is identified. Also we rely heavily on the unstinting efforts of volunteers for the management and running of the organisation.

### Results for the year

The net outgoing resources for the year amounted to £9,054 (2002 outgoing £35,383). The balance sheet indicates that the charity has good cash reserves and the directors are of the opinion that the state of affairs of the company are satisfactory.

### Directors

The following directors have held office since 1 October 2002:

Mary I Carroll MBE

Vivian Mason

Colin McGaffney

### Auditors

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Bell & Company be reappointed as auditors of the company will be put to the Annual General Meeting.

# CHURCHES ACTION FOR THE HOMELESS

## DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2003

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### **Directors' responsibilities**

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 company and of the income and expenditure of the company for that period. In preparing those 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

By order of the board



Mary I Carroll MBE

**Director**

22 January 2004

# CHURCHES ACTION FOR THE HOMELESS

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CHURCHES ACTION FOR THE HOMELESS

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We have audited the financial statements of Churches Action for the Homeless on pages 5 to 13 for the year ended 30 September 2003. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of the directors and auditors**

As described in the statement of directors' responsibilities on page 3 the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the directors' report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the directors' report and consider the implications for our report if we become aware of any apparent misstatements within it.

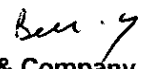
### **Basis of audit opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 30 September 2003 and of its incoming resources and application of resources, including its income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

  
**Bell & Company**

Chartered Accountants  
**Registered Auditor**

17 February 2004

Moray House  
39 St John Street  
Perth  
PH1 5HQ

# CHURCHES ACTION FOR THE HOMELESS

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 SEPTEMBER 2003

|                                                           |          | 2003<br>Unrestricted<br>funds<br>£ | 2003<br>Restricted<br>funds<br>£ | 2003<br>Total<br>£ | 2002<br>Total<br>£ |
|-----------------------------------------------------------|----------|------------------------------------|----------------------------------|--------------------|--------------------|
|                                                           | Notes    |                                    |                                  |                    |                    |
| <b>Incoming resources</b>                                 | <b>2</b> |                                    |                                  |                    |                    |
| Kitchen and laundry donations                             |          | 6,579                              | -                                | 6,579              | 4,557              |
| CATH 500/gift aid donations including tax reclaim         |          | 12,630                             | -                                | 12,630             | 8,244              |
| Other donations                                           |          | 28,642                             | 711                              | 29,353             | 17,726             |
| Fund raising                                              |          | 12,052                             | -                                | 12,052             | 8,278              |
| Grant income                                              |          | 248,697                            | -                                | 248,697            | 256,092            |
| RSI reimbursements                                        |          | 271,040                            | -                                | 271,040            | 402,526            |
| Daily charges                                             |          | 12,701                             | -                                | 12,701             | 4,729              |
| Big Issue commission                                      |          | 2,419                              | -                                | 2,419              | 2,868              |
| Housing benefit                                           |          | 259,555                            | -                                | 259,555            | 100,397            |
| New Deal                                                  |          | 2,326                              | -                                | 2,326              | 3,355              |
| Bequests, legacies and trust income                       |          | 9,100                              | 4,261                            | 13,361             | 12,500             |
| THB nutrition project                                     |          | 3,747                              | -                                | 3,747              | 986                |
| P & K adult literacy                                      |          | -                                  | 24,039                           | 24,039             | 2,969              |
| Go project                                                |          | -                                  | 9,790                            | 9,790              | 7,076              |
| Homeless strategy                                         |          | -                                  | 28,542                           | 28,542             | 16,427             |
| Student Placement                                         |          | 1,780                              | -                                | 1,780              | -                  |
| Supporting People Grant                                   |          | 204,466                            | -                                | 204,466            | -                  |
| Interest receivable and similar income                    |          | 8,063                              | -                                | 8,063              | 7,587              |
| <b>Total incoming resources</b>                           |          | <b>1,083,797</b>                   | <b>67,343</b>                    | <b>1,151,140</b>   | <b>856,317</b>     |
| <b>Resources expended</b>                                 |          |                                    |                                  |                    |                    |
| Direct charitable expenditure                             |          | (963,522)                          | (67,343)                         | (1,030,865)        | (794,254)          |
| Fund raising expenses                                     |          | (2,039)                            | -                                | (2,039)            | (314)              |
| Administrative expenses                                   |          | (127,290)                          | -                                | (127,290)          | (97,132)           |
| <b>Total resources expended</b>                           | <b>3</b> | <b>(1,092,851)</b>                 | <b>(67,343)</b>                  | <b>(1,160,194)</b> | <b>(891,700)</b>   |
| <b>Net incoming/(outgoing) resources before transfers</b> |          | <b>(9,054)</b>                     | <b>-</b>                         | <b>(9,054)</b>     | <b>(35,383)</b>    |
| Transfers between funds                                   |          | 5,792                              | (5,792)                          | -                  | -                  |
| Fund balances at 1 October 2002                           |          | 270,564                            | 162,970                          | 433,534            | 468,917            |
| <b>Fund balances at 30 September 2003</b>                 | <b>8</b> | <b>267,302</b>                     | <b>157,178</b>                   | <b>424,480</b>     | <b>433,534</b>     |

