

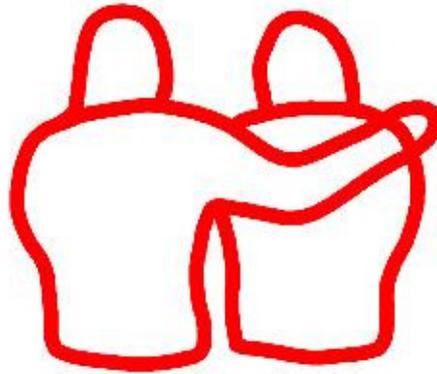
Company Number: 4497709

Charity Number: 1100971

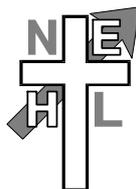
Website: <http://www.nehl-trust.org.uk>

# North East Help Link Trust Limited

(A Charitable Company Limited By Guarantee)



## Trustees' Report and Financial Statements 31<sup>st</sup> December 2007



Showing God's  
Love in Action

# **North East Help Link Trust Limited**

## **Trustees' Report and Financial Statements 31<sup>st</sup> December 2007**

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The Trustees, who are also directors for the purposes of company law, present their report and accounts for the year ended 31<sup>st</sup> December 2007 which have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005) and comply with the Companies Act 1985.

### **Reference and Administrative Information**

#### **Charity Name**

North East Help Link Trust Limited (also known as The North East Help Link or The Help Link)

#### **Charity Number**

1100971

#### **Company Number**

4497709

#### **Charity Trustees**

C Heron	(Executive Officer)
Miss J Cansfield	(Secretary)
G Carlyon	
A Chisholm	
J M Day	
Mrs S Heron	(Appointed 22 <sup>nd</sup> September 2007)
Mrs N Hobson	
Mrs I E Irwin	(Appointed 22 <sup>nd</sup> September 2007)
G J Lomas	(Resigned 5 <sup>th</sup> June 2007)
Miss C M Peacock	(Appointed 22 <sup>nd</sup> September 2007)
W K Sewell	
E Southwick	(Treasurer - Appointed 22 <sup>nd</sup> September 2007)
D E Yates	(Resigned 8 <sup>th</sup> January 2007)

W K Sewell retired by rotation at the Annual Meeting and was reappointed.

#### **Registered Office and Principal Address**

51 The Avenue  
Seaham  
Co Durham  
SR7 8NS

#### **Bankers**

Barclays Bank plc  
North Terrace  
Seaham  
Co Durham  
SR7 7HA

# **North East Help Link Trust Limited**

## **Trustees' Report and Financial Statements 31<sup>st</sup> December 2007**

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### **Structure and Organisation**

#### **Organisation**

The organisation is a charitable company limited by guarantee, incorporated on 29<sup>th</sup> July 2002 and registered as a charity on 2<sup>nd</sup> December 2003, it took over the work of an unincorporated charity which commenced its work in 1992. The company was established under a Memorandum and Articles of Association and amended by special resolution on 27<sup>th</sup> July 2003. The Memorandum of Association established the objects and powers of the charitable company which is governed in accordance with its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10. The charity is managed by the Trustees who meet at intervals throughout the year to consider the progress of the charity and to consider its future direction and activities. The day-to-day operation of the charity is delegated to the Executive Officer who is supported by other trustees and by staff and volunteers.

#### **Trustee Appointments**

The Trustees are appointed by the members in the Annual General Meeting, each year one third of the Trustees retire by rotation but are eligible to stand for re-election. All trustees are inducted into the policies and procedures of the charity to ensure they are well equipped to fulfil their duties. The current Trustees would like to place on record their appreciation for the contributions of the Trustees who retired during the year.

#### **Related Organisations**

The charity is grateful for the support which it receives from churches which are members of the Connexion of Independent Methodist Churches. Whilst there are no formal links the charity is conscious of the generous support received over many years.

#### **Risk Management**

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

### **Objectives and Activities**

#### **Charitable Objects**

The charity's objects are to provide support, care, comfort and temporary accommodation for people in greatest need.

