

Colne Open Door Centre Ltd
(A Company Limited by Guarantee)

Trustees' Report and Financial Statements
for the year ended 31 March 2018

Colne Open Door Centre Ltd

Legal and administrative information

for the year ended 31 March 2018

Status

Colne Open Door Centre Ltd is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association.

Trustees	Chairman	Mark Clegg
	Secretary	Anna Bailey
	Treasurer	Kerry Fielding
	Trustee	Madeleine Woods
	Trustee	Wesley Evans
	Trustee	Malcolm Foy
	Trustee	Linda Bray
Company number	6226127	Charity number 1121144
Registered office	1 Great George Street Colne Lancashire BB8 OSG	
Accountant	Peter Catlow 1 The Mansion Alma Rd Laneshawbridge Colne BB8 7JG	
Business address	1 Great George Street Colne Lancashire BB8 OSY	
Bankers	Yorkshire Bank plc 21 Manchester Road Nelson BB9 9SD	

Colne Open Door Centre

Ltd Trustees' Report

for the year ended 31 March 2018

Charitable objects

The Centre provides a safe, nurturing and friendly environment for individuals experiencing a vulnerable time in their lives. Customers can enjoy quality low-cost homemade food and can take the opportunity to make new friends.

Our main aims and objectives are to offer a drop-in service in the town centre, to provide: Support, help, guidance, coaching and sign-posting to meet the needs of the poor and those marginalised by society with a view to improving their quality of life;

A community cafe/meeting place, which can be used by everyone, serving cheap, home-made nutritious meals which provides a non-threatening, non-judgmental environment in which we can achieve our stated objectives;

Free internet access for everyone to assist in the search for employment and provide the opportunity for social interaction;

A non-threatening venue to accommodate training, counselling, mediation and other activities beneficial to our community.

We also aim to:

- Improve community cohesion;

- Encourage local community groups, statutory organisations, voluntary organisations, local people, and marginalized people to use our café to improve community cohesion and relieve isolation;

- Enhance employment opportunities through the provision of volunteer, training, work experience and community service.

The Centre gives people of mixed abilities/disabilities and disadvantaged communities an equal advantage/chance in life with regards to jobs, housing, employment and benefits, avoiding social isolation, enabling them to lead a more fulfilled life with less obstacles providing long lasting change to their lives. We believe that change is brought about by immediacy of response combined with the building of a sustained and holistic relationship with those we encounter. Our holistic approach looks after all needs and not just one, we help the ones that 'slip through the net' in fact for some we are a last resort having been failed by other organizations and statutory undertakings. By facilitating group activities, providing volunteer placements, training and support, we help create a profound influence on people and enable those who are ready to move on with their lives.

We adopt a person centred approach - providing a genuine understanding of needs. We care about the people we work with, are empathic to their requirements and encourage a non-judgmental atmosphere. This eventually develops trust and only then can we help people to participate more fully in our society.

Organisational structure

A Board of Trustees of 6 members meets on a bi-monthly basis. The organisational structure consists of Chairman and 6 Trustees. We employ a centre manager, a kitchen supervisor, a part-time support worker and a part-time admin/finance officer.

**Colne Open Door Centre
Ltd Trustees' Report
for the year ended 31 March 2018**

Review of activities and achievements

Drop-in Statistics for 2017 – 2018

Monitoring Individuals

- 1,050 – Total number of individuals who used our drop-in service, food parcels & free meals
- 45 – Total number of individuals who benefitted from cash for electric and gas
- 302 – Total number of individuals who attended training or workgroups
- 27 – Total number of individuals who attended our weekly Job Club
- 150 – Total number of individuals who attended our support groups
- 109 – Total number of individuals who have received counselling
- 28 – Total number of volunteers
- 25 – Volunteer counsellor placements
- 94 – Cellar Project
- 19 – Open Gate Allotment

- **1,849 – Total number of individuals supported by the Centre this year**
(423 people more than last year)

Colne has a population of approx 18,800 people which means that this year we helped over 10% of the total population of Colne

Over the past 12 months our `drop-in` service was accessed over 1,877 times by individuals. Many of our clients access us on numerous occasions.

