

The Booth Centre
Report and Financial Statements
31 March 2018

The Booth Centre
Edward Holt House
Pimblett Street
Manchester
M3 1FU

Registered Charity No. 1062674

The Booth Centre Contents

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The Booth Centre Trustees' Annual Report

Legal and Administrative Details

Constitution

The Booth Centre was established as a charitable trust, constituted by a trust deed, on 18 April 1997 and on 1 June 1997 the Trust took over the running of the Booth Centre.

The Booth Centre Trust is registered with the Charities Commission (Registration Number 1062674). The Trust is managed by a board of trustees, who act as the administrative body.

Trustees

The trustees who have served during this period are:-

John Garrard (Chair)

Elena Fowler – appointed 30 May 2017

Joe Gravett (Vice Chair)

David Holgate – appointed 27 February 2018

Mylo Kaye – appointed 30 May 2017

Juliet Mitchell – appointed 30 May 2017

Andrew Mullen

Antonia Phoenix – appointed 30 May 2017

Nishi Tailor – appointed 30 May 2017

David Dennehy – resigned 29 May 2018

Rogers Govender (Dean of Manchester) resigned 27 February 2018

Lilly Huggins – appointed 30 May 2017 and resigned 29 May 2018

Jackie O'Neill – resigned 27 February 2018

Address

The Trust's address is:-

The Booth Centre

Edward Holt House

Pimblett Street

Manchester

M3 1FU

Bankers

The Trust's principal bankers are:-

The Co-operative Bank plc

Olympic House

6 Olympic Court

Salford

M5 2QP

The Booth Centre Trustees' Annual Report

Legal and Administrative Details – continued

Independent Examiner

J.E. Atherden FCA

Appointment of Trustees

The Trustees may convene and appoint a new Trustee to hold office for a period of five years. Trustees are appointed through residence, occupation, employment or otherwise have specialist knowledge of the area of benefit or who are able by virtue of their personal or professional qualifications to make a contribution to the pursuit of the objectives or management of the charity.

New Trustees undergo an induction which covers the history of the centre, our Vision, Mission and Values, the main policies, guidelines and working practices. Each Trustee receives an induction pack which includes their role and responsibilities as Trustees and includes information from the Charities Commission. They also spend time in the Centre learning how the Centre works on a day to day basis and meeting staff, volunteers and people who come to the Centre.

Risk Assessment

The trustees have a risk management strategy which is reviewed quarterly by the Strategic Sub Group and includes a review of the principal risks and uncertainties that the charity faces; the establishment of policies systems and procedures to mitigate those risks identified and, the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is always going to be a priority to avoid any financial risk to the charity. This is managed by regular review of the charity's management accounts by our Finance Sub Committee together with regular review of our Fundraising Strategy against pre-determined targets by our Fundraising Sub Committee. Attention has also been focused on non-financial risks including staff satisfaction, safety and crisis communications. New policies and procedures have been put in place to assist in all these areas and staff training has been put in place. Our staff satisfaction survey has shown that 100% of our staff would recommend the Booth Centre as a great place to work.

Organisational Structure

The Trustees form the Management Committee of the charity and are responsible for setting and reviewing the policies, finances and strategic direction of the charity.

The Trustees delegate the day to day management of the Centre to the CEO, Amanda Croome. The CEO manages the Development Manager, the Operations Manager and 3 team leaders who in turn manage other staff and volunteers.

The Booth Centre Trustees' Annual Report

Objectives and Activities for the Public Benefit

Our Vision

Our vision is for everyone to have a secure home and the opportunity to have a good quality of life.

Our Mission

Our Mission is to bring about positive change in the lives of people who are homeless or at risk of homelessness, and help them plan for and realise a better future.

Our Values:

- Inclusive – We are welcoming and supportive. We provide the opportunity for people to socialise, share experiences and learn from one another. We have an open door policy and all our services are provided free of charge. We don't judge people and we never give up on anyone.
- Respectful - We respect each other and celebrate diversity so that everyone can give their best. We recognise the importance of providing a friendly environment where people can feel safe.
- Empowering - We encourage people to take personal responsibility for making positive changes in their lives by providing opportunities, developing their talents, and helping to build their confidence and self-esteem.
- Partnership - We recognise the importance of working collaboratively with people who come to the centre to design, deliver and evaluate our services. We work jointly with other organisations to achieve the best outcomes.
- Inspiring - We all inspire one another to discover our purpose and reach our full potential, celebrating our achievements and positive steps forward.

