

REGISTERED COMPANY NUMBER: 02719436 (England and Wales)
REGISTERED CHARITY NUMBER: 1014868

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021
FOR
CATCHINGLIVES**

Spurling Cannon Audit Limited
424 Margate Road
Westwood
Ramsgate
Kent
CT12 6SJ

CATCHINGLIVES

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

	Page
Report of the Trustees	1 to 6
Report of the Independent Auditors	7 to 10
Statement of Financial Activities	11
Balance Sheet	12
Cash Flow Statement	13
Notes to the Cash Flow Statement	14
Notes to the Financial Statements	15 to 23
Detailed Statement of Financial Activities	24 to 25

CATCHINGLIVES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

This review reflects the activities of the Charity during the period under review. The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Ethos

Services provided by charities such as this are traditionally classified as fulfilling one of the following roles: sustenance, containment or change. The Charity rejects the role of containment. "Getting the underclass off the street" may be a side-product of our activities but the condemnatory and discriminatory basis of this approach is not one with which the Charity wishes to be associated.

Vision and Mission

Catching Lives is an independent charity aimed at supporting the rough sleepers, homeless and vulnerably housed in Canterbury and East Kent; those who have, for many reasons, fallen through the gaps in society and feel they have nowhere else to turn. Our vision is of a society where all are included and all, no matter how disadvantaged, can make a contribution.

Catching Lives works towards ending the harm caused to individuals, families and the community, by homelessness, rough sleeping and insecure housing. We do this by offering immediate respite at our Canterbury Open Centre and then working with our clients to help them to tackle their issues, access accommodation and find the motivation to take steps towards personal recovery.

Approach

- We believe that any effective societal response to homelessness needs to tackle the cause of the problem and therefore needs to include effective interventions.
- Our interventions are evidence based and work to the established standards within the field
- Is one of continual learning and strives to develop and improve our services to respond to new evidence and newly identified needs.
- Is committed to partnership working and where possible to developing integrated responses to homelessness.

We do this by:

- Operating a day centre with access all year round;
- Providing both mental and physical assessments;
- Providing access to showers and laundry facilities;
- Providing access to the internet, advice and sign posting to other services;
- Partnering with local charities such as The Forward Trust, and Oasis Domestic Abuse Trust;
- Providing outreach services;
- Delivering training and consultancy to external agencies.

Objectives

The Canterbury Open Centre works with the homeless and socially excluded people in the community to:

- (a) support and enable each client to increase their sense of personal responsibility, motivation and self-worth.
- (b) improve the physical and mental health, of each client, by supporting them to take greater responsibility for their health management recovery.
- (c) motivate each client to achieve positive steps toward independent living.

CATCHING LIVES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

This past financial year has been an unprecedented one for many in the charity sector. This has been a particular difficult time for our staff, volunteers, trustees and most importantly our clients. Nevertheless, what I have witnessed is a great coming together of all of the elements of our services in order to operate as best as we can in order to support our clients in the best possible way.

Kent had been particularly hit hard due to the restrictions with extensive lockdown due to the Kent variant. This has meant our services have had to remain flexible and adapt to the ever-changing landscape we were faced with.

As a charity, we welcomed the range of Government policy changes and initiatives that have had a positive impact on those vulnerably housed and the homeless community during the Covid-19 pandemic.

Undoubtedly the greatest impact has been the 'Everyone in' hotel and emergency accommodation operation proposed by Dame Louise Casey with support from the Ministry of Housing, Communities and Local Government (MHCLG).

This aimed to ensure all rough sleepers and those with shared air space in homelessness accommodation are given 'safe harbour'. During the first lockdown, it is estimated that across the country around 33,000 people were given beds in B&Bs, hotels and student accommodation which undoubtedly saved lives.

Other positive initiatives were the furlough scheme, increasing Universal Credit, halting evictions from the private and social rented sectors, as well as suspending evictions from Home Office asylum accommodation.