The departmental income and expenditure accounts on pages 14 to 20 show a detailed breakdown of expenditure.

# CHURCHES ACTION FOR THE HOMELESS

## BALANCE SHEET AS AT 30 SEPTEMBER 2003

|                                                       | Notes | 2003<br>£        | £              | 2002<br>£        | £              |
|-------------------------------------------------------|-------|------------------|----------------|------------------|----------------|
| <b>Fixed assets</b>                                   |       |                  |                |                  |                |
| Tangible assets                                       | 4     |                  | 229,679        |                  | 237,843        |
| <b>Current assets</b>                                 |       |                  |                |                  |                |
| Stocks                                                |       | 686              |                | 470              |                |
| Debtors                                               | 5     | 21,151           |                | 56,002           |                |
| Cash at bank and in hand                              |       | 521,985          |                | 256,759          |                |
|                                                       |       | <u>543,822</u>   |                | <u>313,231</u>   |                |
| <b>Creditors: amounts falling due within one year</b> | 6     | <u>(349,021)</u> |                | <u>(117,540)</u> |                |
| <b>Net current assets</b>                             |       |                  | <u>194,801</u> |                  | <u>195,691</u> |
| <b>Total assets less current liabilities</b>          |       |                  | <u>424,480</u> |                  | <u>433,534</u> |
| <b>Funds</b>                                          |       |                  |                |                  |                |
| Restricted funds                                      | 8     |                  | 157,178        |                  | 162,970        |
| General funds                                         | 8     |                  | 267,302        |                  | 270,564        |
|                                                       |       |                  | <u>424,480</u> |                  | <u>433,534</u> |

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and the Financial Reporting Standard for Smaller Entities (effective March 2000).

The financial statements were approved by the Board on 22 January 2004

*Mary J. Carroll*

Mary J Carroll MBE  
Director

*Colin McGaffney*  
Colin McGaffney  
Director

# CHURCHES ACTION FOR THE HOMELESS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2003

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### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the *Financial Reporting Standard for Smaller Entities (effective March 2000)*.

#### 1.2 Compliance with accounting standards

The accounts have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP) issued in October 2000 by the Charity Commission for England and Wales.

#### 1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Fixed assets costing more than £500 are capitalised. Fixed assets purchased as part of projects are not capitalised but are matched against the income to which they relate in the year they are purchased.

Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

|                                |                   |
|--------------------------------|-------------------|
| Leasehold buildings            | 2% & 3.5% of cost |
| Computers                      | 25% on cost       |
| Fixtures, fittings & equipment | 15% on cost       |
| Motor vehicles                 | 20% on cost       |

#### 1.4 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

#### 1.5 Stock

Stock is valued at cost

#### 1.6 Pensions

The pension costs charged in the financial statements represent the contributions payable by the company during the year in accordance with FRS 17.

#### 1.7 Statement of financial activities (SOFA)

This additional statement, produced to comply with the Statement of Recommended Practice "Accounting by Charities" is effectively an Income and Expenditure account in a different format, incorporating information on all incoming resources to form a single statement of all movements between opening and closing fund balances.

No summary Income and Expenditure Account has been prepared because it would duplicate the information in the column headed unrestricted funds in the SOFA. Detailed Income and Expenditure Accounts are included for each discrete department operated by the charity.

#### 1.8 Incoming resources

Monetary donations are recognised as income as they are received. Income tax recoverable on covenanted donations and gift aid donations is accrued in the accounts.

Donations in kind such as food and clothing are received at the day centre and noted. No value is placed on these items as they generally have little resale value and are distributed to attenders as soon as possible after receipt or used in the centre kitchen.

Grants are recorded in the accounts to match them against the corresponding expenditure. Receipts in advance of expenditure are included in creditors and carried forward against expenditure of a future period.

# CHURCHES ACTION FOR THE HOMELESS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2003

### 1.9 Accumulated funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Designated funds are unrestricted funds earmarked by the management committee for a particular purpose.

