



light
project
peterborough

Revealing Jesus

Light Project Peterborough

Annual Report and Financial Statements

Charity Number 1159764

For the year ended 31st March 2018

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: 07919 157645
Email: maureen@lightprojectpeterborough.org.uk
Website: www.lightprojectpeterborough.org.uk

Charity Number

1159764

Trustees

Arnott Hensby (Chair)
Maureen Woodd (from 26th April 2017)
Sheila Bucknell
Christopher Walford
Rev. Ian Black
Simon Kaye (from 26th April 2017)
Rachel Hilditch (from 26th April 2017)
Sarah Brown (from 18th July 2018)
Jan Armitage (from 18th July 2018)

Independent Examiner

Mark Jackson, FCA
19 Sebrights Way
Bretton
Peterborough
PE3 9BT

LIGHT PROJECT PETERBOROUGH

TRUSTEES' REPORT FOR THE PERIOD ENDED 31st MARCH 2018

The trustees present their report and the independently examined financial statements of the charity for the year ended 31st March 2018.

The Trustees

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

Arnott Hensby (Chair)
Maureen Woodd (from 26th April 2017)
Sheila Bucknell
Christopher Walford
Rev. Ian Black
Simon Kaye (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.

As Light Project Peterborough has continued to grow its range of projects it was felt necessary to increase the number of Trustees from 7 to 9. An Extraordinary meeting was held on 30th May 2018 to agree this change.

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 2018

Achievements and Performance

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

The City Centre Chaplaincy is the longest running project of LPP and is now in its 9th 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 6 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.

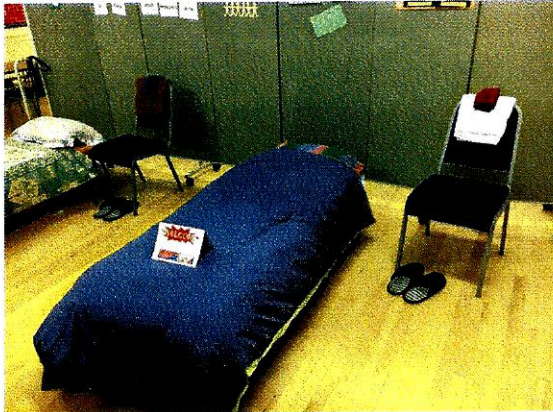
The response from the public to our teams is usually one of interest and the innovative nature of the activities creates amazing opportunities for conversation, sharing of faith and prayer.

LIGHT PROJECT PETERBOROUGH

TRUSTEES' REPORT FOR THE PERIOD ENDED 31st MARCH 2018

Peterborough Winter Night Shelter

2017/18 was the Peterborough Winter Night Shelter's (PWNS) third 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 11th December 2017 and 11th March 2018

189 volunteers trained to take part in the provision from across the whole Peterborough area; these represented 28 churches in total. 20% of volunteers were non-Christian making the project a great Christian witness.

The third season saw some amazing outcomes:

- 6365 hours volunteered over the project
- A prayer team of 43 people praying daily for the project and our guests
- 605 beds filled from a possible 728!
- 46 referrals resulting in 42 guests staying more than one night
- 22 guests moved into more sustainable accommodation

The Churches involved are now preparing for the 2018/19 Winters provision.

Peterborough City Council (PCC) have asked that LPP extend the PWNS from the previous 13 weeks to 20 weeks provision beginning at the end of November and running through until early April. The original 7 churches have all risen to the challenge and new churches are also being brought on board to cover the extra weeks.

LPP also set up a new mentoring / befriending scheme run on the Housing Justice model which ran alongside the PWNS. 11 volunteers attended the Housing Justice Training course and then worked closely with specific PWNS guests to support and encourage them to make lifestyle changes that will help move them in to more sustainable accommodation.

During the coldest part of the 2017/18 winter, PCC asked whether LPP could provide any daytime provision for the homeless. With just 4 hours' notice, the Project Leader had secured a venue, rallied volunteers and then opened the doors for the agreed 10-day period, providing a safe place for those on the street to meet, receive a hot meal and fellowship as well as providing some daytime activities. PCC paid LPP to provide this service and this has paved the way for a new 6-month pilot project for a Day Centre that should commence in October 2018.