The schemes helped most people but there were challenges along the way in regard to legal barriers to assistance that prevented people from qualifying for help, councils denying help to people on the basis of 'local connection' criteria alongside on-going confusion and denial of services because people have no recourse to public funds.

During the last 12-month period, we worked very closely with other partnerships such as the Rough Sleeper Initiative (RSI) from Canterbury City Council (CCC), The Forward Trust and OasisDA. We've had to do all of this whilst also protecting several of our frontline staff and volunteers some of whom have underlying health issues or are above 70. Many volunteers have expressed their frustration at not being able to help as much as usual this past year especially those in the bookshop who have not been able to open.

As an integral part of the "Everyone in" scheme.

We have seen that if there is the political will to end homelessness, then these past few months demonstrate how housing first works. This past year has been a unique chance to tackle homelessness that I am proud that Catching Lives has played their part, working very closely with the RSI project to help house up to 60 rough sleepers in the local Travelodge in Canterbury during the initial lockdown.

At the same time, we continued to care for those who did not want to access these services. We provided mobile phones and powerpacks to those who remained out on the street so that we could keep in close contact with them and monitor their health. When some of those needed isolating, we worked with the local council to ensure that they had a safe bed for the night. This involved at the beginning preparing three meals a day and transporting those to the Travelodge hotel from our drop-in centre. Throughout the three months, we prepared and delivered more than 13,000 meals. I would like to give a special thank you to the volunteers who came in and prepared these meals whilst observing the Covid restrictions.

We continued as best as possible to offer the range of services to our clients including access to showers, mental health assessment, access to vaccinations, access to housing through much-needed signposting, food & clothing as well as continuing and expanding our outreach in Canterbury and the greater Kent area.

I would like to say a special thanks to Dr. Emma Hill and trustee, Nikki Davies, for coordinating and organising vaccinations for staff, volunteers, and our clients.

CATCHINGLIVES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Winter Provision

The Covid-19 pandemic meant that this winter we were unable to operate our usual Canterbury Community Shelter, as clients staying would have all been sleeping in the same church hall. Having explained to Canterbury City Council that we would not have the funds to secure our own venue at which all those staying would have their own rooms, CCC were able to negotiate the use of the rooms at the Youth Hostels Association (YHA) building on New Dover Road from the 14th December 2020 to 27th February 2021, meaning that 17 rooms were available for rough sleepers to occupy.

Assessments for rooms were carried out by Catching Lives Project Workers. Catching Lives also staffed the YHA in the evening to welcome clients and provided them with evening meals prepared by Catching Lives volunteers earlier in the day (again a big thank you to those volunteers). Two staff members were on duty overnight (one Catching Lives Project Worker and one Serveco staff member).

As with previous winters, the funding for the Catching Lives staff members came from usual sources, namely generous donations from Charitable Trusts and individuals within our community. Those staying in the YHA could access the building from 5pm and had to leave at 8am the following morning.

They were provided with breakfast and lunch, and access to other facilities such as phone, computer and washing machine use, at the Day Centre every day of the week. Art and activity packs were put together by Catching Lives' Art Coordinator Miriam Ellis, with the support of local artists, for those staying to do in their rooms.

Staff & Volunteers

Our staff and volunteers have been vital to the continuation of our services through the pandemic and we have done our utmost to support them. We ensured that the health & wellbeing needs of staff were met during the crisis by using the government's furlough scheme to retain staff and we have upgraded our IT system to ensure as many people as possible can work from home. We have also introduced an Employee Assistance Programme to provide a broader support to all our staff, in addition to the clinical supervision offered to all of our client facing staff.

We installed several screens and social distancing measures and policies. We created a new office and developed the use of our garden as an additional safe area for people to meet. We recruited a new marketing coordinator to improve the image and brand of the charity to create awareness and help with future fundraising activities.

