



## **OPEN DOOR EXMOUTH**

(A company limited by guarantee)

### **Report and Financial Statements**

**For the year ended**

**31<sup>st</sup> December 2018**

**Charity No: 1094599**

**Company No: 4543199**

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# **OPEN DOOR EXMOUTH**

## **Report of the Board of Trustees for the year ended 31<sup>st</sup> December 2018**

### **Legal and Administrative Information**

#### **Status and Objects**

The organisation is a charitable company limited by guarantee, number 4543199, incorporated on 24<sup>th</sup> September 2002 and registered as a charity, numbered 1094599, on 14<sup>th</sup> November 2002.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company, and is governed under its Articles of Association. Under those Articles, all the original Trustees/Directors retired at the first AGM and have submitted themselves for re-election. Thereafter one-third have retired by rotation each year.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015).

The objectives of the charity are a) to relieve persons who are in conditions of need or hardship or who are aged or sick and to relieve the distress caused thereby in Exmouth in the county of Devon and in such other parts of the United Kingdom or the world as the Trustees may from time to time see fit; and b) to advance education by such means as the Trustees may consider appropriate including by means of establishing and operating any educational establishment or establishments in the said location and in such other parts of the United Kingdom or the world as the Trustees from time to time think fit; and c) to demonstrate the Christian faith in accordance with the ethos statement appearing in the schedule hereto in the said location and in such parts of the United Kingdom or in the world as the Trustees may from time to time think fit.

#### **Management Committee**

Directors who served during the year:

Mr D Fulls – Chair	Mrs L Burgess
Mrs K Ranft	Mr P Chalkley
Mrs S Parnell	Mr M Cox (retired 10/09/2018)
Mr D Rees (appointed 10/09/2018)	
Mrs S Rees (appointed 10/09/2018)	

#### **Secretary**

Mrs S Parnell

#### **Treasurer**

Mrs L Burgess

#### **Registered Office and Operation Address**

Church Street, Exmouth, EX8 1PE

#### **Independent Examiner**

James Bick F.C.A,  
Bick Accountants Ltd, Chartered Accountants  
18A Littleham Road, Exmouth, EX8 2QG

#### **Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

## OPEN DOOR EXMOUTH

As always, the end of the year was a particularly busy time of year for us as we balanced working with partner agencies to ensure that the homeless were accommodated in shelters over the cold Winter months, that families in crisis were supported through the school holidays with our Holiday Café, and as we prepared for our Christmas Day meal, providing a 3 course traditional Christmas dinner to 55 people who either didn't have anywhere to go on Christmas Day or anyone to spend it with. This Christmas we also ran a Reverse Advent Calendar for the first time, encouraging our supporters, rather than opting for a traditional advent calendar, to donate an item per day into a box to bring down to the Café on Christmas Eve, to be given out to those in need over Christmas and in the New Year. We could never have foreseen how popular the idea would be! It was utterly inspiring to have such overwhelming support from our community and was a joy to be able to distribute their donations.

One man came into our Community Café to request a Food Larder Voucher over Christmas. He was looking for work, hoping to find kitchen work over the Christmas period, but knew that he wouldn't be paid for at least a few weeks and he had his two boys coming to stay with him over the Christmas holidays so he needed some help to make sure he had enough food in. We of course issued the voucher, and then asked him if he had any money for a gift for the boys, to which he said 'No'. Just that day a member of our community had donated a brand new, boxed, Scalextric set so we took it out to him and asked if his boys would like it. He burst into tears and said he couldn't take it, to which we said, "It's yours if you'd like it, it's been donated for people who are going through a tough time, to help make things a bit easier at Christmas." He was overwhelmed and wouldn't stop saying thank you. It was an absolute privilege to be able to help.

This is community in action. Volunteering. Working Together. Giving what we can. Together, making a real difference. It is a privilege to be involved with Open Door, at the heart of the community, making a positive difference and helping those most in need. Thank you for being a part of it.