The Booth Centre is here to bring about positive change in the lives of people who are homeless or at risk of homelessness, and help them plan for and realise a better future.

We do this by running a Centre which welcomes people and provides a positive social space where we can work with people to build on their skills and strengths to create positive change. The services we provide include an Advice Service to enable people to find accommodation and any support they need to maintain it, an Employment Service which helps people to gain skills, qualifications and get back into work, an Arts Programme which helps people skills, confidence and self esteem and a Sports and Wellbeing Programme which helps people to improve their health. All of these programmes are planned, evaluated and delivered with the central involvement of people who come to the Centre.

The Booth Centre Trustees' Annual Report

Summary of Achievements 2017/2018

Over the last 12 months the Booth Centre has expanded its activities and staff team and has improved the quality of our work. Our measurable outcomes include:

- Making our services available to over 1,100 new individuals this year with over 80 visiting the Centre each day
- 315 people have been supported to move into temporary or permanent accommodation
- 110 people have been supported to return home or reconnect with friends and family
- 99 have been supported to access health services including GPs, drug, alcohol and mental health support
- 500 people have taken part in our Activities Programme which improves people's skills, confidence, self-esteem, and health
- 72 people have undertaken work placements at the Centre or with businesses in the city
- 79 people have gained nationally recognised qualifications
- 92 people were helped to get back into employment.

We continue to work with other organisations – in the statutory and voluntary sectors, in the business community and with faith groups – to ensure that the best possible services are available for homeless people in Greater Manchester. We continue to work with the Edward Holt Trust through the Edward Holt Homeless Partnership which together has created a pathway to help rough sleepers move off the streets and into good quality accommodation. This has included supporting a new Charity SSG to open a new hostel in Cheetham Hill for 15 people, with the Booth Centre providing both the referrals and the support to help people to get back into work, once they are housed.

We continue to place great importance on ensuring that the people who use the Centre are centrally involved in the planning, evaluation, and delivery of our service – which has produced benefits for both the individuals and the service as a whole. We have also enabled people to have their voice heard at a strategic level where they have been able to influence the planning and evaluation of services and policies in Manchester and in Greater Manchester. This has included working with the City Council to design the new Longford Centre in Chorlton which provides accommodation for 38 people and helping to design a new resettlement service for this city – the design of these new services has been greatly assisted by the input from people who have experience of receiving services. We have also enabled 37 people to play an active part in the Manchester Homelessness Partnership and have hosted regular meetings at the Centre to enable Andy Burnham – the new Mayor of Greater Manchester to hear the views and experiences of people who are or have been homeless.

The Booth Centre Trustees' Annual Report

Current Services

Our services are provided Monday to Friday within 4 work streams:

The Well Being Centre and Café

The café provides free nutritious breakfasts and lunches in a warm, friendly, and relaxed environment. There is access to the internet, a quiet area with books and music provided by guitars, a piano and music system, which all contribute to creating a positive atmosphere. The café also provides an opportunity for people to socialise, to have a shower, to pick up essential toiletries and to talk to staff and volunteers. The kitchen and café are staffed by people who use the centre, supported by Booth Centre staff and volunteers from the general community.

People can take part in a range of sports activities to increase health, fitness and well-being, including table tennis, bowls and basketball. The Centre has a large garden and the gardening team enter the annual RHS Britain in Bloom gardening competition, winning an Outstanding Level 5 award. Other workshops aim to improve well-being through helping people to keep mentally as well as physically active and to gain the skills to be able to increase their resilience.

Advice and Support Hub

The advice work provides support, information and guidance to help deal with practical difficulties, tailored to the individual including:

- Ongoing, open ended, support is provided by all staff and volunteers to encourage and motivate people to make positive changes in their lives
- People are signposted to and helped to access a full range of services
- Housing issues - finding temporary accommodation, securing permanent safe tenancies, supporting people to maintain their tenancies or supporting people to return to friends or family in the UK or abroad
- Financial issues - maximising benefits, dealing with bills, budgeting and bank accounts and finances relating to moving back into work
- Obtaining identification documents, including birth certificates and passports
- Health and wellbeing – people are supported to access and engage with other services including GPs, drug and alcohol services and mental health workers
- Other organisations including the Urban Village Medical Practice, Revive Medical Practice, Shelter and Manchester's drug and alcohol service MIDAS run regular surgeries or arrange to meet their clients at the Booth Centre making use of the range of meeting rooms which provide a relaxed and confidential space and increase the range of support that is available on site.