Governance

Throughout the year regardless of the pandemic our trustees met at a minimum of once per month via zoom and at times whilst managing the crisis these meetings were more frequent. Many of the trustees took on additional responsibilities to help with the building and gardening projects. Special thanks go to James Duff and Ruth Auger.

Finances

In regards to our accounts we have been very fortunate to have made a slight increase in surplus. This I think was only possible through sheer hard work and through the availability of much-needed funds through the Covid emergency funds available. I'd like to thank Michael James our fundraiser for all his hard work and dedication in applying for specific projects and funds to support us through this time

As a consequence of our drop-in centre being closed we were able to take benefit of a reduced service by updating a number of our facilities and building. These included refurbishment of the administration office, installation of a new office, installation of double doors so that we can now access and use the garden. Installation of a garden shelter so that our clients would have some protection against the elements.

Special thanks to the Swire Foundation, who without their continued support we would not be able to run our winter night shelter every year.

Special thanks to 2 donors who contributed significantly to helping us renovate and modernise our building.

Our clients:

Despite the "Everyone in" initiative, Catching Lives still saw a significant number of individual and new clients throughout the last financial year:

CATCHINGLIVES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

	2018-2019 Financial Year	2019-2020 Financial Year	2020-2021 Financial Year
Individual Clients	453	486	427
New Clients	227	233	208
Footfall	11463	11570	5778

As a charity for those rough sleeping, vulnerably housed and otherwise homeless, we are concerned that as we emerge from this pandemic that the Government will stop many of the support schemes available and we will end up in a similar position regarding homelessness in Canterbury & East Kent to that seen before the pandemic. Without any surety on the government's plans for the funding of homelessness services, we can only prepare for the worst which, sadly, is a significant increase in the demand for our services.

FINANCIAL REVIEW

Reserves policy

The financial statements show a total income for the year of £548,746 (2020: £456,131) and an overall surplus of £53,265 (2020: £17,448). This has increased the reserves to £640,255 (2020: £587,327)

of which £133,753 (2020 £158,234) is allocated to restricted funds for expenditure on specific projects and the remaining £506,839 (2020 £429,093) is unrestricted funds.

It is the Trustees' aim to maintain unrestricted reserves to a level sufficient to cover staff issues such as sick and maternity leave, and also unforeseen events or issues with funding flows and to ensure safe closure of services and operations.

Trustees are working to ensure that unrestricted reserves are aligned with the reserves policy and this will be a key outcome of the work to improve the organisation's financial sustainability as outlined above.

The Charity income is derived from ongoing fundraising efforts, payments by local authorities and other government bodies, and interest earned on temporary surplus funds. Although the Charity can currently claim a healthy financial reserve, there is no room for complacency and the Trustees and management continue to monitor progress and develop initiatives and practices that aim to secure the Charity's future.

The reserves held are consistent with the charity's reserves policy:-

(1) to ensure the charity can maintain its operations in the event of adverse experience in the level of donations, grants and other sources of funding.

(2) to enable the charity to refurbish/extend the property it occupies and owns, or acquire the part of the property it currently occupies but does not own, and then refurbish the whole property.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Company was first incorporated 1 June 1992 as a company limited by guarantee and not having share capital. The Charity was registered with the Charity Commission on 20 October 1992.

CATCHINGLIVES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The Charity continues to search for and appoint new members to the Board of Trustees who bring knowledge, skills as well as a commitment to the mission of the Charity. Trustees are reminded that the responsibilities of members are considerable. They also have a legal obligation to ensure that the charitable company is administered correctly within the law as well providing quality service to meet the drivers and complex needs of the many people the charity seeks to help.

The Board of Trustees maintain procedures which will ensure all board vacancies are identified and are filled in a structured application process that assists that assists the charity in the appropriate skills needed to promote equal opportunity.