- 250 clients with mental health issues
- 90 clients with learning difficulties
- 800 clients with alcohol/drug issues
- 80 clients with physical disabilities
- 70 clients were offenders
- 70 were of 'no fixed abode'

Benefits they were claiming

- 1,045 clients were claiming ESA/Incapacity (sickness)
- 180 clients were claiming Jobseekers Allowance
- 145 clients were claiming Universal Credit
- 190 had their benefits sanctioned (benefits stopped and had no form of income)

We supported and provided:

- 450 clients with the use/access of a phone
- 210 people with help with benefit issues
- 150 clients with help completing forms.
- 160 clients a medium for them to be able to talk to someone about their problems and provided support in times of stress/anxiety.
- 65 clients help and support with their utility problems
- 115 clients with help find housing/sorting out housing issues.
- 50 clients with a range of support looking for work (excluding help from our weekly Job Club)
- 45 clients help with CV's and accompanying letters
- 25 clients with help and support on budgeting and debt prevention

Our outcomes were:

- 1,800 clients who came to us with their issues had them totally resolved.
- 600 clients said that their stress/anxiety levels had been greatly reduced following assistance provided by the Centre.
- 180 clients (excluding those receiving food parcels and free meal) were spared from poverty/desperate money situations following our intervention. Including help applying for Hardship payments.
- 280 clients had improved access to benefits.
- We helped prevent 18 people from receiving a benefit sanction (stopped benefits)
- 65 clients had their Utility issues resolved.
- 45 clients were prevented from debt or had their debts sorted out
- 10 clients had problems with bailiffs resolved.
- 70 clients had their housing situation resolved including; problems with landlords, housing benefits, rent arrears, poor housing conditions etc.
- 35 clients were housed or prevented from being homeless
- We helped prevent 5 people from having their homes being repossessed.
- 1,260 people said that their health and wellbeing had greatly improved including mental health, physical wellbeing and potential self harm.
- 18 clients gained employment (that we know) because of our references/volunteering opportunities/ CV writing etc.
- 200 clients improved their living skills.
- 25 clients improved their budgeting and money skills

We had over 300 referrals from statutory and voluntary organisations including, Housing Needs, Child and Parenting Services, mental health services, Princes Trust, Social Services, GP's, drug and alcohol services, and Pendle Domestic Violence Initiative.

Helping Ex-Offenders

Many of those who access our services have committed some kind of crime;

- Our services have been accessed 428 times by 56 individual ex-offenders

Prevention of Food Poverty

There are a number of reasons for people requiring our food parcel service:

- 83 had had benefit sanctions (people on Job Seekers Allowance not fulfilling their contract with the Job Centre) we have seen some of these sanctions lasting up to 3 months. To help support these people we work in conjunction with other local food banks who can deliver food over a month and other Agencies to help them over this difficult period. This also includes people on Employment Support Allowance being suspended for not attending medicals or not submitting their sick notes on time.
- 105 were In between benefits and are not receiving anything at the moment, finished working and waiting for benefits, or waiting for Universal Credit (takes one month to pay).
- 135 people had other reasons including having big bills to pay, being in debt
- 107 had their benefit suspended.

Our Support Worker works with those requiring food parcels to help prevent the need, she will get to the root of the problem in some cases thus preventing the reliance of food parcels.

We provided help and support to:

- 56 Clients with help applying for hardship and prevented poverty
- 18 Clients were prevented from having a benefit sanction due to our direct intervention.

We prevented 45 people from being reliant on regular food parcels providing help and support in such a way to prevent food poverty

We provided:

- 687 clients (in food poverty) with a free meal.
- 430 clients (in food poverty) with a free food parcel.
- Of the 430 clients we gave food parcels to 108 were families in poverty.

We have been able to provide food, Asda vouchers and in some severe cases money to 25 people in extreme poverty to help combat food and fuel poverty.

