

C.H.



## ST MARTIN'S EMMAUS

ARCHCLIFFE FORT,  
ARCHCLIFFE ROAD,  
DOVER, KENT, CT17 9EL.

COMPANY (LIMITED BY GUARANTEE) NO. 3066614  
CHARITY NO. 1047354

# ANNUAL REPORT & ACCOUNTS

YEAR ENDED 30 JUNE 2009





## **ST MARTIN'S EMMAUS**

### **TRUSTEES AND ADVISORS**

#### **TRUSTEES**

Mr A J Barford, appointed 17<sup>th</sup> July 2008, *Honorary Secretary from 21<sup>st</sup> May 2009*

Mr J R Clayton, *Chairman, retired 16<sup>th</sup> September 2009*

Mr A Eberlein

Mrs S Hill

Mr M Kemp, appointed 17<sup>th</sup> July 2008

Mr C Lawson

Mrs J Paul

Mrs J Sarjeant, *Honorary Secretary, resigned 20<sup>th</sup> May 2009*

Mr R Scruton

Mrs E Waller, appointed 17<sup>th</sup> July 2008, *Chairman from 16<sup>th</sup> September 2009*

### **REPORTING ACCOUNTANT**

R J Davis FCA TEP

Chavereys

Chartered Accountants

Mall House, The Mall, Faversham, Kent, ME13 8JL

### **SOLICITORS**

Furley Page, 39 St Margaret's Street, Canterbury, CT1 2TX

### **BANKERS**

National Westminster Bank plc, 25 Market Square, Dover, Kent, CT16 1NQ

CafCash Limited, Kings Hill, West Malling, Kent, ME19 4TA



## **ST MARTIN'S EMMAUS**

### **REPORT BY THE TRUSTEES ON THE ACTIVITIES OF THE CHARITY FOR THE YEAR ENDED 30 JUNE 2009**

The company was formed on 9 June 1995 and registered as a charity on 19 June 1995, it is governed by its Memorandum and Articles of Association. Trustees are appointed by the members of the company in accordance with the Articles of Association, a third of the trustees retire and are eligible to stand for re-election at the Annual General Meeting. New trustees must be nominated by an existing trustee or a member of the Charity. No bodies or other individuals are entitled to nominate or appoint trustees. New trustees are mentored by existing experienced trustees.

St Martin's Emmaus exists to provide the organisation and premises and to supervise the operation of an Emmaus community, of which there are over 400 worldwide, it was the fourth such community in the United Kingdom, where there are presently seventeen active communities. Other groups exist which intend to form communities. Each community is an independent charity.

Emmaus communities provide otherwise single homeless people with a place to live and work, with the intention that each community shall, after an initial period, be self-supporting. Admission is open to all provided that a vacancy exists and, once installed, members of the community may stay for as long or as short a time as they wish provided that they continue to follow the community's simple rules of showing respect for others, maintaining the community premises totally free from alcohol and drugs and working for the benefit of the community for up to forty hours each week. Failure to observe the rules can mean that an individual is barred from all UK Emmaus communities for a specified length of time.

A member of the community ("companion") is provided with housing, food and clothing and a small amount of money each week for personal use. A further smaller amount is set aside as money to be available when the companion leaves or after a period in the community for a holiday break (which may be spent in another community).

Only Housing Benefit is claimed by way of State benefits. Emmaus believes that self-respect is best recovered through independence.

The business of Emmaus communities is centred on recycling and recirculating goods for which their original owners have no further use, the goods may be given directly or be given as a part of house clearances. Goods are collected, prepared as necessary and sold through our shop operated by the companions. The companions collect goods in our two vans, restore them as necessary in our workshops and sell them in our shop. Some new work is undertaken, using recycled materials where possible. Simple services such as car washing, gardening, painting and general labouring are, also, undertaken from time to time. In addition, the community is responsible for running the soup kitchen in Dover on about 26 evenings a year. All this work is undertaken by the companions.

St Martin's Emmaus holds Archcliffe Fort in Dover on a lease from English Heritage that expires in 2095, the rent is nominal, but the Charity has spent about £500,000 on renovation of the buildings.



## ST MARTIN'S EMMAUS

Sales from the business in the year decreased by 6.3% over those for the previous year. Government Support from Housing Benefit increased by 61% but Supporting People funding ceased.

Over 7,383 days of accommodation were provided in the year for 49 (2008: 66) individuals. 20 (16) companions stayed with us for more than 6 months, 43 (57) for more than two weeks and 6 (9) for less than two weeks. The overall average of those staying more than two weeks but less than 6 months was 65 (72) days. The occupancy rate was 98.8% (93.4%).

