

YORK ROAD PROJECT
(Charitable Incorporated Organisation Reg No 1162835)
Trustee's Annual Report and Financial Statements for the year ended 31st March 2019



**York Road
Project**

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2019

CHARITABLE INCORPORATED ORGANISATION
NUMBER: 1162835

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LEGAL AND ADMINISTRATIVE INFORMATION

Charity Name:	York Road Project
Charity Registration Number:	1162835
Trustees:	Beryl Keeley (Chair of Trustees) Andrew Humphreys (Vice-Chair) William Hammond FCA (Treasurer) John Mayne (Secretary) Graham Ball Michael Rivers Quentin Goodwin (to 11 th May 2018)
Chief Executive:	Cath Stamper
Deputy Chief Executive	Cherisse Dealtry
Registered office:	1 York Road, Woking, Surrey GU22 7XH
Independent Examiner:	Numerica Chartered Accountants St Marys Chambers, 59 Quarry Street, Guildford, Surrey GU1 3UA
Bank:	CAF Bank Ltd 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

The Trustees present their report and the audited financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

TRUSTEES OF THE CHARITY

The members of the CIO are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end were as follows:

Beryl Keeley (Chair of Trustees)
Andrew Humphreys (Vice-Chair)
William Hammond FCA (Treasurer)
John Mayne (Secretary)
Graham Ball
Michael Rivers
Quentin Goodwin (to 11th May 2018)

OBJECTIVES AND ACTIVITIES OF THE CHARITY

As a practical expression of the Christian faith and of God's love and compassion, the objects of York Road Project are, for the public benefit, to provide relief to those in necessitous circumstances in the Borough of Woking and environs regardless of age, disability, gender, race, religion and belief, sexual orientation and gender reassignment, in particular by:

1. the provision of temporary hostel accommodation
2. the provision of supported and/or rented "move on" accommodation
3. the provision of help and support to find suitable accommodation
4. the provision of information, advice, training and other support to those in need of it

Explanation of the Charity's aims including the changes or differences it seeks to make through its activities

The Charity strives to achieve these objectives for the public benefit by:

- Providing a direct access Night Shelter and other services in a safe environment, accessible to all single homeless people regardless of ethnic background, gender, religion or sexual orientation.
- Providing supported "Move On" accommodation to allow clients a longer licence (up to 2 years), whilst addressing any issues relating to their homelessness status with support

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thereby increasing the possibility of resettlement into permanent Local Authority, Housing Association, or private rented sector accommodation.

- Providing low support properties where clients can live independently, accessing support only if they need it. These properties have an affordable rent.
- By maximising the number of clients moving on to more appropriate accommodation, whether this be independent or supported, and provide initial follow up.
- Where appropriate referring clients to external agencies that can assist with any secondary support needs they may have.
- Assisting clients to reconcile estranged relationships with their families.
- Reducing, through resettlement and increased efficiency, the length of stay for clients in the shelter, thereby allowing a larger throughput of homeless clients.
- Providing an effective Day Centre which supports clients with the issues associated with their homelessness and allows the opportunity to build self-esteem and confidence.
- By utilising an assertive outreach model, directly engaging with rough sleepers on the streets of Woking and Waverley

Public benefit statement

The Charity serves the public benefit by reduction in anti-social behaviour, crime and nuisance and thereby delivering a cost savings benefit to local authorities, the police, health services and Adult Social Care by providing specific support, housing, advice and training.

The Charity also provides a service to the general public through its website, social media, open days and other events by raising awareness and providing information/education about local and national housing climate and of people rough sleeping in Woking and the surrounding areas.

Values

The Staff and Clients, in conjunction with the Trustees, have developed the following set of values which underpin all that the Charity strives to achieve:

- Empowerment – We support people to take control of their lives to make positive changes.
- Inclusion – We listen and respond to our staff, clients and communities, valuing their diversity and treating everyone with respect.
- Belief – We believe that everyone has the ability to make positive changes to their lives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The governing document of the Charity is the York Road Project Constitution signed by the Chair on 14 July 2015.