The Booth Centre Trustees' Annual Report

Current Services (continued)

Arts Programme

The arts work helps people develop their skills, confidence, and self-esteem, to give people a purpose, to create new, positive social support networks and to have fun. The work is delivered through high quality, challenging and enjoyable workshops run by experienced, skilled arts practitioners. Workshops include Art, Music, Opera Singing, Sewing and Creative Writing. The centre also has its own theatre company supported through funding from the Arts Council. Regular exhibitions, publications and performances are staged to showcase the work and to challenge public attitudes about homelessness. A range of partnerships with local and national arts organisations, including The Edge, Streetwise Opera and athur+matha, help deliver the high-quality programme and people are supported to make full use public arts institutions.

Employment and Skills Hub

The Employment and Skills Hub aims to build on people skills and when they are ready support them to gain and sustain employment. Work includes:

- A weekly job club where people can get help with writing CVs, job applications, job searches and registering with agencies
- Supported volunteering opportunities within the Centre which help people to gain work experience and enables us to provide work based references
- Training courses that enable people to gain nationally recognised qualifications in work based skills including Food Safety, Manual Handling, First Aid at Work and the CSCS building site health and safety certificate
- English classes for people whose first language isn't English
- Skills sessions including IT and practical workshops like woodwork and workshops which improve people's life skills and employability
- Support to take up education, training, or voluntary work outside the Centre
- Practical support to enable people to gain and sustain employment including interview and work clothes, bus tickets and financial support to enable people to cope before their first pay cheque arrives.

We have a partnership with Business in the Community who run their Ready For Work programme from the Booth Centre, which includes training days, work placements in big companies and pairing people with business mentors. We also partner with the Workers Education Association and Talk English to help deliver the programme.

All services are operated using a structured timetable which allows people to use as many or few of the Centre's work streams as suits them.

The Booth Centre Trustees' Annual Report

Financial Review

The Trustees prepare plans and financial forecasts for the following two years to ensure adequate funding is available to achieve the aims of the Centre.

During the year ended 31 March 2018 total income amounted to £741,261 compared to £702,582 in 2017. Income from grants in the year increased by £32,482 and the income from donations increased by £28,626. Other income from charitable activities and investments was higher than in 2017 by £2,957.

Total expenditure amounted to £762,477 compared to £780,833 in 2017. The decrease being mainly due to the reduction in partnership costs. The net expenditure on unrestricted funds amounted to £17,216 compared to net expenditure of £82,251 in 2017. By the year end all restricted income had been spent.

Overall there was net expenditure in the year of £21,216 compared to net expenditure of £78,251 in 2017. This result was close to the forecast deficit for the year.

Reserves Policy

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency repairs and other expenditure. The policy of the trustees is that sufficient of the Charity's reserves shall be retained so that, in the event of a decision to close the Centre, funds are available to meet redundancy costs and to arrange an orderly run-down of the service over a period of 12 months.

The balance of unrestricted funds at 31 March 2018 was £764,180 of which £703,406 are regarded as free reserves, after allowing for funds tied up in tangible fixed assets. The Trustees have designated £50,000 to the Building Repair Fund to cover any unexpected repairs that may arise.

The Trustees consider that the balance of unrestricted funds adequately meets the policy of maintaining sufficient reserves to arrange an orderly run-down of the service if a decision is made to close the Centre.

Over the last 12 months we have reduced our reserves in a planned and budgeted way to ensure that we keep no more funds in reserve than we need and that we are able to use available funds to increase our activities in a planned and sustainable way, bringing about the maximum benefit for people who are homeless or at risk of homelessness.