LIGHT PROJECT PETERBOROUGH

TRUSTEES' REPORT FOR THE PERIOD ENDED 31st MARCH 2018

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. A similar campaign is planned for Christmas 2018

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.

Evangelistic Workshops

A pub Chaplaincy workshop was held in May 2017 led by Evangelist Chris Duffett and assisted by members of the City Centre Chaplaincy Team.

The workshop was aimed at providing people with some simple and innovative ideas and resources as well as the chance to see some of the LPP Chaplaincy projects in action.

The event is managed via Eventbrite and a charge of £20 was asked for all attendees to cover the cost of lunch and materials.

Further workshops are planned during 2018/19

LIGHT PROJECT PETERBOROUGH

TRUSTEES' REPORT FOR THE PERIOD ENDED 31st MARCH 2018

Overview of Finances

The charity's income comes almost entirely from grants and personal donations. In previous years, the only service that LPP has been able to charge for has been the workshops, however right at the end of the current year Peterborough City Council did commission LPP to run the Homeless Day Centre, however due to PCC's supplier onboarding process monies to cover this project will not be received until the 2018/19 period.

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 £1,803. 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 is a payment of £5k made in January 2018 to The Light Project in Chester (Chris Duffetts's employers) to secure his time, and therefore the costs for the following year are covered by the designated fund.

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.

LIGHT PROJECT PETERBOROUGH

TRUSTEES' REPORT FOR THE PERIOD ENDED 31st MARCH 2018

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).

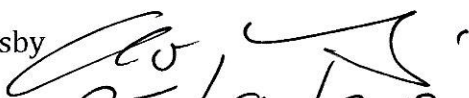
The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing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


25/9./2018

LIGHT PROJECT PETERBOROUGH

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

I report to the charity trustees on my examination of the accounts of Light Project Peterborough for the year ended 31 March 2018, which are set out on pages 9 to 14.

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 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 examiners' report

I have completed my examination. I 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.



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

Date: 24.11.2018

LIGHT PROJECT PETERBOROUGH

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Income						
Donations and legacies	2	20,367	-	40,174	60,541	39,402
Investment income	3	1	-	-	1	4
Income from charitable activities	4	-	200	-	200	653
Total incoming resources		20,368	200	40,174	60,742	40,059
Expenditure						
Expenditure on charitable activities	5	1,464	18,236	27,572	47,272	35,866
Total expenditure		1,464	18,236	27,572	47,272	35,866
Net income / (expenditure) and net movement in funds		18,904	(18,036)	12,602	13,470	4,193
Gross transfers between funds	9	(13,806)	13,806	-	-	-
Net movement in funds		5,098	(4,230)	12,602	13,470	4,193
Total funds brought forward		8,673	16,500	7,046	32,219	28,026
Total funds carried forward		13,771	12,270	19,648	45,689	32,219

The notes on pages 11 to 15 form part of these accounts.

LIGHT PROJECT PETERBOROUGH

BALANCE SHEET AS AT 31 MARCH 2018

	Note	2018 £	2017 £
Current assets			
Debtors	6	5,750	555
Cash at bank and in hand		42,203	32,502
		<u>47,953</u>	<u>33,057</u>
Creditors: amounts falling due within one year	7	(2,264)	(838)
Net current assets		<u>45,689</u>	<u>32,219</u>
Total assets less current liabilities		<u><u>45,689</u></u>	<u><u>32,219</u></u>
Funds			
Restricted	8	19,648	7,046
Designated	9	12,270	16,500
Unrestricted		13,771	8,673
		<u>45,689</u>	<u>32,219</u>