Relationship with other charities

The Charity continues to support the youth work at Thanington and wherever possible to support and cooperate with other charities that have similar aims and objectives. This included Porchlight and The Forward Trust amongst others. Partnership working and services development with other complimentary agencies remained a key element throughout the year.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Trustees identified risks during the year and took actions to mitigate them including;

- to secure CL's long-term sustainability to ensure ongoing high quality service provision
- to identify funding and income streams specifically for core services and costs
- to diversify income streams to reduce reliance on mainly public funding at a time of increased economic uncertainty -
- to respond to increased threats to the current model of work and agreed best practice

Continued Development

Throughout the year the Board and management developed initiatives to provided a useful platform for signposting developments through the identification of 'best practice' in all areas of the charities governance, performance and responsibilities

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02719436 (England and Wales)

Registered Charity number

1014868

Registered office

Palmer House
13 Station Road East
Canterbury
Kent
CT1 2RB

Trustees

J Duff
K Napier
J L Hanford Chairman
M Cowland
G F Metcalfe
Dr R E Auger
A W Robinson Vice Chair
Ms K Menzies Treasurer
Ms N Davies
T Bridgeford Secretary to the board of trustees

CATCHINGLIVES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Auditors

Spurling Cannon Audit Limited
424 Margate Road
Westwood
Ramsgate
Kent
CT12 6SJ

Day to day management

Mr T O Gore is employed as the Service Manager of Canterbury Open Centre and as such is responsible for day to day management of the charity.

Founder Patron:

The Reverend Ralph Scrine

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of CatchingLives for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- 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 charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Spurling Cannon Audit Limited, were re-appointed at the Annual General Meeting held on 14 November 2018.

Approved by order of the board of trustees on and signed on its behalf by:

.....
J L Hanford - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF CATCHINGLIVES

Opinion

We have audited the financial statements of CatchingLives (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
CATCHINGLIVES**

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF CATCHINGLIVES

Our responsibilities for the audit of the financial statements

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we have considered the following:

- the nature of the charity as a charity set up for the purposes of raising funds to support the rough sleepers, homeless and vulnerably housed in Canterbury and East Kent.
- results of our enquiries of management about their own identification and assessment of the risks of irregularities;
- any matters we identified having obtained and reviewed the charities documentation of their policies and procedures relating to:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
- the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
- the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and did not identify any specific areas of concern.

In common with all audits under ISAs (UK), we are required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks that the charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included The Charity Act, health and safety and tax legislation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
CATCHINGLIVES**

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Spurling Cannon Audit Limited

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

424 Margate Road

Westwood

Ramsgate

Kent

CT12 6SJ

Date:

CATCHINGLIVES

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	486,623	38,999	525,622	372,994
Charitable activities					
Relief of Poverty	5	11,887	-	11,887	27,451
Other trading activities	3	2,300	-	2,300	45,935
Investment income	4	8,938	-	8,938	9,751
Total		<u>509,748</u>	<u>38,999</u>	<u>548,747</u>	456,131
 EXPENDITURE ON					
Raising funds	6	3,695	-	3,695	4,414
Charitable activities					
Relief of Poverty	7	427,444	64,343	491,787	434,269
Total		<u>431,139</u>	<u>64,343</u>	<u>495,482</u>	438,683
NET INCOME/(EXPENDITURE)		<u>78,609</u>	<u>(25,344)</u>	<u>53,265</u>	17,448
Transfers between funds	17	<u>(863)</u>	<u>863</u>	-	-
Net movement in funds		<u>77,746</u>	<u>(24,481)</u>	<u>53,265</u>	17,448
 RECONCILIATION OF FUNDS					
Total funds brought forward		<u>429,093</u>	<u>158,234</u>	<u>587,327</u>	569,879
TOTAL FUNDS CARRIED FORWARD		<u><u>506,839</u></u>	<u><u>133,753</u></u>	<u><u>640,592</u></u>	<u><u>587,327</u></u>