The Booth Centre Trustees' Annual Report

Plans for the future

In 2017/18 the Booth Centre is now in year 2 of its 4 year Strategic Plan 2017-2020. This Strategic Plan was developed through a process which involved people who use the Centre, volunteers, staff and trustees. This plan sets out our priorities for the next 3 years, which are:

1. To make sustainable developments that continue to improve the range and quality of services provided at Edward Holt House to people who are or have been homeless or are at risk of homelessness. Over the next 12 months we aim to make improvements to the range and quality of services in all 4 direct service areas; our Advice and Support Hub, our Employment Hub, our Arts Hub and our Wellbeing Café.
2. To increase the involvement of people with experience of homelessness both within the Centre and to support them to increase their influence strategically. Over the next 12 months we aim to be actively involving more than 80 of the people who use the Centre in running the Centre and in external strategic meetings.
3. To take a leadership role within the sector locally using our key relationships and partnerships constructively and imaginatively to enhance services for people who are or have been homeless. Over the next 12 months we will develop new partnerships which will ensure that rough sleepers have access to emergency accommodation where they are treated with respect and dignity and are helped to move on to new homes, including co-ordinating the Edward Holt Homeless Partnership and working closely with Manchester City Council and with the Greater Manchester Mayor's office to help achieve the stated aim of ending Rough Sleeping.
4. To influence national and local policy and practice to improve the support and services for homeless people. Over the next 12 months we will continue to play a leading role in the Manchester Homeless Charter/Partnership and in the Greater Manchester Homeless Network and influence through our membership of Homeless Link – the national organisation for front line homeless services.
5. To raise public awareness about issues relating to homeless people, and over the next 12 months this will include staging of public exhibitions and performances, through the constructive use of the media and through events such as our annual Manchester Sleepout and Cathedral Carol Service.
6. To ensure the Booth Centre is a strong and sustainable organisation. Over the next 12 months we will embed the changes we have made to our fundraising and finance teams and continue to develop the effectiveness of our trustees, staff and volunteers.
7. To make the Centre a great place to work and volunteer. Over the next 12 months we aim to monitor and further improve the satisfaction of staff and volunteers, including through improving support and training, as this will continue to drive up the quality of our overall service for homeless people.

The Booth Centre Trustees' Annual Report

Chair's Comment

This is my final term as chair of trustees after multiple years in the job. I can safely say I have enjoyed every single one of those years, as well as leading the annual applause at the end. I have watched the Booth Centre burst out of the Cathedral Annexe, and then occupy and more than fill Edward Holt House. It has undertaken an ever-growing range of activities aimed at helping, engaging, building confidence and empowering people with experience of, or endangered by, homelessness – and now has people with that experience on its staff, on its Board of Trustees and of course generously distributed amongst its large and invaluable team of volunteers. Thus people who have experienced homelessness are at the centre of what the Centre does and decides to do, and of how it presents itself to the world. Partly as a result, its reputation locally, regionally and nationally, grows year by year, one splendid mark of which has been the National Excellence Award for Co-Production given us by Homeless Link in recent weeks. As this implies, the past year, like the many preceding it, has been busy. This is clearly evident from the figures in successive quarterly reports around the work undertaken by the Advice and Skills Hubs. Meanwhile, thanks to the continuing work of the Strategic Planning Sub-Committee and its chair Joe Gravett, we have also been developing a clearer sense of our progress against the 2017-20 Strategic Plan; also an ever-better sense of the possible risks in terms of work pressure, finance, reputation, people seeking our aid, staff changes etc that may face us as an organisation. Upcoming amongst these of course are the implications of Brexit. In this regard, I would draw everyone's attention the recent joint report from *Homeless Link, WPI Economics and Crisis* under the title *Homelessness and the impact of Brexit: Tackling the Challenges and Grasping the Opportunities*. This seeks to do exactly what it says on the tin - in terms of the likely scenarios for EU and EEA migrants and home-grown vulnerable people around: 1) Immigration statuses and Rights; 2) Access to Housing, Health-Care and Homeless Services; 3) Funding for Homelessness Prevention and 4) what is called The Bigger Picture. It then tries to set out 'an Agenda for the Homeless Sector'. The report seeks to carefully balance challenges against opportunities. However, at the point of writing, it is hard not to be more aware of the former than of the latter. Against this background, there is some comfort to be had from the continuing location of homelessness near the top of the political agenda, and there is no doubt that the Booth Centre will continue to be important in discussions around that agenda. To repeat what I said last year, we as trustees are proud to be associated with the organisation, its staff and its many hard-working volunteers, many of whom know what it is like to be homeless. Thank you to everyone who has supported us over the last 12 months. We wish you all very well indeed.