The accounts were approved by the Trustees on

 25/4/2018
Christopher Walford
Trustee

LIGHT PROJECT PETERBOROUGH

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

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 2018

2 Income: donations and legacies

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Church contributions	-	-	7,942	7,942	6,100
Individual and corporate donations	4,117	-	14,817	18,934	10,465
Gift aid tax reclaim	1,250	-	165	1,415	347
Grants	15,000	-	17,250	32,250	22,490
	<u>20,367</u>	<u>-</u>	<u>40,174</u>	<u>60,541</u>	<u>39,402</u>

Grants were received from the following organisations:

Baptist Insurance Group	-	6,000
Seedbed Trust	20,000	15,000
Cambridgeshire Community Foundation	1,750	1,490
Peterborough City Council	9,500	-
Charities Trust	1,000	-
	<u>32,250</u>	<u>22,490</u>

3 Investment income

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Bank interest received	-	-	-	-	-
Other interest received	1	-	-	1	4
	<u>1</u>	<u>-</u>	<u>-</u>	<u>1</u>	<u>4</u>

4 Income from charitable activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Workshops	-	200	-	200	653

LIGHT PROJECT PETERBOROUGH

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2018

5 Expenditure on charitable activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Winter night shelter					
Consultancy & project work	-	-	17,355	17,355	11,381
Other project costs	-	-	8,837	8,837	6,031
Homelessness					
Consultancy & project work	-	5,000	-	5,000	-
Other project costs	-	1,445	-	1,445	-
Chaplaincy					
Consultancy & project work	-	5,000	-	5,000	5,000
Other project costs	-	-	1,380	1,380	3,615
Other consultancy	-	4,794	-	4,794	2,250
Other project costs	1,404	-	-	1,404	3,421
Workshops	-	100	-	100	-
Website	-	503	-	503	367
Insurance	-	894	-	894	804
Christmas starts with Christ	-	-	-	-	720
Office rent	-	500	-	500	500
Office expenses	-	-	-	-	379
Training	-	-	-	-	459
Computer expenses	-	-	-	-	914
Bank charges	60	-	-	60	25
	<u>1,464</u>	<u>18,236</u>	<u>27,572</u>	<u>47,272</u>	<u>35,866</u>

6 Debtors

	2018 £	2017 £
Prepayments and other debtors	-	208
Accrued income	4,500	
HMRC tax refund on gift aid	1,250	347
	<u>5,750</u>	<u>555</u>

7 Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals and other creditors	2,264	838
	<u>2,264</u>	<u>838</u>

LIGHT PROJECT PETERBOROUGH

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

8 Restricted funds

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
Set up	-	-	-	-	-
Winter night shelter	5,370	33,874	(26,192)	-	13,052
Homelessness	-	4,500	-	-	4,500
Chaplaincy	1,676	1,800	(1,380)	-	2,096
	7,046	40,174	(27,572)	-	19,648

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.

The Winter Night Shelter and Homelessness funds are restricted funds set up to receive grants and donations specifically related to the Peterborough Winter Night Shelter and homeless day care provision. It consists of a variety of grants from different organisations as well as many one of private donations and some regular monthly donors.

9 Designated funds

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
Winter night shelter: consultancy	5,000	-	(5,000)	-	-
Homelessness: consultancy	-	-	-	7,500	7,500
Homelessness: other	-	-	(1,445)	1,500	55
Chaplaincy	5,000	-	(5,000)	-	-
Workshops	-	200	(100)	-	100
Consultancy: general	5,000	-	(5,000)	2,500	2,500
Running costs	1,500	-	(1,691)	2,306	2,115
	16,500	200	(18,236)	13,806	12,270

The winter night shelter and homelessness funds have been designated to underwrite the provision of these services.

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

The general consultancy funds and running costs funds are to underwrite essential project office costs.

LIGHT PROJECT PETERBOROUGH

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2018

10 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2018 £
Debtors	1,250	-	4,500	5,750
Cash at bank and in hand	10,285	12,270	19,648	42,203
	<u>9,271</u>	<u>12,270</u>	<u>24,148</u>	<u>45,689</u>

11 Related party transactions

During the period the charity paid £4,794 (2017 - £5,000) for consultancy services to Mrs S Hensby, the wife of Mr A Hensby, a trustee.