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Trustee selection methods

Trustees of York Road Project serve for a period of three years after which they are eligible for re-appointment. New Trustees are appointed by resolution of the Board from suitable members of the community who have skills the Board requires. The Board advertises for new Trustees in local churches and at Woking Association of Voluntary Service and in other appropriate media.

The policies and procedures for the induction and training of Trustees

All new and re-appointed Trustees are given a Trustees welcome pack which includes a copy of the York Road Project Constitution, Governing Documents and the Trustees Terms of Reference. They are required to sign a Trustees Declaration to acknowledge that they have assimilated and understood the functions and duties of trustees. There is no formal training of trustees, although new trustees are helped to acquire the knowledge required to operate successfully by existing trustees and the Chief Executive.

Organisational structure and decision-making process

York Road Project is a Charitable Incorporated Organisation (CIO).

The Board is constituted of a minimum of three Trustees including a Chair, a Secretary and a Treasurer. There is no maximum number of Trustees. The Trustees usually meet bi-monthly to determine the business of the Charity. The Board has appointed the Chief Executive and the Deputy Chief Executive to be associate non-voting members.

The Board determines the policies of the Charity and will appoint new members of staff, in conjunction with the Chief Executive and Deputy Chief Executive. The Board entrusts the Chief Executive to take Management responsibility and the Deputy Chief Executive to carry out the day-to-day management functions of the Charity under their direction.

The Project is managed by the Chief Executive who has strategic responsibility for all York Road Project Services supported by the Deputy Chief Executive who has responsibility for operational matters. Two Team leaders ensure smooth running of the services and have line management responsibility for the Project Workers, Outreach staff and Day Centre Team and report to the Deputy Chief Executive.

During the period, operational policies and procedures within the Project for reference by staff and trustees were further updated as necessary and the Trustees audited a selection of these.

Details of related parties and wider networks

The Charity is not part of a wider network, although it depends on the support of Woking Borough Council and Surrey County Council to fulfil its objectives. The Project's partnership with Green Pastures – a Christian charity based in Southport who provide properties for homeless people – has been maintained and four clients continue to be housed in a property at 44 Fairfax Road, Woking which was purchased for us by Green Pastures. Woking Borough Council leases the Project a five-bedroom house at Campbell Avenue which provides accommodation for clients who have low support needs. This property is offered at an affordable rent which allows clients to work whilst living there. The house in Portugal Road is a four-bedroom property leased from a local landlord and offers longer term accommodation for working clients. The Project has a similar two-bedroom property leased from Waverley Borough Council.

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The Charity's day services are undertaken at The Prop in Goldsworth Road, a building leased from Southern Star Property Services with support from Woking Borough Council. As well as The Prop staff, YRP Outreach Team and Administration staff are also based here.

Safe Haven is a Mental Health initiative delivered by Catalyst and Surrey and Borders Partnership. They use The Prop premises out of hours offering mental health crisis support to both our clients and members of the wider community.

Risk Management Statement

The Trustees are committed to a programme of risk management as an element of its strategy to preserve the Charity's assets, enhance productivity and protect its employees, service users and others having contact with the Charity. To this end a Risk Management Policy document has been put in place which sets out our basic approach, roles and responsibilities. A Risk Register identifies key risks and is kept under regular review. An assessment of risk management maturity was carried out and found to be appropriate for the Charity. During the period, the Charity continued to be supported by professional employment advisers who conducted reviews of policies and procedures to ensure that they are being carried out correctly.

Health and Safety

The Charity has a Health and Safety Management System which is intended to ensure that the Project's operations remain in full compliance with the relevant Health and Safety legislation. The H&S Management System is regularly reviewed by the Health and Safety Steering Group which keeps the Trustees informed and makes recommendations on Health and Safety issues affecting the Project.

Periodic Health and Safety Inspections are undertaken by the Project's independent Health and Safety Advisors. All recommended actions are followed up.

REVIEW OF FINANCIAL POSITION

The Charity is a non-profit making organisation. The state of affairs of the Charity and its results for the year are as shown by the accounts. The Charity's registered office at the night shelter located at 1 York Road, Woking, Surrey GU22 7XH.