Approved by the trustees on 7 August 2018 and signed on their behalf by:
J. GARRARD – CHAIR



The Booth Centre
Independent Examiner's Report to the Trustees of the Booth Centre

I report to the Trustees on my examination of the accounts for the year ended 31 March 2018, which are set out on pages 11 to 20.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



J.E. ATHERDEN
Chartered Accountant
PO Box 660
Altrincham
Cheshire WA14 3UZ

Tk August 2018

The Booth Centre
Statement of Financial Activities
Year ended 31 March 2018

	Note	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Unrestricted Funds £	Restricted Funds £	Total 2017 £
Income							
Donations and legacies	4	360,266	365,005	725,271	355,625	333,924	689,549
Income from charitable activities		9,315	-	9,315	8,420	-	8,420
Investment income		<u>6,675</u>	<u>-</u>	<u>6,675</u>	<u>4,613</u>	<u>-</u>	<u>4,613</u>
Total Income		<u>376,256</u>	<u>365,005</u>	<u>741,261</u>	<u>368,658</u>	<u>333,924</u>	<u>702,582</u>
Expenditure							
Cost of raising funds	6	100,388	-	100,388	58,118	-	58,118
Expenditure on charitable activities		<u>293,084</u>	<u>369,005</u>	<u>662,089</u>	<u>392,791</u>	<u>329,924</u>	<u>722,715</u>
Total Expenditure		<u>393,472</u>	<u>369,005</u>	<u>762,477</u>	<u>450,909</u>	<u>329,924</u>	<u>780,833</u>
Net (Expenditure)/Income and net movement in funds		(17,216)	(4,000)	(21,216)	(82,251)	4,000	(78,251)
Reconciliation of funds							
Total Funds brought forward		781,396	4,000	785,396	863,647	-	863,647
Total Funds carried forward		<u>764,180</u>	<u>-</u>	<u>764,180</u>	<u>781,396</u>	<u>4,000</u>	<u>785,396</u>

There were no recognised gains or losses for the year other than those included in the Statement of Financial Activities.

The notes on pages 14 to 20 form part of these accounts.

The Booth Centre
Balance Sheet as at 31 March 2018

	Note	2018		2017	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	9		10,774		3,363
Current Assets					
Debtors	10	49,116		27,100	
Cash at bank and in hand		<u>749,008</u>		<u>798,671</u>	
		<u>798,124</u>		<u>825,771</u>	
Creditors: amounts falling due within one year	11	<u>44,718</u>		<u>33,738</u>	
Net Current Assets			<u>753,406</u>		<u>792,033</u>
Total assets less current liabilities			764,180		795,396
Creditors: amounts falling due after more than one year	12		-		<u>10,000</u>
Net Assets			<u>764,180</u>		<u>785,396</u>
Funds of the Charity					
Restricted			-		4,000
Unrestricted - Designated	15	50,000		50,000	
Unrestricted - General		<u>714,180</u>		<u>731,396</u>	
			<u>764,180</u>		<u>785,396</u>

Approved by the Trustees and signed on their behalf

 - Trustee

7 August 2018

J. GRAVETT

The notes on pages 14 to 20 form part of these accounts.

**The Booth Centre
Statement of Cash Flows
Year ended 31 March 2018**

	Note	Total Funds 2018 £	Total Funds 2017 £
Net cash (used in)/generated by operating activities	16	(43,547)	<u>26,590</u>
Cash flows from investing activities:			
Interest		6,675	4,613
Purchase of computers and equipment		<u>(12,791)</u>	<u>(2,706)</u>
Net cash (utilised)/provided by investing activities		<u>(6,116)</u>	<u>1,907</u>
Change in cash and cash equivalents in the year		(49,663)	28,497
Cash and cash equivalents brought forward		<u>798,671</u>	<u>770,174</u>
Cash and cash equivalents carried forward		<u>749,008</u>	<u>798,671</u>

The notes on pages 14 to 20 form part of these accounts.

The Booth Centre
Notes to the Financial Statements
Year ended 31 March 2018

1. Accounting Policies

a) Basis of Preparation and Assessment of Going Concern

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and in particular with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102) effective January 2015.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

b) Funds Structure

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects of the charity. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor.

c) Income Recognition

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

Donations and grants are recognised in the statement of financial activities when the charity has been notified in writing of both the amount and settlement date. In the event that a donation or grant is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be met.