*Daryl Fulls*  
*Chair, Open Door Exmouth Trustee Board*

### **Financial Review**

The income generated for the year was £191,071. The expenditure for the year totalled £191,026. This resulted in a net loss for the year of £382..

### **Reserves**

The reserves held at 31<sup>st</sup> December 2018 totalled £79,713, and this is broken down between Unrestricted funds of £68,253 Restricted funds of £11,460.

Unrestricted reserves are made up of donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds. These year-end reserves totalled £68,253.

Restricted reserves are made up of funds received for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs. These year-end reserves totalled £8,279, broken down as follows:

Youth Projects                      £8,279; Men's Shed £3,181

The Trustees continue to monitor the level of reserves the charity holds. We aim to hold unrestricted funds to support 6 months running costs for core activities. These have been identified as £81,000.

Please refer to note 15 in the notes to the accounts for a detailed breakdown of the reserves and their movement for the year.

## **Project Reports**

### **Child Contact Centre:**

**“Thank you for everything you have all done for us.  
Your service is a wonderful asset to our community”**

In 2018 we had the privilege of celebrating one family who came to us 6 years ago (an unusually long time) with many complicated needs on the part of all members of the family who have now moved on into the community. Seeing that child now having the possibility of a strong healthy relationship with her father, built on 6 years of stability is what thrills us and makes it all worthwhile.

Over the course of the year we supported 8 families, enabling 9 children, aged from 19 months to 10 years old, to spend quality time with the parent they no longer live with. Four families referred due to safeguarding reasons, two due to mental illness, one for addiction and one for domestic abuse. We had a further two referrals that we were unable to accept for safeguarding reasons.

The end of the year saw our three yearly reaccreditation from NACCC due. It takes a lot of preparation and paper work but we are glad to say we passed with flying colours. With the continued complications of families presenting to us we appreciate the NACCC support and protocols that protect our project. There is often a difficult line to tread especially when it comes to risk assessments and safeguarding. We were also successful in securing CAFCASS funding and have been able to replace some of our toys and add others, as well as renewing first aid training, and working through the required NACCC training for our volunteer team. We are truly grateful to our incredible volunteer team, who diligently complete the ongoing NACCC training programme, as well as provide invaluable support when it comes to leading sessions and supporting pre visit appointments.

It is a difficult time for Child Contact Centres with 40 centres throughout the country having closed in the last 18 months due to funding and staffing issues. This last year saw the Torquay supported centre close too so there is now only one other in our area, at Exeter. The impact on families needing their support is huge, and so we are more determined than ever to continue our work to ensure that local families in need get the support they need. We continue to work closely with other agencies working with our families, including social services, schools, CAFCASS, solicitors and children's centres to make sure that referring agencies and families know about our service should they need us.

To our wonderful Child Contact Centre team, the agencies we work alongside, and all those who support us so we in turn can support families in need, whether it be for a matter of months or years, thank you all.

### **Community Café:**

**“To have joined you in January of this year has been and remains a real pleasure. It has put a spring in my step and a genuine sense of purpose to my life and giving something back. It gives me immense joy to work with very special, can do, will do, colleagues each week.”**

2018 was a busy year at the Café! We regularly saw 80-100 people through our Café doors each day and across the year logged over 9,800 visits and served 7,000 meals, including 765 hot meals given away for free; to homeless people as part of our Hungry & Homeless Scheme, and to children from families in financial crisis during the school holidays as part of our Holiday Café Scheme. Our Holiday Café has really taken off in 2018, with referrals now being received from most of the local schools, CAB, East Devon District Council and the Children's Centre. We are delighted to work in partnership. Our support team at the Café are also busy, so where we have volunteer cover, we now extend our support work hours into the afternoon as well as the morning. In 2018, we had 741 client visits, providing over 1,100 hours of 1:1 support, advice and counselling to 289 people facing issues including homelessness or risk of, benefits and financial crisis, unemployment, mental illness, addiction and

We have also been pleased to support over 40 parents through our monthly peer support group and this year launched an additional monthly drop advice café for parents and carers, responding to the need for specialist advice around Special Educational Needs. In the words of one of the parents:

“When asked to leave feedback it’s very often a case of balancing positives with ideas, recommendations or



The men have also been busy making items for sale to boost funds and we have attended various fairs during the year. At the Christmas market, we took over £700, which we gifted back to Open Door to help cover the costs of the Holiday Café scheme.