Total income for the 12 months ended 31st March 2019 amounted to £697,460. The principal funding sources of the Charity are derived from a number of grants and donations:

- Woking Borough Council awarded a grant of £53,400 for the year ended 31st March 2019 towards the costs of the kitchen supervisor, Sunday day time opening of the night shelter, client activity costs in the day centre, and a day centre project worker subject to the annual submission of an application form.
- Surrey County Council awarded a grant totalling £126,623 for the year ended 31st March 2019, for the Steady State Contract for Provision of Housing Related Support under the Block Grant Model towards the cost of supporting clients, excluding building costs.

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- Funding for an outreach worker comes from The Office of the Police and Crime Commissioner and totals £35,000 per annum. The costs of a second worker are covered by grants from Woking and Waverley Borough Councils.
- Housing Benefit is received via Woking Borough Council in respect of residents to cover the premises costs of the night shelter. This benefit is only received when clients register with the Council and covers their period of stay from the date of registration. The rate was £282.53 per person per week for the year at the Night Shelter, £234.46 per person per week at the Guildford Road Flats and £218.73 at Fairfax Road. £84.04 per person per week was received for clients at Campbell Avenue and Portugal Road, and £81 per week at Chapel Court if they were claiming benefits
- Personal rents are payable by clients who use the shelter at a rate of £2 per night. This charge is towards the cost of food, heating, lighting and water usage. Clients in the Guildford Road Flats and the house in Fairfax Road are charged a rate of £14 per week. In Campbell Avenue clients pay a personal contribution of £18 per week; Portugal Road clients pay £27.50 per week and Chapel Court clients pay £23.04 per week.
- A grant of £51,187 was received from Woking Borough Council to fund project management of the planned building development.
- The Project is grateful for donations received from many Churches, individuals and organisations.

The expenditure during year of £634,912 related to the costs of staff, running expenses, food and administrative costs of operating the Outreach Team, Day Centre, Night Shelter, Guildford Road Flats and the houses in Fairfax Road, Campbell Avenue, Portugal Road and Chapel Court. The largest items of expenditure other than salary costs were rental payments for the flats in Guildford Road and the houses in Fairfax Road, Campbell Avenue, Portugal Road and Chapel Court.

RESERVES POLICY

The Charity has a reserves and investment policy which provides for unrestricted reserves to be held to cover the cost of its daily operations for a period of between three and six months.

The trustees consider that the unrestricted reserves held by the Charity amounting to £255,473 are adequate to provide sufficient working capital for the Charity to continue its daily operations for a short period, should there be a delay in receiving grant funds. These reserves earned interest at the bank of £147.

INVESTMENT POLICY

The Charity has no underlying supporting funds or investments. The Charity's reserves are invested in accessible interest-bearing funds so that they are readily available in case of disruption to the income flow.

THE FINANCIAL STATEMENTS

These consist of the following:

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- Statement of financial activities showing all resources available and all expenditure incurred and reconciling all changes in the funds of the Charity.
- Balance sheet setting out the assets, liabilities and funds of the Charity.
- Notes to the financial statements explaining the accounting policies adopted and explanations of information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) and the Charity is not required to produce a cash flow statement. The Trustees confirm that the Charity's assets are available and adequate to fulfil the obligations of the Charity. The Trustees have complied with the duty in section 4 of the Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit.

RESPONSIBILITIES OF THE TRUSTEES

Law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) and the Trust Deed. The Trustees 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.

The Trustees confirm that the Charity's assets are available and adequate to fulfil the obligations of the Charity.

ADOPTION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS

Adopted and signed for and on behalf of the Trustees

Beryl Keeley
Chair of the Trustees



Date: 3-11-19

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**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF YORK ROAD PROJECT
CHARITABLE INCORPORATED ORGANISATION**

I report on the accounts of the York Road Project for the year ended 31st March 2019, which are set out on pages 11 - 19.

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 financial period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

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 Commission 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 Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from 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.