Christmas

Colne Open Door Centre Christmas Hamper Appeal

This year our Christmas Hamper appeal was an enormous success again. Due to donations given to us mainly from Rolls Royce Reverse Advent Appeal, Nelson & Colne College and many other sources we were able to provide:

- Presents to 19 young people at Safespace
- Family food hampers with presents to 56 families with over 100 children.

Volunteering

- We provided 28 volunteer placements to the elderly, those with learning disabilities and special needs and to people looking for work. We offered work placements/experience to a further 4 individuals.
- Our volunteers have undertaken training including
 - 6 – Food Hygiene Level 2
 - 2 – Emergency First Aid
 - 2 – Manage your Emotions

Over the past 12 months our volunteer workforce has:

- Provided us with 5,500 hours of unpaid work. We provided 1,100 meals to those volunteers over the past year.
- Helped us deliver over 7,600 low cost healthy meals to our customers

Although our Volunteers receive no payment for their work the Trustees do show their appreciation of the contribution made by volunteers during the course of the year by holding an annual presentation evening in November each year & a day trip during the summer months. The annual Volunteer presentation night is a social evening, held at the Centre, and is an opportunity to celebrate the work that Volunteers undertake. This year, in addition to the presentation of certificates detailing the number of hours worked during the previous 12 months, the evening comprised a buffet, free bingo sessions, a prize draw and a karaoke. This year's Volunteer day trip was to Blackpool, a day which was enjoyed by 15 volunteers.

Counselling

The service we provide is not time limited so clients can have the time and luxury of working through their issues at their own pace. Many of our counsellors are qualified and still work at the Centre.

The student counsellors come from local Counselling Training agencies, Colleges and Universities – some of them completing Masters in Counselling. They use the Centre to gain counselling experience to enable them to get their qualification. Some have stayed on post qualification and give their time to support the work of the Centre.

This year we facilitated a training session for them to help with their Professional Development. All 18 of our counsellors took advantage of this free training.

- We had 25 volunteer trainee and qualified counsellors.
- Total number of people that received free counselling is 109
- Our counsellors have provided us with over 1,200 counselling hours over the 12 month period.

Training

We have facilitated:

- 250 training sessions
- 5,000 training hours

Over 300 individual people have benefited from our training programmes.

We have continued to work closely with Accrington and Rossendale College to provide Level 1 & Level 2 Academic courses.

Over the last 12 months;

- 10 people who have some kind of learning disability or reading difficulty have completed an Entry Level English Course
- 10 people who have low skills have completed a functional Maths Course.

We have enabled our students to obtain 300 recognised qualifications:

Course	Total
British Sign Language	17
Emergency First Aid at Work	5
Creative Writing	7
Adult Social Care Level 1	25
Childcare Level 1	21
Food and Beverage Level 1	12
Art for Wellbeing	12
Dementia Awareness Level 1	9
Counselling Level 2	13
Mental Health Awareness Level 1	18
Mental Health Awareness Level 2	22
Support Work in Schools Level 2	13
Substance Misuse Level 2	32
Health & Social Care	22
Hair & Make-up Level 1	9
Retail Level 1	9
CSCS Card	22
English (Entry level to level 1)	17
Maths (Entry Level to Level 1)	16
Total	301

Increasing Employment Prospects for the Unemployed:

One of our main aims is to help people back into work, especially for those who have no computer skills. We teach and develop skills in IT, Internet and email, job searching, CV writing, writing letters to employers, using Universal Jobmatch, registering with Employment Agencies and any other work related issues giving them an advantage in looking or finding employment and gaining employment.

We want to give the disadvantaged an advantage by offering help and support looking for work and using computers.

- 26 individuals attended our Job Club – during the course of the year. We facilitated 48 x 2 hour sessions. This service is run by 2 volunteers who help job seekers with job searches, CV writing, interview techniques, accompanying letters, E-mailing CV's to employers etc.

- 16 people (that we know of) have found work as a direct result of our support
- We helped over 22 people produce a good CV.

Providing a non-threatening venue to accommodate Self Help and Support Groups

Our Manage Your Emotions (Anger Management) Course has proved really popular and we have had over 100 referrals (some do not always attend) from agencies including Probation, Family Centres, Social Services, and Mental Health Services etc. We are the only provider in the area to facilitate this kind of course we have therefore had referrals from other areas.