We are very fortunate to have a band of volunteers who have been brilliant in helping the project run smoothly, from those who are skilled craftsmen in woodturning, scroll saw, and other woodwork specialisms, through to those who help maintain equipment, to those who befriend. We have also been very blessed with donations of tools and supplies which have consistently come in over the year. We occasionally find some real treasures amongst the items.

For over a year we have been very conscious that we have limited space especially on a Tuesday, and it has not been possible to make a concerted effort to publicise to enable more men to benefit from the project. We therefore decided to apply for planning permission to extend the size of the workshop by approximately 60% and to apply for flexibility in our opening hours, so that we could run one off evening and weekend sessions as well. We are delighted to say that we were granted planning permission with unanimous support from our local council and building will commence in Spring 2019.

We had one man join us who retired to the area with his wife but shortly after moving, his wife sadly passed away. He came to Men's Shed to get himself out of the house and has made friends, reignited a passion for woodwork, and attends up to 3 times a week. In his words, it has 'kept him going'. When you walk into Men's Shed, you see what a life giving place it is. There is such a strong sense of camaraderie, of genuine friendship. There is real sense of pride and purpose in learning, sharing and improving skills; in working on projects for the community; and in raising funds enabling them to give back to the projects. To those that support the project, to those that volunteer and to those that come along, thank you all for making Men's Shed the special place that it is.

#### **Nightshift:**

**"I love every part of it!**

**From giving out tea and biscuits, to walking the streets and praying, to chatting to the doormen,  
to helping those who have celebrated New Years too much!"**

This quote comes from an inspirational volunteer, who as of December 2018, had been volunteering with Nightshift for 11 years! 11 years of walking the streets of Exmouth on a Saturday night, to be there in case anyone finds themselves in need, from giving out hot drinks, biscuits and sleeping bags to the homeless, to helping those who have had too much to drink safely sober up and making sure they get home safely, to lending a listening ear to anyone in need of emotional support. Come rain, come shine, our volunteers will be out on a Saturday night just in case someone finds themselves in need.

In 2018, our Nightshift teams provided practical support (giving out hot drinks, water, sleeping bags, space blankets and flip flops) on 97 occasions, and gave emotional support to 22 people. They provided first aid on 6 occasions, calling the emergency services when necessary, and they diffused 2 potentially volatile situations. Thank you to all our wonderful volunteers for being there, whether you've been with us for 11 years or 11 weeks, your care for the community and desire to make a difference are inspirational.

Open Door Exmouth – at the heart of our community, making a positive difference and helping those most in need. Thank you for being a part of it.

On behalf of the Board,



Daryl Fulls, Chair of Trustees



Independent Examiner's Report – to be inserted

**OPEN DOOR EXMOUTH****Statement of Financial Activities 31st Dec. 2018**

Incoming Resources from generated funds	Note	Unrestricted Funds 2018	Restricted Funds 2018	Total Funds 2018	Total Funds 2017
		£	£	£	£
Voluntary Income	10	99,532	38,092	137,624	108,384
Activities for generating funds		1,498		1,498	1,254
Incoming Resources from charitable activities	11	38,860		38,860	40,053
Other incoming resources		13,089		13,089	14,652
<b>Total Incoming Resources</b>		<b>152,979</b>	<b>38,092</b>	<b>191,071</b>	<b>164,343</b>
<b>Resources Expended</b>					
Charitable Activities	12	152,352	19,082	171,434	148,994
Cost of generating voluntary income		10,147	9,872	20,019	19,738
<b>Total Resources Expended</b>		<b>162,499</b>	<b>28,954</b>	<b>191,453</b>	<b>168,732</b>
<b>Movement in total funds for the year - Net Income/ (Expenditure) for the year</b>		<b>-9,520</b>	<b>9,138</b>	<b>-382</b>	<b>-4,389</b>
Total funds at 1st Jan. 2018		77,773	2,322	80,095	84,484
<b>Total funds at 31st Dec. 2018</b>		<b>68,253</b>	<b>11,460</b>	<b>79,713</b>	<b>80,095</b>