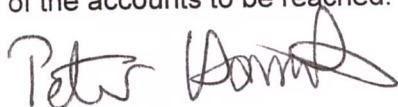
Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter Hamilton
Numerica Chartered Accountants, St Marys Chambers, 59 Quarry Street,
Guildford, Surrey GU1 3UA

Date: 5-11-19

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Statement of Financial Activities
for the year ended 31st March 2019

Notes	2019			2018		
	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
	£		£	£		£
INCOME						
Income from generated funds						
Donations and Legacies	26,811	330	27,141	68,341	-	68,341
Income from investments	147	-	147	167	-	167
Income from charitable activities	587,463	82,708	670,171	473,130	80,200	553,330
Total Income and Endowments	614,421	83,038	697,460	541,638	80,200	621,838
3						
EXPENDITURE						
Expenditure on Raising Funds	-	-	-	-	-	-
Expenditure on Charitable activities	568,613	66,299	634,912	523,309	73,467	596,776
Other expenditure	-	-	-	-	-	-
Total resources expended	568,613	66,299	634,912	523,309	73,467	596,776
4						
Net income	45,808	16,739	62,548	18,329	6,733	25,063
Transfers between funds	-	-	-	-	-	-
Net movement in funds	45,808	16,739	62,548	18,329	6,733	25,063
Reconciliation of funds						
Total funds brought forward	209,664	24,227	233,892	191,335	17,494	208,829
9						
Total funds carried forward	255,473	40,967	296,440	209,664	24,227	233,892
9						

All operations are continuing.

The notes on pages 13 – 19 form part of these financial statements.

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Balance Sheet
as at 31st March 2019

	Note	2019			2018		
		Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Fixed Assets							
Tangible assets	6	-	-	-	1,674	-	1,674
		-	-	-	1,674	-	1,674
Current Assets							
Debtors	7	33,529	-	33,529	98,986	-	98,986
Cash and deposits		398,486	40,967	439,453	305,701	24,227	329,928
		432,015	40,967	472,981	404,686	24,227	428,914
Liabilities							
Creditors: Amounts falling due within one year	8	(176,541)	-	(176,541)	(196,696)	-	(196,696)
		255,473	40,967	296,440	207,991	24,227	232,218
Net current assets							
		255,473	40,967	296,440	209,665	24,227	233,892
Total assets less current liabilities							
		255,473	40,967	296,440	209,665	24,227	233,892
The funds of the charity:							
Unrestricted income fund	9	255,473	-	255,473	209,665	-	209,665
Restricted	9	-	40,967	40,967	-	24,227	24,227
Total charity funds		255,473	40,967	296,440	209,665	24,227	233,892

The notes on pages 13 – 19 form part of these financial statements.

Approved and signed for and on behalf of the Trustees.



Beryl Keeley
Chair of the Trustees



William Hammond FCA
Treasurer

Date: 3-11-19

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Notes to the Financial Statements

1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's financial statements.

a) Basis of Preparation

The York Road Project Charity Name is a Charitable Incorporated Organisation in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 3 of these financial statements. The nature of the charity's operations and principal activities are set out on page 4.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated. The charity adopted SORP (FRS 102) in the current year.

b) Incoming Resources

Gifts in kind, such as clothing and food, are made for the benefit of clients. As these have no material benefit to the Charity they are not valued under incoming resources.

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses.

c) Resources Expended

Expenditure is included in the financial statements for the period in which it is due.

No costs are incurred in generating funds or in fund-raising. Governance costs include the costs of the annual general meeting, other public meetings and independent examination of the accounts. All other costs relate to the charitable activity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

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d) Hire purchase and leasing commitments

The Premises used by the Charity, 1 York Road, is owned by Woking Borough Council and let to the Charity for a peppercorn rent. Flats 33A and 33B Guildford Road are leased from Mahtan Developments Ltd at a rental of £25,200 per annum. 44 Fairfax Road is leased from Green Pastures at a rental of £16,830 per annum, Campbell Avenue is leased from Woking Borough Council at a rental of £11,500 per annum, Chapel Court is leased from Waverley Borough Council at a rental of £7,141 per annum and Portugal Road is leased from a local landlord at a rental of £18,500 per annum. Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

e) Tangible Fixed Assets

The acquisition of minor capital items such as fixtures and fittings, furniture and office equipment below a cost of £1,000 are charged to revenue in the year purchased. Items costing more than £1,000 are depreciated on a straight-line basis over three years.