The notes form part of these financial statements

CATCHINGLIVES

**BALANCE SHEET
31 MARCH 2021**

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	12	85,682	82,667
CURRENT ASSETS			
Debtors	13	22,253	35,750
Cash at bank and in hand		563,319	491,997
		<hr/> 585,572	<hr/> 527,747
CREDITORS			
Amounts falling due within one year	14	(30,662)	(23,087)
NET CURRENT ASSETS		<hr/> 554,910	<hr/> 504,660
TOTAL ASSETS LESS CURRENT LIABILITIES		<hr/> 640,592	<hr/> 587,327
NET ASSETS		<hr/> 640,592	<hr/> 587,327
FUNDS	17		
Unrestricted funds		506,839	429,093
Restricted funds		133,753	158,234
TOTAL FUNDS		<hr/> 640,592	<hr/> 587,327

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
J L Hanford - Trustee

The notes form part of these financial statements

CATCHINGLIVES

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	2021 £	2020 £
Cash flows from operating activities			
Cash generated from operations	1	<u>80,583</u>	<u>39,434</u>
Net cash provided by operating activities		<u>80,583</u>	<u>39,434</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		<u>(9,261)</u>	<u>(1,496)</u>
Net cash used in investing activities		<u>(9,261)</u>	<u>(1,496)</u>
Change in cash and cash equivalents in the reporting period		<u>71,322</u>	37,938
Cash and cash equivalents at the beginning of the reporting period		<u>491,997</u>	<u>454,059</u>
Cash and cash equivalents at the end of the reporting period		<u><u>563,319</u></u>	<u><u>491,997</u></u>

The notes form part of these financial statements

CATCHINGLIVES

**NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES	2021	2020
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	53,265	17,448
Adjustments for:		
Depreciation charges	6,246	4,307
Decrease in debtors	13,497	8,256
Increase in creditors	7,575	9,423
	<hr/>	<hr/>
Net cash provided by operations	80,583	39,434
	<hr/> <hr/>	<hr/> <hr/>

2. ANALYSIS OF CHANGES IN NET FUNDS	At 1/4/20	Cash flow	At 31/3/21
	£	£	£
Net cash			
Cash at bank and in hand	491,997	71,322	563,319
	<hr/>	<hr/>	<hr/>
	491,997	71,322	563,319
	<hr/>	<hr/>	<hr/>
Total	491,997	71,322	563,319
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The notes form part of these financial statements

CATCHINGLIVES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

The costs of running the charity are those expenses incurred directly in support of expenditure on the objects of the charity. Support costs are those costs directly attributable to supporting income generating activities and in supporting the governance of the charity.

Governance costs

Governance costs are those costs incurred in the governance of its assets and are primarily associated with constitutional and statutory requirements. Other expenditure in respect of administration of the charity is not identified separately and is not considered material. This administration is carried out using charity facilities and staff.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- in accordance with the property
Fixtures and fittings	- 25% on cost

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Donated goods received

The majority of donated goods received are items of food or clothing. Whilst the charity relies heavily on these donations in order to provide the services it does, these items are difficult to value - the food may be beyond the "Sell by" date or in damaged packaging and items of clothing may have no resale value but the charity is still able to make use of them. The charity's book shop also receives donations of books which it will attempt to sell via the Catching Lives Bookshop but these items may have no realisable value.