The charity aims to fulfil its objectives by "soup kitchens" for homeless and needy people within the North East of England and in particular the conurbations on Tyneside and Teesside. By earning the trust of the people that the kitchens serve the charity seeks to refer to other agencies, as appropriate, for further advice, support and assistance to rebuild shattered lives.

# **North East Help Link Trust Limited**

## **Trustees' Report and Financial Statements 31<sup>st</sup> December 2007**

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### **Achievements and Performance**

#### **Review of the Period**

2007 has been a very busy year for the North East Help Link with seven kitchens serving approximately 500 meals and 700 drinks every week to some of the neediest people in the North East, this is twice the number being served in 2006. In the year over 26,000 meals have been provided free of charge to those the Charity is seeking to help. Many different people are helped each week and of those about half are living rough on the streets. It is a sad reflection of the times in which we live that there have been so many new faces over this year. However, it has been particularly encouraging to help some to return to their homes and families before they become established in a life on the streets. Others have been helped to find accommodation and medical assistance in their journey towards rebuilding their lives.

The work of the charity in gaining the trust and confidence of the homeless has been recognised by government agencies which have used the bus as a meeting point to help people to access benefits.

As a result of the practical expression of God's love through the staff and volunteers several of those helped have begun to attend churches.

The membership scheme established in 2006 has grown and the trustees continue to hope to build upon it in the future. A Thanksgiving Service was combined with the Annual Meeting and a thanksgiving meeting was also held in the North West of England. Although the attendance at both meetings was lower than had been anticipated they were good meetings in which the staff were able to report on their work directly to supporters. The meetings were both inspiring and challenging.

The Trustees have been delighted to accept the offer of a talented volunteer who has designed and maintains a website for the Charity. The website allows the charity to provide continuously updated information to those interested in the work. The same volunteer has also produced a DVD that provides an introduction and review of the work of the Charity. The Trustees are grateful for the enthusiasm with which these tasks have been undertaken.

Improving communication with members and supporters was one of the aims set by the Trustees for 2007. Thanks to the efforts of George Carlyon regular newsletters have been distributed in 2007 and the Trustees are continuing to look at further ways to improve communications.

The Trustees would like to take this opportunity to thank the individuals, Churches and trusts that have given generously, allowing this important work to continue. In particular Sainsbury's (£200 and food), the Ballinger Charitable Trust (£1,000), the Hedley Denton Charitable Trust (£250), the Albert Hunt Trust (£2,000) and the Barbour Trust (£1,000).

# **North East Help Link Trust Limited**

## **Trustees' Report and Financial Statements 31<sup>st</sup> December 2007**

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### **Achievements and Performance (Continued)**

#### **Financial Review**

At 31<sup>st</sup> December 2007 the charity was reliant on personal loans having expended more resources than it had. The Trustees are conscious of the need to find sufficient ongoing funding to support the work of the charity and to this end engaged the services of a professional fundraiser to assist them in achieving this aim. This has resulted in donations of £4,250 being received from trusts within the year and a further £3,500 up to the date of this report.

The trustees have also been encouraged by an increase in unsolicited donations of finance, food and clothing and have managed to maintain spending at similar levels to those in the previous year. Thus there has been a significant reduction in the deficit for the year and the Trustees hope to have no deficit in the years to come.

#### **Volunteer Support**

The charity is reliant on the support of its volunteers to achieve its objectives. The work of volunteers is invaluable.

#### **Gifts in Kind**

The charity continues to receive practical gifts of food, clothing and bedding from churches and individuals. It is not possible to measure the value of these gifts to the charity. It is a reflection of the increasing number of homeless people served by the charity that, despite the continued receipt of these gifts, the cost of food to the charity has increased. The Trustees wish to express their thanks to Sainsbury's at Washington for the regular donations of food and for allowing a "bag pack" at the store.

#### **Plans for Future Periods**

Our aims for 2008:

1. To continue to operate at least seven kitchens each week.
2. To secure funding to meet the current year's expenditure and to begin to build a small reserve.
3. To continue to investigate the possibility of a drop in centre in Sunderland.
4. To recruit new volunteers and trustees to share in the work of the charity.
5. To further improve communication with the charity's supporters.

