

Light Project Peterborough

Annual Report and Financial Statements

Charity Number 1159764

For the year ended 31st March 2017

LIGHT PROJECT PETERBOROUGH

1. Charity Information

Registered Charity Name

Light Project Peterborough

Address

Light Project Peterborough
c/o Park Road Baptist Church
Park Road
Peterborough
PE1 2TF

Contact Information

Telephone: 0750 112 3183

Email: sue@lightprojectpeterborough.org.uk

Website: www.lightprojectpeterborough.org.uk

Charity Number

1159764

Trustees

Arnott Hensby (Chair)

Sheila Bucknell

Timothy Jenkins (until 16th August 2016)

Christopher Walford

Rev. Ian Black (from 13th May 2016)

Simon Kaye (from 26th April 2017)

Maureen Woodd (from 26th April 2017)

Rachel Hilditch (from 26th April 2017)

Independent Examiner

Mark Jackson, FCA

19 Sebrights Way

Bretton

Peterborough

PE3 9BT

LIGHT PROJECT PETERBOROUGH

TRUSTEES' REPORT FOR THE PERIOD ENDED 31ST MARCH 2017

The trustees present their report and the independently examined financial statements of the charity for the year ended 31st March 2017.

The Trustees

The trustees who served the charity during the period were as follows:

Arnott Hensby (Chair)
Sheila Bucknell
Timothy Jenkins (until 16th August 2016)
Christopher Walford
Rev. Ian Black (from 13th May 2016)
Simon Kaye (from 26th April 2017)
Maureen Woodd (from 26th April 2017)
Rachel Hilditch (from 26th April 2017)

Structure, Governance and Management

Light Project Peterborough is constituted as a Charitable Incorporated Organisation with the Charity Commission under charity number 1159764. It is governed by an original constitution dated 5th August 2014.

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits.

The existing trustees are responsible for the recruitment of new trustees and they have developed a comprehensive induction process.

Objectives and Activities

The purpose of the Charity is advancing the Christian religion in the area of benefit with particular concern for people who are marginalised. Each year the trustees review our objectives and activities to ensure they continue to reflect our aims.

In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit and in particular its supplementary guidance on the advancement of religion for the public benefit.

LIGHT PROJECT PETERBOROUGH

TRUSTEES' REPORT FOR THE PERIOD ENDED 31st MARCH 2017

Achievements and Performance

Light Project Peterborough (LPP) serves the community through a number of different projects. Highlights of the Projects activities are detailed below:

Peterborough City Centre Chaplaincy

The City Centre Chaplaincy is the longest running project of LPP and is now in its 8th year of operation. The project is run in partnership with Churches Together in Central Peterborough who provides an annual grant towards the cost of operation.

The team of volunteer chaplains has continued to grow and LPP are now able to deploy teams in three separate venues most Friday mornings along with an afternoon team that operates outside on and around Cathedral Square.

The morning teams are based at three locations. Two are at Wetherspoons pubs 'The Drapers Arms' where a team has been meeting regularly for 5 years and 'The College Arms' where a team was set up at the direct request of the Wetherspoons management in September 2016. The third team meets at the Argo Lounge – a local coffee shop and restaurant where a team has been meeting since September 2016. In each location the team seeks to reach out to the regulars through a variety of innovative activities all of which create opportunities for conversation that often leads to the sharing of faith and prayer.



The afternoon team varies carries out most of its activities outside, usually on or around Cathedral square there they can interact with people who are going about their everyday lives shopping, lunching or working. The team uses a variety of activities often offering 'free hugs' or free water on a hot day, or a free umbrella on a wet day – meeting the needs of the people in a way that encourages conversation and prayer.

The response from the public to our teams is usually one of interest and the innovative nature of the activities creates amazing opportunities for conversation, sharing of faith and prayer.

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TRUSTEES' REPORT FOR THE PERIOD ENDED 31st MARCH 2017

Peterborough Winter Night Shelter

2016/17 was the Peterborough Winter Night Shelter's (PWNS) second full season of operation and it was again deemed a great success by Peterborough City Council.



The project is run on the Housing Justice Rolling Church model with 7 churches each offering an evening meal, bed and breakfast for one night of the week for up to 8 homeless guests between 12th December and 12th March.

258 volunteers registered to take part from across the whole Peterborough area; these represented 32 churches in total. 20% of volunteers were non-Christian making the project a great Christian witness.