We have facilitated self-help groups including:

To improve mental health, increase confidence, self-esteem, learn coping strategies and improve interpersonal skills we facilitated Mental Health Support Groups, Managing your Emotions and Confidence Building Classes giving those who have not worked for a long period the courage to start looking for work.

Group	Total
Manage Your Emotions (Anger Management)	28
Anxiety Depression Support Group	39
Self-Harm Group	12
Drumming Group	21
Egos at the Door (Creative writing Group)	17
Cellar Project	94
Open Gate Allotment	19
Total	230

Computers

The Centre has 3 computers in the café area which provide free internet access to the public. There is no obligation to purchase anything in the café although most clients do. The computers are used by a variety of people of different ages and are principally used for the following purposes:

- Finding jobs
- Doing CV's
- E-mailing CV's and job applications
- Finding housing (Be With Us)
- Writing Letters
- Social networking
- Finding Information
- Coursework
- Training

This year we had over 200 people register with us. Our computers were accessed on average by 12 people per day which equates to computer access of 60 times a week. Looking at the full year our computers are accessed on at least 3,000 occasions.

Many of our clients have no access to computers at home and would never go into the library to access them. Having the computers at the Centre has given many people in the area an advantage that they would never have had.

To safeguard the Centre and its computer users we introduced new policies regarding internet usage.

Working in Partnerships

- Accent Housing – offer a drop-in service at the Centre once a week, offering help and support to their clients
- Pendle Council (Housing Needs) provided funding in turn for our services helping offenders and the homeless
- Jobcentre Plus referred over 150 of their clients to our services including Job club, Return to work support, CV's, food parcels, soup kitchen, form filling, job searches. The centre plugged a gap for the Jobcentre when there were no agencies helping people with CV's – the Jobcentre were able to refer their clients to us until an agency was in place.
- Veda's – (help get people back to into work) rent our training room weekly to see their clients.
- Nelson & Colne College – We provide placements for their students, they also collect food for our food cupboard throughout the year and food and toys for our food hampers at Christmas.
- Burnley College – We provide placements for their students
- Local Schools – We provide work experience placements for their students
- Probation – We provide placements for their clients
- Worker's Educational Association (WEA) – facilitate our Confidence Building Classes, Managing your Emotions
- Accrington & Rossendale College – facilitate our academic classes (Level 1 & Level 2 Courses)
- Community Restart Team (Mental Health Team) – Work with us to help set up groups including Open Gate Community Allotment and our Cellar Project.
- Sainsbury's – Sainsbury's have a collection point so their customers can donate food for the Open Door Centre.
- Alcoholics Anonymous – Use the Centre to meet every Tuesday Evenings
- Narcotics Anonymous – Use the Centre to meet every Saturday Evenings
- Local Groups – use the Centre to meet in the evenings including Juice (support for people in recovery) and Inspire (drug and alcohol services).

Other Achievements

The Cellar Project.

The Cellar Project was launched in May 2017 and was funded by Awards for All. Figures from May 2017 to March 2018 – we have had over 779 attendances that accessed the Cellar alone.

Regular groups:

Monday – Lancashire adult learning workshops – (Various including arts and crafts)

Monday – 'Cellar Vibes' – (Music Group that anyone can access to play their instruments)

Wednesday – Inspire (drug and alcohol services)

Wednesday – Stage Fright - (Amateur Dramatic Group which can be accessed by anyone who is interested in amateur dramatics)

Thursday – Egos at the Door – (Creative Writing Group)

Thursday night – Juice Group – (Dry Bar)

Friday – Lancashire Adult Learning – (Relaxation classes which can be accessed by anyone who is in need of relaxation especially those who are suffering from stress and anxiety)

Saturday – Juice Group – (Dry Bar)

Cellar Projects:

Mural painted within the cellar. A local artist was commissioned to paint 6 life style images of iconic pop stars ranging from across six decades; each image was selected by the Open Door Café customers who took part in a competition.