During the year	2009	2008
We had income from grants, rents sales and interest of	281,945	261,348
and spent	(307,227)	(292,650)
so on a day to day basis the community had a deficit of	<u>(25,282)</u>	<u>(31,302)</u>
Donations received (including tax on Gift Aid) were	21,104	18,884
and donations made to other Emmaus communities	(2,682)	(3,642)
so the net donations received were	<u>18,422</u>	<u>15,242</u>
and the overall deficit for the year was	<u>(6,860)</u>	<u>(16,060)</u>

Each companion's accommodation in the community costs about £42 (£41) a day.

A number of companions continued to act as "Key Holders" during the year. This means that they take on care duties out of working hours, calling on the coordinator or a trustee if necessary.

The Board of Trustees sets all policies and the budget in consultation with the staff and companions.

The trustees are grateful for the dedication of the staff and companions for all their efforts on behalf of the community. Maureen Gale, our Coordinator to whom day to day management of the Charity has been delegated, is assisted by Debra Stevenson as Administrative Accountant with Ruth O'Meara and Gerry Bartlett as Assistant Coordinators and Clive Duffield as Driver.

We all remain grateful to everyone who helps us, either by gifts of goods for resale, introductions to new outlets (such as house clearances), or as customers of our shop. We remain equally grateful to the many individuals and organisations that continue to help us financially and in other ways. We still welcome gifts of money towards capital works.

It is the trustees' policy to ensure that there are sufficient available funds to meet the immediate operating costs of the company for up to six months and to provide for major repairs to its properties and other unexpected necessary expenditure.



## ST MARTIN'S EMMAUS

The trustees have reviewed the major risks to which the charity is exposed and a comprehensive programme of risk management is in place to identify and allow mitigation of all perceived risk of physical accident which could harm companions, staff, trustees, the general public or the fabric of the Community. The policy and risk assessments are reviewed regularly.

The trustees are required by United Kingdom company law to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the company as at the end of the financial year and of the net income of the company for the year.

The trustees confirm that suitable accounting policies and standards have been used and applied consistently and that reasonable and prudent judgments and estimates have been made in the preparation of the financial statements for the year ended 30 June 2009.

The trustees are responsible for the keeping of proper accounting records, for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as each of the trustees is aware at the time the report is approved:

- There is no relevant information of which the reporting accountants are unaware, and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the reporting accountants are aware of that information.

By order of the trustees

J Barford  
Trustee and Secretary

21<sup>st</sup> January 2010



## ST MARTIN'S EMMAUS

### **Examiner's unqualified report for the year ended 30 June 2009**

#### **Independent examiner's report to the trustees of St Martin's Emmaus**

I report on the accounts of the company for the year ended 30 June 2009, which are set out on pages 7 to 11

#### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 43 of the 1993 Act,
- follow the procedures laid down in the general directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

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

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 386 of the Companies Act 2006, and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met, or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

**R J Davis FCA TEP  
Partner**

**Chavereys  
Chartered Accountants  
Faversham**

8 February 2010



## ST MARTIN'S EMMAUS

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2009 INCOMING RESOURCES (Unrestricted Funds)

	NOTE	1	2009	2008
			£	£
<b>Voluntary Income</b>				
Donations etc (no expenditure)			21,104	18,884
<b>Investment Income</b>				
Interest received (no expenditure)			4,473	8,493
<b>Activities for generating funds</b>				
Rents (Housing Benefit)			129,346	80,311
Supporting People			-	15,054
Sales of services and donated goods			148,126	157,490
			<u>277,472</u>	<u>252,855</u>
<b>TOTAL INCOME</b>			<u>303,049</u>	<u>280,232</u>

### RESOURCES EXPENDED

#### Charitable Activity

Maintenance, expenses and supervision of otherwise homeless companions	2	306,457	291,912
Donations to other Emmaus Communities		2,682	3,642
		<u>309,139</u>	<u>295,554</u>

#### Governance Activity

Management and administration of charity	3	770	738
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### TOTAL EXPENSES

309,909      296,292

### NET OUTGOING RESOURCES

### UNRESTRICTED FUNDS AT 30 JUNE 2009

	4	-6,860	-16,060
		<u>549,875</u>	<u>565,935</u>
		<u>543,015</u>	<u>549,875</u>

### INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 JUNE 2009

(All recognised gains and losses are included)

Gross income of continuing operations		303,049	280,232
Total expenditure on continuing operations		-309,909	-296,292
<b>NET EXPENDITURE FOR THE YEAR</b>		<u>-6,860</u>	<u>-16,060</u>