**OPEN DOOR EXMOUTH**  
**Balance Sheet**  
**As at 31st December 2018**

	Note	2018	2017
Fixed Assets		£	£
Tangible Assets	14	3,384	1,589
<b>Current Assets</b>			
Prepayments		2,519	2,586
Cash at Bank		83,112	80,132
		<u>85,631</u>	<u>82,718</u>
<b>Creditors</b>			
Amount falling due within one year			
Accruals		-850	-750
Creditors		-5,271	-3,462
Prepaid income		-3,181	0
Net Current Assets		<u>79,713</u>	<u>80,095</u>
<b>Total funds of the Charity</b>			
Unrestricted Funds - General	15	68,253	77,773
Restricted Funds	15	11,460	2,322
		<u>79,713</u>	<u>80,095</u>

The directors are satisfied that the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies, and that no member or members have requested an audit in accordance with section 476.

The directors acknowledge their responsibility for complying with requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The financial statements were approved by the Board on 18<sup>th</sup> March 2019

On behalf of the Board,



18/03/2019

Linda Burgess

Date

Treasurer

Company No: 4543199

The annexed notes form part of these financial statements.

## OPEN DOOR EXMOUTH

Notes forming part of the financial statements for the year ended 31<sup>st</sup> December 2018.

### Note 1

#### Accounting policies

- a. 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 applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with SORP (FRS 102) and the Companies Act 2006. The charity meets the definition of a public benefit entity under FRS 102.

- b. Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- c. 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.
- d. Incoming resources from investments is included when receivable.
- e. Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- f. Resources expended are allocated to the particular activity where the cost relates directly to that activity.
- g. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years. Items of equipment are capitalised where the purchase price exceeds £500.
- h. Investments held as fixed assets are re-valued at mid-market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.
- i. Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- j. Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- k. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.
- l. Debtors are measured at their recoverable amounts, the amount that the charity anticipates it will receive from a debt or the amount it has paid in advance for goods and services.
- m. Liabilities are measured at their settlement amount and recognised for the amount that the charity anticipates it will pay to settle the debt or amount it has received as an advance payment for goods or services it must provide.

## OPEN DOOR EXMOUTH

Provisions for liabilities are measured at the best estimate of their settlement amount.

### **Note 2**

#### **Debtors**

There were no Trade Debtors. Accrued Income was £3,181 (2017 £0). Prepayments amounted to £2,519 (2017 £2,586)

### **Note 3**

#### **Liabilities**

Accruals for the year amounted to £850 (2017 £750). Creditors for the year amounted to £5,271 (2017 £3,462).

### **Note 4**

#### **Staff Costs**

Total wages paid during the year were £129,387.

Employer national insurance paid was £7,200.

Employer contributions to pension schemes was £3,929.

No employee received emoluments in excess of £60,000 during the period. The average weekly number of employees during the year calculated on the basis of full-time equivalent was 5.

### **Note 5**

#### **Trustee Remuneration**

The following Trustees received remuneration:

Open Door Exmouth paid Peter Chalkley £5,928 as a Project Leader.

### **Note 6**

#### **Trustee Expenses**

No trustee expenses were incurred during the year.

### **Note 7**

#### **Related Party Transactions**

The following related party transactions were:

Daryl Fulls – owner of Scribble & Ink and trustee of Open Door Exmouth received £2,510 for supplying stationery to Open Door Exmouth. There was no outstanding balances.

The total amount of donations received without condition from trustees or other related parties were £1,200.

### **Note 8**

#### **Pensions**

Open Door Exmouth operated a defined contribution pension plan with the Peoples Pension. The cost for the period was £3,929 with administration fees of £544. There were no outstanding or prepaid contributions at the balance sheet date.