Park High School – Community Outreach Project for pupils from the school who attended the Cellar to engage in a community project by assisting with artwork.

Mental Health Services (NHS) – Delivered the Wellness Recovery Action Plan programme over 6 weeks from which 15 people benefitted.

Festive Celebration Events – A Variety of festive celebration events were held within the

cellar including a Halloween party and Christmas celebrations.

Open Gate Allotment:

Open Door's community garden The Open Gate continues to be a success in the local community. The allotment project has now been functional for two years; and it continues to support people to find worthwhile volunteering in their community. The Open Gate project acts as an area where local people can learn, develop, enjoy gardening and feel the benefit of inclusion. Eco-therapy has huge benefits for the enhancement of people's psychological and physical wellbeing, self-esteem and confidence. The project tackles social isolation, social exclusion and has become a flagship community project for the area, offering a safe and friendly environment which is welcoming to all.

The allotment continues to grow produce for the Open Door café, and also for local people who access the project. The Open Gate has also formed links with the local job centres which signpost people up to the project who are feeling the effects of depression with being out of work.

In terms of wider community engagement, The Open Gate was again chosen by Colne in Bloom to be their community flagship project when putting together their bid for Britain in Bloom, the judges were hugely impressed with the project and the volunteers who showed them around on the day. Open Gate has also teamed up with the Community Payback scheme to provide individuals on community service opportunities that promote positive community engagement.

The project was also recently awarded "Pendle Community Garden of the Year" at an awards ceremony at the town hall, a fantastic testament to all the hard work from our volunteers and supporters.

The Open Gate continues to welcome new people and encourages them to gain the confidence to make a difference to their community through volunteering. Below is a short statement from Sarah Reed, who joined the project and has gone on to become our lead volunteer due to the commitment and passion she has shown.

Development

We will continue to market the Centre, Cellar Project and the Open Gate Allotment and keep the links with statutory and voluntary organisations through networking.

We refurbished our store room for food parcels, knocked into toilet and made the store room twice as big and refurbished our shower room into a shower room and ladies toilets for more space to store food for our food parcel service.

We also refurbished our café and bought new tables and chairs.

We are looking towards employing a Community Development Worker (funding permitting) to develop our Cellar Project and the Open Gate Allotment.

Assessment of Work Undertaken Over The Past 12 months

We have helped over 1,500 people in one way another, 85 more people than last year (this is due to the new Cellar Project). We are very consistent year on year with all our figures.

Having 24 counsellors and providing an unlimited free counselling service available to everyone, we are the biggest counselling service in the area and the only one that provides this service. We have CBT counsellors as well as couples counsellors and a hypnotherapist. Our counselling service is very widely used by GPs and local mental health services. They signpost on average 10 people per week to our counselling service and we have become

quite renown for our professionalism within the Health Service. We also provide crisis counselling for them.

Our new Cellar project has been a massive success and has benefitted almost 100 people. The main types of clients that use the facilities are people in recovery, mental health issues and those with drug and alcohol problems. It has also worked as an extra space for our courses, especially for the courses where the capacity of our training rooms is too small for the number of attendees.

The Open Gate Project has also been an enormous success, providing fruit and vegetables to be used in our café as well as volunteering placements for people who benefits from the facility in a variety of different ways.

Our free meal service has almost doubled this year, from 371 to 645. This increase is mainly due to more people with drug and alcohol issues accessing our Centre this year. The number of offenders who accessed our service was only 47 but they accessed our services (mainly for food) a total of 447 times which is an average of 9 times each, which could also explain the rise in free meals.

The Centre strives to provide an invaluable service to the vulnerable people in our Community and we continue to develop other strands of services to help and support as many people as we can.

We have an excellent reputation in the area, with many statutory organisations such as the NHS, Mental Health Services, Job Centre, and many more professionals referring their clients to us for help and support.

Summary

The Centre offers an eclectic mix of help and support in a variety of different ways and if we were not here the impact on the town would be immense. As a result of what we do we reduce stress and anxiety, improve mental health thus reducing the need to use NHS resources.