CATCHINGLIVES

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

2. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	351,682	291,996
Grants	126,795	80,998
Government Grants	47,145	-
	525,622	372,994
	525,622	372,994

Grants received, included in the above, are as follows:

	2021	2020
	£	£
Other grants	126,795	80,998
	126,795	80,998
	126,795	80,998

3. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Shop income	2,300	45,935
	2,300	45,935
	2,300	45,935

4. INVESTMENT INCOME

	2021	2020
	£	£
Rents received	6,280	6,410
Interest on cash deposit	2,658	3,341
	8,938	9,751
	8,938	9,751

5. INCOME FROM CHARITABLE ACTIVITIES

	2021	2020
	£	£
Other income	11,887	27,451
Activity Relief of Poverty	11,887	27,451
	11,887	27,451

6. RAISING FUNDS

Raising donations and legacies

	2021	2020
	£	£
Collection agency fees	3,123	1,820
	3,123	1,820
	3,123	1,820

CATCHINGLIVES

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

6. RAISING FUNDS - continued

Other trading activities

	2021	2020
	£	£
Fundraising costs	<u>572</u>	<u>2,594</u>
Aggregate amounts	<u>3,695</u>	<u>4,414</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Relief of Poverty	<u>485,914</u>	<u>5,873</u>	<u>491,787</u>

8. SUPPORT COSTS

	Governance costs £
Relief of Poverty	<u>5,873</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Auditors' remuneration	3,264	3,312
Auditors' remuneration for non audit work	816	780
Depreciation - owned assets	<u>6,246</u>	<u>4,307</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

Trustee reimbursements for travel, parking and mileage: £0.00 (2020: £211.35).

CATCHINGLIVES

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

11. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	321,698	300,262
Social security costs	17,572	17,427
	<u>339,270</u>	<u>317,689</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Mental Health	2	2
Open Centre	11	11
Community Shelter	7	2
Outreach	1	1
Fundraising	-	1
	<u>21</u>	<u>17</u>

No employees received emoluments in excess of £60,000.

12. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 April 2020	105,025	83,235	188,260
Additions	-	9,261	9,261
	<u>105,025</u>	<u>92,496</u>	<u>197,521</u>
DEPRECIATION			
At 1 April 2020	26,600	78,993	105,593
Charge for year	1,400	4,846	6,246
	<u>28,000</u>	<u>83,839</u>	<u>111,839</u>
NET BOOK VALUE			
At 31 March 2021	<u>77,025</u>	<u>8,657</u>	<u>85,682</u>
At 31 March 2020	<u>78,425</u>	<u>4,242</u>	<u>82,667</u>

The current market value of the freehold land and buildings is believed to be in the region of £750,000. However, due to a restrictive user covenant in place, the charity would have to pay to the previous owner of the property 50% of any gain made over the original purchase price of £100,000.

CATCHINGLIVES

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade debtors	6,669	24,100
Other debtors	1,941	210
Prepayments	13,643	11,440
	<u>22,253</u>	<u>35,750</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	8,350	6,246
Other creditors	2,022	300
Deferred income	11,690	3,750
Accrued expenses	8,600	12,791
	<u>30,662</u>	<u>23,087</u>

15. SECURED DEBTS

The following secured debts are included within creditors:

	2021	2020
	£	£
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2021 Total funds	2020 Total funds
	£	£	£	£
Fixed assets	8,657	77,025	85,682	82,667
Current assets	528,844	56,728	585,572	527,747
Current liabilities	(30,662)	-	(30,662)	(23,087)
	<u>506,839</u>	<u>133,753</u>	<u>640,592</u>	<u>587,327</u>

CATCHINGLIVES

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

17. MOVEMENT IN FUNDS

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
Operational fund	199,045	78,609	(863)	276,791
Building Fund 2017	230,048	-	-	230,048
	<u>429,093</u>	<u>78,609</u>	<u>(863)</u>	<u>506,839</u>
Restricted funds				
Building Fund	78,475	(1,400)	-	77,075
Mental Health Fund	35,127	(35,990)	863	-
Flexible Support Fund	2,504	-	-	2,504
EU Mental Health Project	9,717	-	-	9,717
CCC Outreach	32,411	12,046	-	44,457
	<u>158,234</u>	<u>(25,344)</u>	<u>863</u>	<u>133,753</u>
TOTAL FUNDS	<u>587,327</u>	<u>53,265</u>	<u>-</u>	<u>640,592</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Operational fund	509,748	(431,139)	78,609
Restricted funds			
Building Fund	-	(1,400)	(1,400)
Mental Health Fund	-	(35,990)	(35,990)
CCC Outreach	38,999	(26,953)	12,046
	<u>38,999</u>	<u>(64,343)</u>	<u>(25,344)</u>
TOTAL FUNDS	<u>548,747</u>	<u>(495,482)</u>	<u>53,265</u>