- A total of 512 beds were provided by the Night Shelter
- 47 guests actually stayed one night or more at the Night Shelter
- 4 of our guests who stayed were ladies
- 3 of our guests were actively working during their stay - often working unsociable shifts.
- Our longest duration guest stayed over 60 nights - they are now being housed.
- 10 of our guests stayed more than 10 days
- 23 of our guests were moved into more sustainable accommodation as a direct result of the project
- 7 of our guests left of their own accord - we can only assume they found accommodation with friends or family
- 12 of our guests were not re-referred by the Council either due to them not having any entitlement for support in Peterborough or because they were deemed too high risk

The 7 churches are now preparing for this winters provision that will run from 11th December 2017 until 11th March 2018.

The work carried out by the PWNS has raised the profile of LPP within the Council and as such LPP were also asked to be 'expert witnesses' in a Peterborough City Council Adults and Communities Scrutiny Committee Task and Finish Group on the Management of Rough Sleepers. The final report was published on 7th March and LPP are continuing to work with the Council in helping to deliver a wider range of services for those who are homeless.

The following thank you was received from the Service Director Adult Services and Communities:

LIGHT PROJECT PETERBOROUGH

TRUSTEES' REPORT FOR THE PERIOD ENDED 31st MARCH 2017

----- forwarded message -----

From: Adrian Chapman <adrian.chapman@peterborough.gov.uk>

Date: 25 April 2017 at 09:57

Subject: Light Project

To: Sarah Swift <sarah.swift@peterborough.gov.uk>, "Hebblethwaite Sarah (G)" <Sarah.Hebblethwaite@peterborough.gov.uk>

Hi Sarah,

I wondered if you could pass on my huge thanks and best wishes to all at the Light Project for the amazing response to homelessness and rough sleeping this winter?

As you know they have been inspirational, and I am in awe of their commitment and passion to help those people who are struggling or who find themselves in a difficult spot often through causes outside of their own control.

There doesn't appear to be anything that they won't do to help, and I especially welcome the strength of our partnership which I know will flourish as the issue of rough sleeping and homelessness becomes ever more present.

I personally am humbled to work with them and organisations like them, and I look forward to discussing other projects, including all year round provision and daytime support, over the coming months.

Thanks Sarah.

Adrian

Adrian Chapman
Service Director, Adult Services and Communities

Peterborough City Council
Bayard Place
Broadway
Peterborough
PE1 1HZ

Christmas Starts with Christ



LPP again teamed up with many churches across Peterborough to enable a campaign to remind the community of the real reason for the season – **Christmas starts with Christ!**

Banners were displayed outside churches all over the city and hung from lampposts on Bourges Boulevard – one of the main Peterborough access routes. An online and radio advert campaign also took place that directed people to the Across

Peterborough website www.acrosspeterborough.org.uk where further information could be obtained. A similar campaign is planned for Christmas 2017.

Across Peterborough Website



Across Peterborough (www.acrosspeterborough.org.uk) is a Seedbed funded website managed by LPP's Sue Hensby and governed by the LPP board of Trustees.

The website aims to showcase the amazing work being done by Christians across the city and to provide information about events being run by churches.

The reach of the website continues to grow.

LIGHT PROJECT PETERBOROUGH

TRUSTEES' REPORT FOR THE PERIOD ENDED 31st MARCH 2017

Evangelistic Workshops

A number of workshops were organised during 2016 led by Evangelist Chris Duffett and assisted by members of the City Centre Chaplaincy Team.

Two workshops were aimed at providing people with some simple and innovative ideas and resources as well as the chance to try out the new ideas in a safe environment. A charge of £20 is asked for all attendees to cover the cost of lunch and materials.

A further 'Talking Jesus' workshop was organised in conjunction with the Evangelical Alliance to share some recent research about sharing faith. This workshop was free to those attending.

Further workshops are planned for 2017.

Overview of Finances

The charity's income comes almost entirely from grants and personal donations. The only service that LPP is able to charge for is the workshops. The majority of the expenditure relates to the direct delivery of the projects being run. A surplus was made during the year, which in part relates to grants received at the end of the period which will be used to cover costs in the following year.

The Trustees aim to maintain reserves sufficient to cover the general running costs and to allow the charity to continue with its existing projects as well as embarking on new ones.

The general running costs of the organisation which includes accommodation costs, website and insurances is £1866.85. All of this would need to remain in place to underpin our activities.