f) Fund Accounting

The Charity has the following types of funds, which require separate disclosure. These are as follows:

i) Unrestricted Funds

General fund - This fund is expendable at the discretion of the Trustees in the furtherance of the objects of the Charity. Specifically it represents the surplus of income over expenditure for the Charity, which is carried forward to meet the requirements of future years.

ii) Restricted Fund

This fund can only be used for the purpose for which funds were given. Further information is given in note 9 to the financial statements.

g) Pension costs

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund. The charge to profit or loss in respect of defined contribution schemes was £4637 (2018 - £1586).

h) Tax Status of the Charity

As a registered charity York Road Project is exempt from corporation tax on its charitable activities.

The Charity is below the registration level for VAT and therefore is unable to reclaim VAT suffered on purchases. Where VAT is charged this is included under the expense to which it relates in the Statement of Financial Activities.

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2. Indemnity Insurance

The Charity contributes towards indemnity insurance to protect the Charity from loss arising from neglect or defaults of its trustees, employees in respect of its activities up to a limit of £250,000.

3. Incoming resources

Income resources are derived from the following activities:

	2019			2018
	Unrestricted funds	Restricted funds	Total	Total
	£	£	£	£
Incoming resources from generated funds				
Voluntary income - Donations	26,811	330	27,141	68,341
Investment income	147	-	147	167
Total from generated funds	26,959	330	27,289	68,508
Incoming resources from charitable activities				
Grants				
SCC Supporting People	126,623	-	126,623	116,417
Waverley BC (Bedspace)	45,000	-	45,000	30,281
Woking Borough Council	53,400	15,000	68,400	53,400
Indigo Contract	-	7,500	7,500	14,000
Outreach - PCC	-	35,000	35,000	-
Outreach - YRP	-	-	-	50,600
Outreach - Waverley BC	-	15,000	15,000	15,600
Woking New Build	51,187	5,625	56,812	-
	276,210	78,125	354,335	280,298
Other income				
Housing benefit	252,789	-	252,789	208,761
Client contributions to rent	37,772	-	37,772	27,844
Property rental income	20,692	4,583	25,275	25,700
Other income	-	-	-	10,728
	311,253	4,583	315,836	273,033
Total from charitable activities	587,463	82,708	670,171	553,330
Total incoming resources	614,421	83,038	697,460	621,838

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4. Resources expended

Resources expended are analysed as follows:

	Unrestricted funds					Restricted funds		Total	Total 2018
	Night shelter	The Prop	Flats and houses	Admin	Other	Indigo Contract	Outreach		
Salaries and payroll costs	162,285	100,998	37,969	38,414	-	3,885	49,650	393,202	368,955
Travel, training and recruitment	521	1,286	1,226	4,932	81	726	1,151	9,924	9,420
Property maintenance and utilities	14,741	20,715	31,328	2,047	-	744	334	69,909	70,409
Rental and lease costs	-	-	79,742	-	-	-	-	79,742	78,647
Insurance	96	6,791	684	-	-	-	-	7,571	7,173
Food and kitchen costs	5,128	2,379	-	8	8	-	-	7,523	7,697
Client activities / training / awards / travel / welfare	430	2,508	38	-	1,793	6	521	5,296	9,117
Administration	10,867	7,339	24,440	6,536	135	3,643	5,310	58,270	42,425
Audit	164	164	982	164	-	164	164	1,800	1,260
Depreciation	1,674	-	-	-	-	-	-	1,674	1,673
TOTAL	195,908	142,179	176,409	52,101	2,017	9,168	57,131	634,912	596,776

5. Staff costs

Trustees are unpaid and do not receive any out of pocket expenses, other than reimbursement of any costs incurred on behalf of the Project.