CATCHINGLIVES

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

17. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/19 £	Net movement in funds £	Transfers between funds £	At 31/3/20 £
Unrestricted funds				
Operational fund	82,737	46,356	69,952	199,045
Building Fund 2017	300,000	-	(69,952)	230,048
	<u>382,737</u>	<u>46,356</u>	<u>-</u>	<u>429,093</u>
Restricted funds				
Building Fund	79,875	(1,400)	-	78,475
Mental Health Fund	70,826	(35,699)	-	35,127
Flexible Support Fund	2,504	-	-	2,504
EU Mental Health Project	9,717	-	-	9,717
CCC Outreach	24,220	8,191	-	32,411
	<u>187,142</u>	<u>(28,908)</u>	<u>-</u>	<u>158,234</u>
TOTAL FUNDS	<u><u>569,879</u></u>	<u><u>17,448</u></u>	<u><u>-</u></u>	<u><u>587,327</u></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Operational fund	417,133	(370,777)	46,356
Restricted funds			
Building Fund	-	(1,400)	(1,400)
Mental Health Fund	-	(35,699)	(35,699)
CCC Outreach	38,998	(30,807)	8,191
	<u>38,998</u>	<u>(67,906)</u>	<u>(28,908)</u>
TOTAL FUNDS	<u><u>456,131</u></u>	<u><u>(438,683)</u></u>	<u><u>17,448</u></u>

CATCHINGLIVES

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/19 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
Operational fund	82,737	124,965	69,089	276,791
Building Fund 2017	300,000	-	(69,952)	230,048
	<u>382,737</u>	<u>124,965</u>	<u>(863)</u>	<u>506,839</u>
Restricted funds				
Building Fund	79,875	(2,800)	-	77,075
Mental Health Fund	70,826	(71,689)	863	-
Flexible Support Fund	2,504	-	-	2,504
EU Mental Health Project	9,717	-	-	9,717
CCC Outreach	24,220	20,237	-	44,457
	<u>187,142</u>	<u>(54,252)</u>	<u>863</u>	<u>133,753</u>
TOTAL FUNDS	<u>569,879</u>	<u>70,713</u>	<u>-</u>	<u>640,592</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Operational fund	926,881	(801,916)	124,965
Restricted funds			
Building Fund	-	(2,800)	(2,800)
Mental Health Fund	-	(71,689)	(71,689)
CCC Outreach	77,997	(57,760)	20,237
	<u>77,997</u>	<u>(132,249)</u>	<u>(54,252)</u>
TOTAL FUNDS	<u>1,004,878</u>	<u>(934,165)</u>	<u>70,713</u>

Unrestricted funds:

a) General Fund - The General Fund is expendable at the discretion of the trustees on furtherance of the objects of the charity.

b) Building Fund 2017 - a new unrestricted fund created this year to set aside funds to refurbish, and if necessary extend, the freehold property (Palmer House, 13 Station Road East) in order to maintain its fabric and ensure the property is fit for purpose for clients, staff and volunteers.

Restricted funds:

a) Mental Health - The Kent Social Services has made a grant available to fund a psychiatric nurse specifically to assist with mental health issues of clients. Any unspent grant money can only be carried forward to meet future expenditure in providing such services.