#### **Reserves Policy**

The charity is currently in deficit and therefore the Trustees are taking steps to address this as outlined above. The trustees would like to establish cash reserves equal to three months operating expenditure when the current funding situation is addressed.

# **North East Help Link Trust Limited**

## **Trustees' Report and Financial Statements 31<sup>st</sup> December 2007**

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### **Responsibilities of the Trustees**

Charity law requires the trustees to prepare financial statements for each financial period, which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are prudent and reasonable;
- 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 existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the trustees

Miss J Cansfield

Date: 8<sup>th</sup> March 2008

# North East Help Link Trust Limited

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2007

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### Statement of Financial Activities (including Income and Expenditure Account) For the year ended 31<sup>st</sup> December 2007

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2007 £	Total funds 2006 £
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	3	31,551	-	31,551	23,588
Investment income		2	-	2	1
Other incoming resources		150	-	150	250
<b>Total incoming resources</b>		<u>31,703</u>	<u>-</u>	<u>31,703</u>	<u>23,839</u>
<b>Resources expended</b>					
Costs of generating funds					
Costs of generating voluntary income	4	2,244	-	2,244	-
Charitable activities	5	38,847	-	38,847	41,183
Governance	6	1,143	-	1,143	681
<b>Total resources expended</b>		<u>42,234</u>	<u>-</u>	<u>42,234</u>	<u>41,864</u>
<b>Net income for the period</b>		(10,531)	-	(10,531)	(18,025)
<b>Reconciliation of Funds</b>					
Total funds brought forward	10	(15,951)	-	(15,951)	2,074
<b>Total funds carried forward</b>		<u>(26,482)</u>	<u>-</u>	<u>(26,482)</u>	<u>(15,951)</u>

# North East Help Link Trust Limited

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2007

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### Balance Sheet As at 31<sup>st</sup> December 2007

	Notes	£	2007 £	£	2006 £
<b>Fixed Assets</b>					
Tangible assets	7		2,915		5,278
<b>Total fixed assets</b>			<u>2,915</u>		<u>5,278</u>
<b>Current assets</b>					
Debtors	8	2,192		2,006	
Cash at bank and in hand		4,226		4,622	
<b>Total current assets</b>		<u>6,418</u>		<u>6,628</u>	
<b>Current Liabilities</b>					
Creditors: Amounts falling due within one year	9	<u>35,815</u>		<u>27,857</u>	
<b>Net current assets</b>			(29,397)		(21,229)
<b>Total assets less current liabilities</b>			<u>(26,482)</u>		<u>(15,951)</u>
<b>The funds of the charity</b>					
Unrestricted income funds	10	<u>(26,482)</u>		<u>(15,951)</u>	
<b>Total unrestricted funds</b>			(26,482)		(15,951)
<b>Total charity funds</b>			<u>(26,482)</u>		<u>(15,951)</u>

The directors are satisfied that the company is entitled to exemption under Section 249A(1) of the Companies Act 1985 and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The directors acknowledge their responsibility for

- (i) ensuring that the company keeps proper accounting records which comply with Section 221 of the Companies Act 1985; and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

The accounts were approved by the trustees on 8<sup>th</sup> March 2008 and signed on their behalf by:

C Heron

The notes on pages 8 to 11 form part of these accounts.

# North East Help Link Trust Limited

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2007

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### Notes to the accounts

#### 1 Accounting policies

In preparing the accounts the following accounting policies have been complied with:

- a) The accounts have been prepared on the historic cost convention and in accordance with the Companies Act 1985, the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities: Statement of Recommended Practice" published in March 2005 and applicable accounting standards.
- b) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- c) Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.
- d) All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:
  - i) Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
  - ii) Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
  - iii) Investment income is included when receivable.
- e) Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:
  - i) Costs of generating funds comprise costs associated with attracting voluntary income, including costs of trading for fundraising purposes and the use of a professional fundraiser.
  - ii) Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
  - iii) Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the costs linked to the strategic management of the charity.
  - iv) All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in the notes.

#### 2 Taxation

The charity is exempt from taxation on its income and gains where they are applied for charitable purposes.