### **Note 9**

#### **Taxation**

The charitable company is exempt from Corporation Tax on its charitable activities.

**Note 10**

Voluntary Income	Unrestricted Funds 2018	Restricted Funds 2018	Total Funds 2018	Total Funds 2017
	£	£	£	£
Grants from Charitable Trusts	42,113	33,059	75,172	68,908
Private Donations & Gift Aid	40,049	3,964	44,013	28,110
Income Tax Recov'd - Gift Aid	3,445		3,445	3,141
Religious Ests. - Local	17,106	1,069	18,175	8,225
	<u>102,713</u>	<u>38,092</u>	<u>140,805</u>	<u>108,384</u>

**Note 11**

Incoming Resources from Charitable Activities	Unrestricted Funds 2018	Restricted Funds 2018	Total Funds 2018	Total Funds 2017
	£	£	£	£
Hire of Premises	13,696		13,696	14,135
Café Sales	25,164		25,164	25,918
Income from Events	0		0	0
	<u>38,860</u>		<u>38,860</u>	<u>40,053</u>

**Note 12**

Resources Expended Charitable Activities	Unrestricted Funds 2018	Restricted Funds 2018	Total Funds 2018	Total Funds 2017
	£	£	£	£
Wages & Salaries (See below)	113,998	15,389	129,387	113,448
Youth Worker Trainee costs	3,650		3,650	3,260
Café food costs	6,453	2,483	8,936	8,507
Motor Expenses	582	13	595	0
Repairs and Maintenance	4,735	454	5,189	2,969
Volunteer Training & Exps.	2,555		2,555	2,697
General Expenses	5,485	430	5,915	5,593
Depreciation	1,305		1,305	1,012
Charitable Contbns.	791		791	839
Governance Costs (Note 13)	12,798	313	13,111	10,669
	<u>152,352</u>	<u>19,082</u>	<u>171,434</u>	<u>148,994</u>

**Note 13**

Governance Costs	Unrestricted Funds 2018	Restricted Funds 2018	Total Funds 2018	Total Funds 2017
	£	£	£	£
Utilities	5,976		5,976	6,058
Printing & Stationery	2,992	313	3,305	1,700
Charges & Subscriptions	931		931	794
Computer Costs & Consum.	1,053		1,053	133
Insurance	896		896	1,234
Ind. Examiner Fees	950		950	750
	<u>12,798</u>	<u>313</u>	<u>13,111</u>	<u>10,669</u>

## OPEN DOOR EXMOUTH

### Note 14

Tangible Fixed Assets	Fixtures & Fittings	Equipment	Total
	£	£	£
<b>Cost</b>			
Opening Balance 01/01/18	27,787	17,432	45,219
Additions in Year	0	3,100	3,100
Closing Balance at 31/12/18	<u>27,787</u>	<u>20,532</u>	<u>48,319</u>
<b>Depreciation</b>			
Opening Balance 01/01/18	27,787	15,843	43,630
Charge for the Year	0	1,305	1,305
Closing Balance at 31/12/18	<u>27,787</u>	<u>17,148</u>	<u>44,935</u>
Net Book Value 31/12/18	0	3,384	3,384

### Note 15

#### Movement in funds

Restricted Funds	At 01/01/2018	Incoming Resources	Resources Expended	At 31/12/2018
	£	£	£	£
Café	545	1,938	2,483	0
Child Contact Centre	1,777	1,500	3,277	0
Youth Project Funds	0	24,846	16,567	8,279
Men's Shed	0	9,808	6,627	3,181
<b>Total Restricted Funds</b>	<b>2,322</b>	<b>38,092</b>	<b>28,954</b>	<b>11,460</b>
<b>Unrestricted Funds</b>				
General	77,773	152,979	162,499	68,253
<b>Total Unrestricted Funds</b>	<b>77,773</b>	<b>152,979</b>	<b>162,499</b>	<b>68,253</b>
<b>Total Funds</b>	<b>80,095</b>	<b>191,071</b>	<b>191,453</b>	<b>79,713</b>