We have reduced the risk of debt in many of our clients and helped people budget so their debts are more manageable, prevented bailiffs taking property and reducing the risk of poverty and stress.

Many of our clients come to us in a state of poverty – not having any money (some for a considerable amount of time) for food, rent or utilities. Our Support Worker provides help and support to prevent homelessness, hunger and fuel poverty by working with the client and the various agencies until we can sort out their issues and get them back on track.

Services provided by “Official Bodies” including counselling, housing, and alcohol and drugs services are based in Nelson or beyond. The cost of public transport to people on a low income can be prohibitive and so the work of the Centre and the drop in sessions that we facilitate are invaluable to our clients.

Our training courses have become extremely popular and have helped many people to find work. They give people who have little or no qualifications an opportunity to learn new skills and acquire a better CV. They also give those who have been inactive for a time more confidence and a chance to socialise and meet new friends.

As voluntary and statutory organisations become scarcer the Open Door Centre manages to fill the gaps in order to help the Community.

Colne Open Door Centre Ltd
Accountant's Report

Year Ended 31st March 2018

Accountant's Report to the Trustees on the unaudited financial statements of Colne Open Door Centre Limited.

I report on the financial statements of Colne Open Door Centre Limited for the year ended 31 March 2018 which comprise the statement of financial activities, the balance sheet and the related notes.

These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of the trustee trustees and auditors

The charity's 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 Act), as amended by section 28 of the Charities Act 2006 and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended: to follow the procedures laid down in the General Directions given by the Charity Commission under Section 43 (7)(b) of the Act, as amended: 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 Commissioners. 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 proper 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.

Signed:

Date:

Accountants Name & Address:

Peter Catlow ACMA, No 1 The Mansion, Alma Rd, Colne, Lancashire. BB8 7JG

Colne Open Door Centre Ltd

Statement of Financial Activities

Year Ended 31st March 2018

	Notes	Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 Total £
Incoming Resources					
Income	2	141,037	0	141,037	144,612
		141,037	0	141,037	144,612
Charitable Expenditure	3				
Costs of activities in furtherance of the Charity's objectives					
Project				100,432	72,914
Support Costs				27,582	27,041
Management & Administration				19,029	19,257
Total Charitable Expenditure				147,043	119,212
Net Movement of Funds				-6,006	25,399
Total funds brought forward				104,923	79,524
Total funds carried forward				98,916	104,923

Notes on pages 11 to 15 form an integral part of these financial statements

Colne Open Door Centre Ltd

Balance Sheet

As at 31st March 2018

		2018		2017	
	Notes	£	£	£	£
Fixed Assets					
Tangible Assets	9		0		0
Current Assets					
Debtors	10	7,462		2,651	
Cash at bank & in hand		121,454		122,421	
		<u>128,916</u>		<u>125,072</u>	
Creditors: Amounts falling due within one year	11	-30,000		-20,149	
		<u></u>		<u></u>	
Net current assets (liabilities)			98,916		104,923
Total assets less current liabilities			98,916		104,923
Long term Liabilities (over 12 months)			0		0
			<u></u>		<u></u>
Net Assets			98,916		104,923
			<u></u>		<u></u>
Funds					
Unrestricted funds			98,916		87,923
Restricted funds			0		17,000
			<u>98,916</u>		<u>104,923</u>

The Trustees Statements required by Section 476 & 477 of the Companies Act 2006 are shown on the following page, which forms part of this balance sheet

Notes on pages 11 to 15 form an integral part of these financial statements

Colne Open Door Centre Ltd

Financial Statements

31st March 2018

**Trustees' statements required by Sections 476 and 477 of the Companies
Act 2006
for the year ended 31 March 2018**

In approving these financial statements as Trustees of the company we hereby confirm:

- (a) That for the year stated above the company was entitled to exemption from the audit under Section 477 of the Companies Act 2006 relating to small companies.
- (b) That the members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006.
- (c) That the Trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The financial statements were approved by the Board on _____ and signed on
its behalf by _____

Signed:

Name (please print)

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention and follow the recommendations in 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued in October 2000.