CATCHINGLIVES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

17. MOVEMENT IN FUNDS - continued

b) Building Fund - The building fund was established during the year ended 31 March 2002 in order to purchase the property known as Palmer House. Some donations were also available to purchase certain equipment for the property and for its refurbishment. The property is held in this fund.

c) JCP Flexible Support Fund - a six month project (Oct 2014 - Mar 2015) in conjunction with Jobcentre Plus to fund a project worker specifically to improve employment outcomes or prospects of future employment outcomes for long-term unemployed individuals and groups facing the most complex and intractable barriers to work. Any underspend to be returned to DWP, no additional funding to be provided to cover any overspend.

d) EU Erasmus Litfest Project - a two year (2014-16) transnational partnership project involving UK/France/Spain/Italy, funded by Erasmus+ and intended to raise standards of literacy for disadvantaged (homeless) people. The full grant award to be spent entirely on the project.

e) EU ESF Community Grant Activity Project - a six month project funded by the European Social Fund and dedicated to the development of learning and skills for homeless people. The full award was granted and all funds are to be spent in furtherance of the project.

f) EU Mental Health Project - a two year (2014-16) transnational partnership project involving UK/France/Belgium/Germany/Spain, involving a training programme looking into best practice in working with client with mental health issues. All funds granted to be spent solely in furtherance of the project.

(g) EEA Migrant Fund - This funding was proposed by Catchinglives and agreed by CCC because of the statistics we provided to demonstrate the growth in the number of homeless migrants who had come to the area seeking work. The funding was agreed for a 12 month period.

(h) CCC Outreach - Canterbury City Council applied for a grant from the Dept for Communities and Local Government, to enable and focus work on the growing number of entrenched rough sleepers. CCC were awarded £100,000 for two years and approached Catchinglives to operate this service on their behalf.

Transfers between funds

The overspend of £862.52 on the Mental Health Fund received a transfer from the General Fund to cover the deficit. This fund is now closed.

The Trustees created the new Unrestricted Fund Building 2017 by transferring £150,000 from the General Fund.

18. RELATED PARTY DISCLOSURES

£8,000 rent per annum is payable for the premises occupied by the bookshop, the landlord of which involved in the management of the Charity.

19. CORONAVIRUS (COVID-19)

The charity received the support of the Job Retention Scheme grant during the year at a total of £27,145 to support them through the restrictions put in place by the pandemic.

A number of other local and wider recognised grants were received to help fund the running of the charity, due to lack of opportunity for the usual fundraising activities that normally run.

CATCHINGLIVES

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	351,682	291,996
Grants	126,795	80,998
Government Grants	47,145	-
	525,622	372,994
Other trading activities		
Shop income	2,300	45,935
Investment income		
Rents received	6,280	6,410
Interest on cash deposit	2,658	3,341
	8,938	9,751
Charitable activities		
Other income	11,887	27,451
	11,887	27,451
Total incoming resources	548,747	456,131
EXPENDITURE		
Raising donations and legacies		
Collection agency fees	3,123	1,820
Other trading activities		
Fundraising costs	572	2,594
Charitable activities		
Wages	321,698	300,262
Social security	17,572	17,427
Rates and water	3,747	3,822
Rent costs	18,000	17,993
Administration costs	65,544	72,460
Coordinator and consultancy fees	1,020	2,100
Repairs, furniture & equipment	52,087	7,858
Freehold property	1,400	1,400
Fixtures and fittings	4,846	2,907
	485,914	426,229
Support costs		
Governance costs		
Auditors' remuneration	3,264	3,312
Carried forward	3,264	3,312

This page does not form part of the statutory financial statements

CATCHINGLIVES

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	2021 £	2020 £
Governance costs		
Brought forward	3,264	3,312
Auditors' remuneration for non audit work	816	780
Legal and professional costs	1,793	3,948
	<hr/>	<hr/>
	5,873	8,040
	<hr/>	<hr/>
Total resources expended	495,482	438,683
	<hr/>	<hr/>
Net income	53,265	17,448
	<hr/> <hr/>	<hr/> <hr/>

This page does not form part of the statutory financial statements