# North East Help Link Trust Limited

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2007

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### Notes to the accounts (Continued)

#### 3 Voluntary Income

	Unrestricted funds £	Restricted funds £	Total funds 2007 £	Total funds 2006 £
Membership	305	-	305	305
General donations	31,246	-	31,246	23,283
<b>Total</b>	<u>31,551</u>	<u>-</u>	<u>31,551</u>	<u>23,588</u>

#### 4 Costs of generating voluntary income

	Unrestricted funds £	Restricted funds £	Total funds 2007 £	Total funds 2006 £
Fundraisers Costs	2,244	-	2,244	-
<b>Total</b>	<u>2,244</u>	<u>-</u>	<u>2,244</u>	<u>-</u>

#### 5 Resources Expended – Charitable Activities

	Unrestricted funds £	Restricted funds £	Total funds 2007 £	Total funds 2006 £
Wages and salaries	21,953	-	21,953	21,656
Food and consumables	6,592	-	6,592	6,711
Motor expenses	8,239	-	8,239	10,944
Depreciation	2,063	-	2,063	1,872
<b>Total</b>	<u>38,847</u>	<u>-</u>	<u>38,847</u>	<u>41,183</u>

#### 6 Resources Expended – Governance Costs

	Unrestricted funds £	Restricted funds £	Total funds 2007 £	Total funds 2006 £
Insurance	305	-	305	406
Bank Charges	164	-	164	130
Stationery and printing	661	-	661	95
Subscriptions	13	-	13	50
<b>Total</b>	<u>1,143</u>	<u>-</u>	<u>1,143</u>	<u>681</u>

#### 7 Trustee information

No remuneration was paid to trustees during the year, no trustees were reimbursed expenses during the year (2006: Nil).

# North East Help Link Trust Limited

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2007

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### Notes to the accounts (Continued)

#### 8 Employee information

No employee received emoluments in excess of £60,000 during the period.  
Employee costs during the period were:

	Total funds 2007	Total funds 2006
	£	£
Salaries	20,315	18,274
Social Security	1,638	3,382
	<u>21,953</u>	<u>21,656</u>

The average number of people employed during the period was as follows:

	Total funds 2007	Total funds 2006
	No.	No.
Street Work Manager	1.0	1.0
Community Liaison Officer	0.5	0.5
	<u>1.5</u>	<u>1.5</u>

#### 9 Fixed Assets

	Motor vehicles £	Fixtures, fittings and equipment £	Total £
<b>Cost or valuation</b>			
At 1 January 2006	12,094	4,112	16,206
Disposals	(4,387)	-	(4,387)
At 31 December 2006	<u>7,707</u>	<u>4,112</u>	<u>11,819</u>
<b>Depreciation</b>			
At 1 January 2006	7,963	2,965	10,928
Charge for the period	704	344	1,048
Eliminated on disposals	(3,072)	-	(3,072)
At 31 December 2006	<u>5,595</u>	<u>3,309</u>	<u>8,904</u>
<b>Net book value</b>			
At 31 December 2007	<u>2,112</u>	<u>803</u>	<u>2,915</u>
At 31 December 2006	<u>4,131</u>	<u>1,147</u>	<u>5,278</u>

Fixtures, fittings and equipment are depreciated at 30% per annum on a reducing balance basis. Motor vehicles are depreciated at 25% per annum on a reducing balance basis. Items below £250 are not capitalised.

# North East Help Link Trust Limited

## Trustees' Report and Financial Statements 31<sup>st</sup> December 2007

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### Notes to the accounts (Continued)

#### 10 Debtors

	2007	2006
	£	£
Accrued income	2,192	2,006
	<u>2,192</u>	<u>2,006</u>

#### 11 Creditors: Amounts falling due within one year

	2007	2006
	£	£
Loans	34,500	23,500
PAYE/NIC	1,146	1,365
Other creditors and accruals	169	2,992
	<u>35,815</u>	<u>27,857</u>

#### 12 Related Parties

The charity does not have any related parties.

#### 13 Controlling Parties

The day-to-day operation of the charity is delegated to the Executive Officer supported by a sub-group of the Secretary, Treasurer and Mr G Carlyon.