LPP has a variety of projects, some of which run all year round such as the City Centre Chaplaincy whilst others are for a specific time period such as the Winter Night Shelter and Christmas Starts with Christ. All the projects are primarily delivered through the effective deployment of volunteers led at key times by paid consultants. Fund raising is carried out on a project-by-project basis.

To ensure that funds raised or donated for a specific project are correctly utilised a number of different funding pots have been created to enable the money to be ring-fenced for the agreed purpose.

A number of designated funds are also set up to enable LPP to plan ahead for known commitments usually with regard to consultancy costs that are agreed in advance for the coming year. An example in this period of a payment of £5k per annum made in January each year to The Light Project in Chester (Chris Duffett's employers) to secure his time, and therefore the costs for the following year are covered by the designated fund.

LIGHT PROJECT PETERBOROUGH

TRUSTEES' REPORT FOR THE PERIOD ENDED 31st MARCH 2017

The Trustees have made an assessment of the major risks facing the charity, and are satisfied that there are policies in place to minimise these risks.

Trustees' responsibilities statement

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the constitution. 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.

Approved by the Trustees and signed on their behalf by:

Arnott Hensby
Trustee
Date:



27/9/2017

LIGHT PROJECT PETERBOROUGH

INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF LIGHT PROJECT PETERBOROUGH

I report on the accounts of Light Project Peterborough for the year ended 31 March 2017, which are set out on pages 9 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act.
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether any particular matters have come to our attention.

Basis of independent examiners' 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 Companies Act 2006; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Section 396 of Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice :Accounting and Reporting by

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.



Mr M Jackson, FCA
19 Sebrights Way
Peterborough
PE3 9BT

Date: 11/10/2017

LIGHT PROJECT PETERBOROUGH

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2017

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Income						
Donations and legacies	2	15,950	-	23,452	39,402	69,041
Investment income	3	4	-	-	4	-
Income from charitable activities	4	653	-	-	653	-
Total incoming resources		16,607	-	23,452	40,059	69,041
Expenditure						
Expenditure on charitable activities	5	7,147	-	28,719	35,866	41,015
Total expenditure		7,147	-	28,719	35,866	41,015
Net income / (expenditure) and net movement in funds						
		9,460	-	(5,267)	4,193	28,026
Gross transfers between funds	8 & 9	(5,072)	5,000	72	-	-
Net movement in funds		4,388	5,000	(5,195)	4,193	28,026
Total funds brought forward		4,285	11,500	12,241	28,026	-
Total funds carried forward		8,673	16,500	7,046	32,219	28,026

The notes on pages 11 to 14 form part of these accounts.


LIGHT PROJECT PETERBOROUGH

BALANCE SHEET

AS AT 31 MARCH 2017

	Note	2017 £	2016 £
Current assets			
Debtors	6	555	725
Cash at bank and in hand		32,502	27,426
		<u>33,057</u>	<u>28,151</u>
Creditors: amounts falling due within one year	7	(838)	(125)
Net current assets		<u>32,219</u>	<u>28,026</u>
Total assets less current liabilities		<u><u>32,219</u></u>	<u><u>28,026</u></u>
Funds			
Restricted	8	7,046	12,241
Designated	9	16,500	11,500
Unrestricted		8,673	4,285
		<u>32,219</u>	<u>28,026</u>

The accounts were approved by the Trustees on

 27/9/2017
Christopher Walford
Trustee

LIGHT PROJECT PETERBOROUGH

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

a Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published in 2014. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b Preparation of the accounts on a going concern basis

The accounts are prepared on the going concern basis. This is dependent upon the continued support of donors. The trustees consider this is appropriate, on the basis that projects can be adjusted dependent on the funding available.

c Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met:

- the charity has entitlement to the funds;
- there is sufficient certainty that receipt of the income is considered probable;
- the amount can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which the charity becomes aware that a distribution is more than likely to be made, and that the amount can be determined with reasonable certainty, and the date on which a distribution is received from the estate.

Investment income is accounted for in the period in which the charity is entitled to receipt.