Legacy gifts are recognised on a case by case basis following the grant of probate when the executor of the estate has communicated in writing the amount of the legacy, that there are sufficient assets in the estate to pay the legacy and that any conditions attached to the legacy are within the control of the charity or have been met.

Investment income is included when receivable.

d) Expenditure Recognition

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 settlement will be required and the amount of the obligation can be measured or estimated reliably. All expenditure is accounted for on an accruals basis.

The Booth Centre
Notes to the Financial Statements (cont.)
Year ended 31 March 2018

Accounting Policies (continued)

Costs of raising funds comprise the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them including governance costs.

e) **Tangible Fixed Assets and Depreciation**

All assets costing more than £100 are capitalised and valued at historical cost. Depreciation is provided to write off the excess of cost over estimated residual amount over their useful lives on a reducing balance basis as follows:- Computer & Office equipment - 33.3%

2. Analysis of Staff Costs and Remuneration of Key Management Personnel

The average number of full time equivalent employees during the year was 17 (2017 - 12). Staff costs were as follows:-

	2018	2017
	£	£
Salaries	370,894	304,074
Social security costs	31,381	25,363
Pension costs	<u>33,703</u>	<u>28,525</u>
	<u>435,978</u>	<u>357,962</u>

The Charity considers its key management personnel comprise the trustees, the Chief Executive Officer, the Operations Manager and the Development Manager. The total employment benefits including employer pension contributions of the key management personnel were £131,385 (2017 - £128,109). There was no employee who received employee benefits of more than £60,000 (2017 – None).

The charity operates a defined contribution pension scheme in respect of employees. The scheme and its assets are held by independent managers. The total contribution in the year was £33,703 (2017 £25,363). The outstanding contributions at the year-end amounted to £154 (2017 £2,398).

3. Trustees Remuneration and Expenses

Neither remuneration nor expenses were paid to any trustee during the period.

The Booth Centre
Notes to the Financial Statements (cont.)
Year ended 31 March 2018

	Note	2018	2017
4. Income		£	£
Donations and legacies:			
Grants	5	374,123	341,641
Donations		344,047	315,421
Legacy		2,000	26,431
Student Placement Fee		9,020	8,120
Gift Aid refund		<u>5,101</u>	<u>6,056</u>
		<u>734,291</u>	<u>697,669</u>
Income from charitable activities:			
Room hire		295	300
Fabulous Fanfare		<u>-</u>	<u>-</u>
		<u>295</u>	<u>300</u>
Investment income			
Bank Interest - gross		<u>6,675</u>	<u>4,613</u>
Total Income		<u>741,261</u>	<u>702,582</u>

5. Grants Received	2018	
	£	£
Restricted Funds:		
Manchester City Council – Various grants	222,234	
Homeless Charter	8,250	
Local Sustainability Fund	500	
Other grant	15,999	
Comic Relief	40,280	
Edward Holt Charitable Trust	11,679	
The Booth Charities	21,000	
Forever Manchester	22,563	
Manchester Cathedral	10,000	
Barnabas Charitable Trust	5,000	
The Duchy of Lancaster	2,500	
Streetsmart	<u>5,000</u>	
		365,005
Unrestricted Funds:		
Dickanson Trust	500	
Shop Direct	<u>8,618</u>	
		<u>9,118</u>
Total grants received		<u>374,123</u>

The Booth Centre
Notes to the Financial Statements (cont.)
Year ended 31 March 2018

6. Analysis of Expenditure on Charitable Activities

	Direct Staff Costs £	Other Direct Costs £	Support Costs £	2018 Total £	2017 Total £
Activity:					
Catering and Wellbeing	21,241	25,281	34,560	81,082	85,068
Arts Activities	58,505	27,456	36,962	122,923	116,871
Advice Service	113,146	66,973	50,954	231,073	238,279
Skills & Employment	82,400	74,482	33,110	189,992	185,916
Partnerships	<u>-</u>	<u>37,019</u>	<u>-</u>	<u>37,019</u>	<u>96,581</u>
	<u>275,292</u>	<u>231,211</u>	<u>155,586</u>	<u>662,089</u>	<u>722,715</u>

The total of Governance costs included within support costs was £1,128 (2017 - £1,075).