### 1.10 Resources expended

All expenditure is included on an accruals basis and includes attributable VAT which cannot be recovered. Management and administration costs consisting of mainly salary payments are charged to each discrete department to reflect time costs incurred.

## 2 Incoming resources

### Grants

Included in income are the following grants:

|                                                              | 2003<br>£      | 2002<br>£      |
|--------------------------------------------------------------|----------------|----------------|
| Perth & Kinross Council - grant for Day Centre running costs | 114,845        | 87,700         |
| Scottish Enterprise grant for New Futures Centre             | 105,777        | 99,736         |
| J K Cairncross Charitable Trust                              | -              | 1,000          |
| European Social Fund (see below)                             | 18,075         | 56,756         |
| Tudor Trust                                                  | 10,000         | 10,000         |
| Perth & Kinross Council - water supply                       | -              | 900            |
|                                                              | <u>248,697</u> | <u>256,092</u> |

### European Social Fund

A joint application with Tayside Furniture Project and The Walled Garden was made to the European Social Fund for New Futures Work. The total grant received was £51,503 of which £23,850 was transferred to the Tayside Furniture Project and £9,578 to The Walled Garden, leaving a figure as per the above of £18,075.

## 3 Resources expended

|                               | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2003<br>Total<br>£ | 2002<br>Total<br>£ |
|-------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Direct charitable expenditure | 963,522                    | 67,343                   | 1,030,865          | 794,254            |
| Fund raising expenses         | 2,039                      | -                        | 2,039              | 314                |
| Administration expenses       | 127,290                    | -                        | 127,290            | 97,132             |
|                               | <u>1,092,851</u>           | <u>67,343</u>            | <u>1,160,194</u>   | <u>891,700</u>     |

Administration expenses includes payments to the auditors of £6,000 for audit fees.

# CHURCHES ACTION FOR THE HOMELESS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2003

### 4 Tangible fixed assets

|                       | Land and<br>buildings | Other<br>tangible<br>fixed assets | Total   |
|-----------------------|-----------------------|-----------------------------------|---------|
|                       | £                     | £                                 | £       |
| <b>Cost</b>           |                       |                                   |         |
| At 1 October 2002     | 268,316               | 47,141                            | 315,457 |
| Additions             | -                     | 2,422                             | 2,422   |
| Disposals             | -                     | (7,934)                           | (7,934) |
|                       | <hr/>                 | <hr/>                             | <hr/>   |
| At 30 September 2003  | 268,316               | 41,629                            | 309,945 |
|                       | <hr/>                 | <hr/>                             | <hr/>   |
| <b>Depreciation</b>   |                       |                                   |         |
| At 1 October 2002     | 38,632                | 38,982                            | 77,614  |
| On disposals          | -                     | (6,695)                           | (6,695) |
| Charge for the year   | 6,439                 | 2,908                             | 9,347   |
|                       | <hr/>                 | <hr/>                             | <hr/>   |
| At 30 September 2003  | 45,071                | 35,195                            | 80,266  |
|                       | <hr/>                 | <hr/>                             | <hr/>   |
| <b>Net book value</b> |                       |                                   |         |
| At 30 September 2003  | 223,245               | 6,434                             | 229,679 |
|                       | <hr/>                 | <hr/>                             | <hr/>   |
| At 30 September 2002  | 229,684               | 8,159                             | 237,843 |
|                       | <hr/>                 | <hr/>                             | <hr/>   |

It is the policy of the management committee not to capitalise second hand donated items, although a fixed asset register is maintained and checked to ensure security of the assets. Included in land and buildings is fitted kitchen equipment at cost of £40 which was purchased in 1995. The equipment was valued at £11,000 for insurance purposes.

### 5 Debtors

|                                               | 2003   | 2002   |
|-----------------------------------------------|--------|--------|
|                                               | £      | £      |
| RSI grant                                     | -      | 17,403 |
| Income tax recoverable                        | 2,249  | 1,400  |
| Other debtors, prepayments and accrued income | 18,902 | 37,199 |
|                                               | <hr/>  | <hr/>  |
|                                               | 21,151 | 56,002 |
|                                               | <hr/>  | <hr/>  |

# CHURCHES ACTION FOR THE HOMELESS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2003

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| 6 | Creditors: amounts falling due within one year | 2003<br>£ | 2002<br>£ |
|---|------------------------------------------------|-----------|-----------|
|   | RSI advance (see below)                        | 199,751   | 30,319    |
|   | Taxes and social security costs                | -         | 3,633     |
|   | Other creditors                                | 149,270   | 83,588    |
|   |                                                | <hr/>     | <hr/>     |
|   |                                                | 349,021   | 117,540   |
|   |                                                | <hr/>     | <hr/>     |

### RSI grant advance

The RSI advance relates to monies received in advance of expenditure incurred.