The Project employs staff to work with clients and to provide administration, cooking and cleaning services. The staff team comprises of the Chief Executive, Deputy Chief Executive, two Team Leaders who are full-time; one move-on project worker, two Day Centre project workers, all full time; two full time outreach workers; one Indigo worker – 22.5 hours per week; one Kitchen Supervisor - 25 hours per week; one Bookkeeper - 24 hours per week, one administrator – 20 hours per week and one full time fundraiser. There are two Project Workers at the Night Shelter every night and during the day-time on Sundays, Christmas day, Boxing Day, New Year's Day and Easter day. Project workers are drawn from a pool of some six available staff. The cleaner works 10 hours per week.

	2019	2018
Gross pay	£ 355,818	£ 336,969
Employers National Insurance	£ 25,462	£ 21,020
TOTAL	£ 381,280	£ 357,989
Staff numbers (full and part time), of which 14 full time (2017: 14)	20.5	20.5

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6. Tangible Fixed Assets

	Furniture and fittings	Property equipment	Office equipment	Total
Cost				
b/f at 1st April 2018	46,000	9,917	15,358	71,274
Disposals	-	-	-	-
Additions	-	-	-	-
c/f at 31st March 2019	46,000	9,917	15,358	71,274
Accumulated depreciation				
b/f at 1st April 2018	46,000	8,243	15,358	69,601
Disposals	-	-	-	-
Charge for the period	-	1,673	-	1,673
c/f at 31st March 2019	46,000	9,917	15,358	71,274
Net book values				
b/f at 1st April 2018	-	1,674	-	1,674
c/f at 31st March 2019	-	-	-	-

7. Debtors

Debtors consist of amounts due within one year in respect of charitable expenditure:

	2019	2018
Trade debtors	25,306	91,596
Prepayments and other debtors	8,222	7,390
	<u>33,529</u>	<u>98,986</u>

8. Creditors

Creditors consist of amounts due within one year in respect of charitable expenditure:

	2019	2018
Trade creditors	16,574	1,495
PAYE	6,151	6,520
Deferred income	140,016	186,812
Accruals	13,800	1,870
	<u>176,541</u>	<u>196,696</u>

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9. Movement of funds during the year to 31st March 2019

	Balance at 1st April 2018	Income	Expenditure	Net income expenditure	Transfers between funds	Balance at 31st March 2019
	£	£	£	£	£	£
GENERAL FUNDS						
Accumulated fund	209,665	614,421	(568,613)	45,808	-	255,473
Total General funds	209,665	614,421	(568,613)	45,808	-	255,473
RESTRICTED FUNDS						
Tenancy Support Scheme	17,494	-	-	-	-	17,494
Indigo Contract	2,199	12,769	(9,168)	3,602	-	5,801
Outreach	4,534	70,269	(57,131)	13,138	-	17,672
Total Restricted funds	24,227	83,038	(66,299)	16,739	-	40,967
TOTAL FUNDS	233,892	697,460	(634,912)	62,548	-	296,440

Notes to the Funds

Unrestricted general fund

This fund consists of the funds required for the Charity to continue with certainty on an ongoing basis and provides a general reserve for unexpected expenses.

Restricted funds

Tenancy Support Scheme

The York Road Project manages the Tenancy Support Scheme funds.

Indigo Contract

The Indigo Contract focuses on the wellbeing of clients with enduring mental health difficulties in Woking and Waverley Boroughs.

Outreach Project

The Outreach Project supports rough sleepers on the streets of Woking and Waverley Boroughs.

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10. Contingent liabilities

No contingent liabilities have been identified

11. Operating lease commitments

	<u>2019</u>	<u>2018</u>	
	£	£	
Expiring:			
Between one and five years	25,200	25,200	(33A/B annual rent)
	17,400	16,830	(Fairfax Road annual rent)
	11,500	11,500	(Campbell Avenue rent)
	18,000	18,500	(Portugal Road)
	6,550	7,141	(Chapel Court)
In more than five years	1	1	(York Road annual rent)

12. Related parties

The Charity is not part of a wider network, although it depends on the support of Woking Borough Council and Surrey County Council to fulfil its objectives.

The trustees do not receive any payments or other benefits for their services, other than reimbursement of costs incurred on behalf of the CIO.