## ST MARTIN'S EMMAUS

**BALANCE SHEET AT 30 JUNE 2009**  
**COMPANY NUMBER: 3066614**

**NOTE 1**

		2009	2008
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	5	375,535	381,541
<b>CURRENT ASSETS</b>			
Debtors	6	14,427	9,511
Investments – Short-term deposits		151,473	166,047
Cash at bankers and in hand		16,135	11,015
		<u>182,035</u>	<u>186,573</u>
<b>CREDITORS</b>			
Amounts falling due within one year	7	-14,555	-18,239
		<u>167,480</u>	<u>168,334</u>
<b>NET ASSETS</b>		<u>543,015</u>	<u>549,875</u>
<b>INCOME FUNDS</b>		<u>543,015</u>	<u>549,875</u>

The trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and members have not required the company to obtain an audit of its accounts for the period ended in question in accordance with section 476 of the Act. The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 June 2009 and of its surplus for the period ended then ended in accordance with the requirements of section 396 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The Accounts were approved by the board of trustees on 21<sup>st</sup> January 2010 and signed on their behalf on that date by

E Waller,  
Trustee





# ST MARTIN'S EMMAUS

## NOTES ON THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

### 1. ACCOUNTING POLICIES

#### 1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

#### 1.2 Company status

The charity is a company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

#### 1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

#### 1.4 Incoming resources

All incoming resources are included in the Statement of Financial Resources when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### 1.5 Resources expended

Resources expended are included in the Statement of Financial Resources on an accruals basis.

Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of these resources.

#### 1.6 Cash flow

The financial statements do not include a cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).



## ST MARTIN'S EMMAUS

### 1.7 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases

Leasehold improvements	2%-4%	per annum
Furniture and equipment	20%	per annum
Motor vehicles	25%	per annum

### 2 Cost of Charitable Activity

	2009	2008
Food and household	33,213	27,599
Companions' allowances	48,860	48,972
Salary costs	91,687	84,161
Light and heat	24,845	24,180
Council Tax, rates and water	11,207	10,144
Insurances and TV licences	15,824	15,910
Repairs and renewals	21,342	16,644
Purchases for business	5,932	6,769
Motor expenses	16,689	21,990
Postage, stationery, telephones and advertising	9,042	9,676
Other expenditure	3,063	3,041
Depreciation and adjustment on disposal	24,753	22,826
	<u>306,457</u>	<u>291,912</u>

The charity had up to five employees during the year. The charity has no employees whose emoluments exceeded £60,000. Salary costs were £80,938 (2008 £74,328), Social Security costs £6,851 (2008 £6,370) and defined contribution pension costs £3,899 (2008 £3,463).

### 3. Cost of Governance Activity

	2009	2008
Audit fee	600	738
Trustees' expenses	170	-
	<u>770</u>	<u>738</u>

### 4. Changes in resources available for charity use

	2009	2008
Net movement in funds in the year	-6,860	-16,060
Net variation in tangible assets acquired for charitable purposes	3,158	18,026
	<u>-3,702</u>	<u>1,966</u>



## ST MARTIN'S EMMAUS

### 5. Tangible Fixed Assets used for direct charitable purposes

	Total	Long Leasehold	Furniture and Equipment	Vehicles
Cost to 30 June 2008	531,344	467,257	23,763	40,324
Additions during year	20,869	-	519	20,350
Disposals and written off	-9,850	-	-	-9,850
	<u>542,363</u>	<u>467,257</u>	<u>24,282</u>	<u>50,824</u>
Depreciation to 30 June 2008	149,803	102,885	21,468	25,450
On disposals and written off	-5,532	-	-	-5,532
Charge for year	22,557	11,479	1,666	9,412
	<u>166,828</u>	<u>114,364</u>	<u>23,134</u>	<u>29,330</u>
Net book value at 30 June 2009	<u>375,535</u>	<u>352,893</u>	<u>1,148</u>	<u>21,494</u>
Net book value at 30 June 2008	<u>381,541</u>	<u>364,372</u>	<u>2,295</u>	<u>14,874</u>

### 6. Debtors

#### Due within one year

	2009	2008
Tax recoverable	433	1,298
Accrued income and prepayments	<u>13,994</u>	<u>8,213</u>
	<u>14,427</u>	<u>9,511</u>

### 7. Creditors

#### Due within one year

	2009	2008
Taxation and social security	1,966	1,913
Other creditors	<u>12,590</u>	<u>16,326</u>
	<u>14,556</u>	<u>18,239</u>

### 8. Trustees

During the year Mr J R Clayton was reimbursed £170 for costs incurred in attending the Emmaus Assembly in December 2008