In 2018 the expenditure on charitable expenditure was £662,089 (2017 - £722,715) of which £293,084 (2017 - £392,791) was expenditure from unrestricted funds and £369,005 (2017 - £329,924) was expenditure from restricted funds.

Support costs, including Governance costs attributable to charitable activities are apportioned to the activity on the following bases:

Building costs – on the area occupied by the activity

Other support costs – on the number of staff members employed for the activity

7. Net Income for the year	2018	2017
	£	£
This is stated after charging:		
Depreciation	5,380	10,462
Independent examiner's fee	1,128	1,104

8. Taxation

As a charity, The Booth Centre is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the year.

The Booth Centre
Notes to the Financial Statements (cont.)
Year ended 31 March 2018

9. Tangible Fixed Assets

Cost	<u>Computers</u>	<u>Equipment</u>	<u>Total</u>
	£	£	£
As at 1 April 2017	20,028	29,828	49,856
Additions	12,791	-	12,791
Disposals	<u>(14,960)</u>	<u>-</u>	<u>(14,960)</u>
As at 31 March 2018	<u>17,859</u>	<u>29,828</u>	<u>47,687</u>
 Depreciation			
As at 1 April 2017	20,028	26,465	46,493
Charge for year	4,260	1,120	5,380
On disposals	<u>(14,960)</u>	<u>-</u>	<u>(14,960)</u>
As at 31 March 2018	<u>9,328</u>	<u>27,585</u>	<u>36,913</u>
 Net Book Value			
As at 31 March 2018	<u>8,531</u>	<u>2,243</u>	<u>10,774</u>
As at 31 March 2017	<u>-</u>	<u>3,363</u>	<u>3,363</u>

10. Debtors	2018	2017
	£	£
Debtors & prepayments	45,209	23,292
H.M. Revenue & Customs - Gift Aid	<u>3,907</u>	<u>3,808</u>
	<u>49,116</u>	<u>27,100</u>

11. Creditors: amounts falling due within one year	2018	2017
	£	£
Deferred income (Note 13)	18,341	10,000
H.M. Revenue & Customs – PAYE/NI	8,458	6,648
Accruals	<u>17,919</u>	<u>17,090</u>
	<u>44,718</u>	<u>33,738</u>

12. Creditors: amounts falling due after more than one year	2018	2017
	£	£
Deferred income (Note 13)	<u>-</u>	<u>10,000</u>

The Booth Centre
Notes to the Financial Statements (cont.)
Year ended 31 March 2018

13. Deferred Income	2018	2017
	£	£
Deferred income brought forward	20,000	30,000
Grant received in year	20,020	-
Amount released in year	<u>(21,679)</u>	<u>(10,000)</u>
Deferred income carried forward	<u>18,341</u>	<u>20,000</u>
Due within one year (Note 11)	18,341	10,000
Due after more than one year (Note 12)	-	10,000

The balance of deferred income brought forward relates to a grant received in 2015 towards heating and lighting costs incurred in the accounting years 2015 to 2019. The donor has specified that £10,000 should be allocated to each year. The grant received in the current year is to fund a support worker until 31 August 2018 and five months of the grant has been deferred.

14. Analysis of net assets between funds

	Unrestricted	Restricted	Total
	Funds	Funds	Funds
	£	£	£
Fund balances at 31 March 2018 as represented by:			
Tangible fixed assets	10,774	-	10,774
Net current assets	<u>753,180</u>	<u>-</u>	<u>753,406</u>
	<u>764,180</u>	<u>-</u>	<u>764,180</u>

15. Designated funds	2018	2017
	£	£
Building Repair Fund	<u>50,000</u>	<u>50,000</u>

The Building Repair Fund represents funds designated for unexpected repair costs.

The Booth Centre
Notes to the Financial Statements (cont.)
Year ended 31 March 2018

16. Reconciliation of net income to net cash generated from operating activities

	2018	2017
	£	£
Net movement in funds as per the statement of financial activities	(21,216)	(78,251)
Adjustments for:		
Depreciation charge	5,380	10,462
Deduct interest income shown in investing activities	(6,675)	(4,613)
(Increase)/decrease in debtors	(22,016)	111,252
Increase/(decrease) in creditors	<u>980</u>	<u>(12,260)</u>
Net cash (used in)/ generated by operating activities	<u>(43,547)</u>	<u>26,590</u>