The charity benefits from many voluntary hours and unclaimed out-of-pocket expenses contributed by a number of supporters. A number of small assets have also been donated, for which no value has been attributed to in these accounts.

d Expenditure

Expenditure is included on an accruals basis. All costs have been allocated directly to a charitable activity and therefore there are no support costs to allocate between activities.

e Funds

Unrestricted general funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Restricted funds are funds that 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.

f Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

LIGHT PROJECT PETERBOROUGH

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

2 Income: donations and legacies

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Church contributions	-	-	6,100	6,100	8,792
Individual and corporate donations	603	-	9,862	10,465	7,824
Gift aid tax reclaim	347	-	-	347	725
Grants	15,000	-	7,490	22,490	51,700
	<u>15,950</u>	<u>-</u>	<u>23,452</u>	<u>39,402</u>	<u>69,041</u>

Grants were received from the following organisations:

Baptist Insurance Group	6,000	10,000
Seedbed Trust	15,000	33,000
Cinnamon Network	-	1,500
Cambridgeshire Community Foundation	1,490	4,200
East Midlands Baptist Association	-	3,000
	<u>22,490</u>	<u>51,700</u>

3 Investment income

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Interest received	<u>4</u>	<u>-</u>	<u>-</u>	<u>4</u>	<u>-</u>

4 Income from charitable activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Workshops	<u>653</u>	<u>-</u>	<u>-</u>	<u>653</u>	<u>-</u>

LIGHT PROJECT PETERBOROUGH

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

5 Expenditure on charitable activities

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£	£	£
Consultancy	2,250	-	16,381	18,631	17,866
Volunteer costs	-	-	-	-	904
Project costs	1,249	-	11,818	13,067	14,705
Website	367	-	-	367	5,069
Insurance	804	-	-	804	1,534
Christmas starts with Christ	200	-	520	720	200
Office rent	500	-	-	500	700
Office expenses	379	-	-	379	37
Training	459	-	-	459	-
Computer expenses	914	-	-	914	-
Bank charges	25	-	-	25	-
	<u>7,147</u>	<u>-</u>	<u>28,719</u>	<u>35,866</u>	<u>41,015</u>

6 Debtors

	2017	2016
	£	£
Prepayments and other debtors	208	-
HMRC tax refund on gift aid	347	725
	<u>555</u>	<u>725</u>

7 Creditors: amounts falling due within one year

	2017	2016
	£	£
Accruals and other creditors	838	125
	<u>838</u>	<u>125</u>

8 Restricted funds

	Brought forward	Income	Expenditure	Transfers	Carried forward
	£	£	£	£	£
Winter night shelter	5,000	17,782	(17,412)	-	5,370
Chaplaincy	7,241	3,050	(8,615)	-	1,676
FP fund	-	2,100	(2,172)	72	-
Christmas starts with Christ	-	520	(520)	-	-
	<u>12,241</u>	<u>23,452</u>	<u>(28,719)</u>	<u>72</u>	<u>7,046</u>

LIGHT PROJECT PETERBOROUGH

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

8 Restricted funds (continued)

Chaplaincy: This is a restricted fund that has been set up to receive grants and donations specifically related to the work of the City Centre Chaplaincy Team and Sundays Out. An annual grant from Churches Together in Central Peterborough is a major contributor to this fund.

Peterborough Winter Night Shelter: This restricted fund was set up to receive grants and donations specifically related to the Peterborough Winter Night Shelter. It consists of a variety of grants from different organisations as well as many one of private donations and some regular monthly donors.

FP Fund: This relates to one specific donor who, through LPP, seeks to fund practical solutions to remove stumbling blocks that are stopping people from taking control of their own lives. The excess of expenditure over restricted income has been transferred to unrestricted funds.

9 Designated funds

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
Winter night shelter	10,000	-	-	-	10,000
Office costs	1,500	-	-	-	1,500
Chaplaincy	-	-	-	5,000	5,000
	<u>11,500</u>	<u>-</u>	<u>-</u>	<u>5,000</u>	<u>16,500</u>

The winter night shelter fund has been designated to underwrite the provision of the service.

The chaplaincy fund is to cover the contribution to The Light Project in Chester in respect of salary costs.

The office costs fund is to underwrite essential project office costs.

10 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2017 £
Debtors	555	-	-	555
Cash at bank and in hand	8,956	16,500	7,046	32,502
	<u>8,673</u>	<u>16,500</u>	<u>7,046</u>	<u>32,219</u>

11 Related party transactions

During the period the charity paid £5,000 (2016 - £5,000) for consultancy services to Mrs S Hensby, the wife of Mr A Hensby, a trustee.