### Other creditors

Included in other creditors are the following advances relating to restricted income which have been carried forward

|                   |        |
|-------------------|--------|
| Adult Literacies  | 14,139 |
| Go Project        | 30,481 |
| Homeless Strategy | 17,532 |
| Criminal Justice  | 835    |
| Community Diet    | 1,699  |

### 7 Pension costs

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £6,567 (2002 - £4,892). There were no outstanding contributions at the year end.

# CHURCHES ACTION FOR THE HOMELESS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2003

### 8 Statement of movements on reserves

|                                                  | Restricted funds<br>£ | General funds<br>£ |
|--------------------------------------------------|-----------------------|--------------------|
| Balance at 1 October 2002 as previously reported | 162,970               | 270,564            |
| Retained deficit for the year                    | -                     | (9,054)            |
| Transfer from restricted funds to general funds  | -                     | 5,792              |
| Transfer to general funds                        | (5,792)               | -                  |
|                                                  | <hr/>                 | <hr/>              |
| Balance at 30 September 2003                     | 157,178               | 267,302            |
|                                                  | <hr/>                 | <hr/>              |
|                                                  | Restricted funds<br>£ | General funds<br>£ |
| Tangible assets                                  | 157,178               | 72,501             |
| Current assets                                   | -                     | 543,822            |
| Creditors: amounts falling due in one year       | -                     | (349,021)          |
|                                                  | <hr/>                 | <hr/>              |
|                                                  | 157,178               | 267,302            |
|                                                  | <hr/>                 | <hr/>              |

The transfer from restricted funds to general funds represents depreciation on assets on which capital grants have been received.

The balance on restricted funds represents capital grants and donations received to fund the purchase of the following assets:

|                    | £       |
|--------------------|---------|
| Daycentre building | 125,572 |
| Workshop building  | 30,925  |
| Equipment          | 681     |
|                    | <hr/>   |
|                    | 157,178 |
|                    | <hr/>   |

### 9 Designated funds

|                     | Opening balance | Designated | Resources expended | Closing balance |
|---------------------|-----------------|------------|--------------------|-----------------|
| Youth - Day Centre  | 4,500           | -          | -                  | 4,500           |
| Core expenses       | 5,763           | 13,973     | 1,202              | 18,534          |
| Youth - New Futures |                 | 30,000     | 30,000             | -               |

# CHURCHES ACTION FOR THE HOMELESS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2003

### 10 Financial commitments

At 30 September 2003 the company had annual commitments under non-cancellable operating leases as follows:

|                    | <b>Land and buildings</b> |             |
|--------------------|---------------------------|-------------|
|                    | <b>2003</b>               | <b>2002</b> |
|                    | <b>£</b>                  | <b>£</b>    |
| Expiry date:       |                           |             |
| In over five years | 31,850                    | -           |

### 11 Capital commitments

At 30 September 2003 the company had capital commitments as follows:

|                                   | <b>2003</b> | <b>2002</b> |
|-----------------------------------|-------------|-------------|
|                                   | <b>£</b>    | <b>£</b>    |
| Authorised but not contracted for | -           | 7,000       |
|                                   | -           | 7,000       |

### 12 Employees

#### Number of employees

The average monthly number of employees during the year was:

|                                                   | <b>2003</b>   | <b>2002</b>   |
|---------------------------------------------------|---------------|---------------|
|                                                   | <b>Number</b> | <b>Number</b> |
| Day centre                                        | 10            | 9             |
| New Futures Centre                                | 7             | 6             |
| Rough Sleepers Initiative/Supported Accommodation | 28            | 22            |
|                                                   | 45            | 37            |

#### Employment costs

|                       | <b>2003</b> | <b>2002</b> |
|-----------------------|-------------|-------------|
|                       | <b>£</b>    | <b>£</b>    |
| Wages and salaries    | 751,525     | 599,680     |
| Social security costs | 68,666      | 50,957      |
| Other pension costs   | 6,568       | 4,892       |
|                       | 826,759     | 655,529     |

No employee was paid more than £50,000

# **CHURCHES ACTION FOR THE HOMELESS**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** ***FOR THE YEAR ENDED 30 SEPTEMBER 2003***

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### **12 Directors**

The cost of indemnity insurance to the charity was £893 for the year.

None of the directors (or any persons connected with them) received any remuneration during the year. A total of £258 was reimbursed to one director for travelling expenses and telephone.