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

1.2. Incoming resources

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

1.3. Resources expended

Resources expended are recognised in the year in which they are incurred.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

1.4. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery	-	25% Straight Line
Fixtures, fittings and equipment	-	25% Straight Line

1.5. Pensions

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

The regular cost of providing retirement pensions and related benefits is charged to the SOFA over the employees' service lives on the basis of a constant percentage of earnings.

Colne Open Door Centre Ltd

Notes to the Financial Statements

31st March 2018

	2018	2017
2 Income	£	£
Restricted Funds	0	
Esmee Fairburn		0
CVS		2,000
Ashton Trust		15,000
	<hr/>	<hr/>
	0	17,000
 3 Income	 2018	 2017
Other (Unrestricted)	£	£
Grants (unrestricted)	85,000	75,000
Donations	20,665	18,495
Room Hire and Rental	9,802	12,082
Café Receipts	25,116	21,815
Bank Interest	154	22
Miscellaneous	300	0
	<hr/>	<hr/>
	141,037	127,612

Colne Open Door Centre Ltd

Notes to the Financial Statements

31st March 2018

4 Costs of activities in furtherance of the objects of the Charity

	2018	2017
	£	£
Employment Costs	26,754	24,749
Rent	12,000	12,000
Heat, Light, Power & Water	5,176	2,323
Café consumables, including food parcels	32,210	28,034
Training Costs	0	180
Laptops donated by Church Urban Fund	0	0
Depreciation	0	1,442
Repairs to Equipment, Fixtures & Fittings	21,646	1,924
Cleaning and Laundry	2,646	2,262
	<u>100,432</u>	<u>72,914</u>

5 Support Costs

		2017
		£
Employment Costs	<u>27,582</u>	<u>27,041</u>
	27,582	27,041

6 Management Costs

		2017
Employment Costs	13,389	11,761
Insurance	1,241	1,251
Telephone and Broadband	1,371	1,182
Printing, Postage, Stationery, Advertising	489	870
Professional Fees	767	613
Customer Support fund	125	300
Open Gate Costs	1,406	3,186
Miscellaneous	241	94
	<u>19,029</u>	<u>19,257</u>

Colne Open Door Centre Ltd

Notes to the Financial Statements

31st March 2018

	2018	2017
7 Operating Gain	£	£
Operating Gain is stated after charging Depreciation and other amounts		
Written off tangible assets	0	1,442
Auditors remuneration	0	0
Employment Costs		
Wages and Salaries	61,861	57,974
Social Security costs		0
Other Pension costs	5,864	5,577
	<hr/> 67,725	<hr/> 63,551

8 Pension Costs

The Pension charge represents contributions due from the Company and amounts to £

9 Tangible Fixed Assets

	Equipment	Fixtures/ Fittings	Total
	£	£	£
Cost			
As at 1 st April 2017	22,357	38,490	60,847
Additions			
As at 31 st March 2018	<hr/> 22,357	<hr/> 38,490	<hr/> 60,847
Depreciation			
As at 1 st April 2017	22,357	38,490	60,847
Provided in the year			
As at 31 st March 2018	<hr/>	<hr/>	<hr/>
As at 31 st March 2018	<hr/> 0	<hr/> 0	<hr/> 0

Colne Open Door Centre Ltd

Notes to the Financial Statements

31st March 2018

	2018	2017
	£	£
10 Debtors		
Debtors, prepayments and funding due	7,642	2,651
11 Creditors: amounts falling due within one year		
Accruals	0	-51
Deferred Income	30,000	20,200
	<u>30,000</u>	<u>20,149</u>

12 Restricted / Unrestricted Funds

	01/04/2017	Incoming	Outgoing	31/03/2018
	£	£	£	£
CVS	0	2,000	2,000	0
Ashden Trust	0	15,000	15,000	0
	<u>0</u>	<u>17,000</u>	<u>17,000</u>	<u>0</u>

13 Employees

Number of Employees (Including the Trustees) during the year were:

	2018	2017
Work Staff	4	4
Volunteers	4	4
Trustees	7	6
	<u>14</u>	<u>14</u>