

OPEN DOOR - ST ALBANS

Report of the Directors For the Year ended 31 March 2022

The Directors present their report with the financial statements for the Company¹ for the year ended 31 March 2022.

PURPOSES AND AIMS

The Charity's purpose, as set out in the objects contained in the Charity's Memorandum of Association, is the relief of those in need, by reason of homelessness or other causes of vulnerability. The principal activity of the Company in the year under review was that of fundraising for the relief of financial need and the provision of accommodation and support for the homeless in St Albans and Hertfordshire. The Charity works in partnership with Hightown Housing Association (Hightown), which operates and manages the services provided at Open Door Night Shelter. It also makes occasional grants to other organisations.

Open Door – St Albans is a registered charity (reg no 1028528) and company limited by guarantee (no 02868633).

How our activities deliver Public Benefit

The Open Door – St. Albans Charity contributes to the running costs of the Open Door Night Shelter at 8 Bricket Road, St. Albans. The Shelter benefits from grants from Hertfordshire County Council's Housing-related Support grant, and St Albans City and District Council.

The Shelter regularly gives single accommodation to up to 12 people each night. The facilities are available either by agency referral or by self-referral. Open Door Night Shelter also provides daytime drop-in services which offer support and advice, including on housing, health care, and the services available from other relevant agencies.

The Open Door Charity supports the Open Door Night Shelter homelessness service through grants for specific purposes which supplement the public funding, and through the provision of volunteers. Our volunteers make an important contribution to the success of the project. In particular they prepare and serve lunch at the drop-in, and also provide residents and other homeless or vulnerable people with a hot evening meal. Volunteers also provide services for individuals, such as helping those for whom English is a second language, and a number of local businesses give practical help from the donation of food to working to improve the facilities provided and to enhance the environment for residents. These volunteers are recruited and overseen by our Publicity, Fundraising and Administration Coordinator, directly employed by the Charity.

This year the Charity has provided grant funding to Hightown to employ the Safer Streets Outreach Worker, who makes contact with and supports those on the streets, to help rough sleepers to lead a more settled way of life. There are still people sleeping rough in St Albans – during 2021/22, between 5 and 9 rough sleepers were verified at quarterly counts. Many of these have limited options for moving on both because there is a serious shortage of suitable accommodation, and/or because of their particular circumstances and

¹ The Company is a registered charity (number 1028528). In this report, the Company is referred to on occasion as 'the Charity'.

issues. The Charity has also provided some grant funding for food supplies, although since summer 2021 the Charity has organized the purchase of food directly, to better coordinate with the volunteer team preparing lunches and a hot evening meal.

During 2021/22 the Charity funded a pilot counselling scheme, provided by Rephael House, to give access to early therapy for service users at the night shelter, those recently moved to supported accommodation, and rough sleepers. The pilot has been well received by clients, with relatively good levels of engagement, enabling them to begin to address often complex issues, as a prelude to engaging with further support.

The Open Door Charity also contributes towards improvements at the Night Shelter. In 2021 it purchased new furniture for the communal living and dining spaces.

The Charity provides small grants to assist resettlement of individuals, and pays rent and services for people in need who have nowhere to stay and have no access to benefits or other public funds, to give an opportunity for staff to find them a place to go. In the past year we paid some rent arrears accrued in unusual circumstances on behalf of one individual who would otherwise would not have been able to access settled accommodation.

Over the winter months the Charity provides volunteer-run direct services to rough sleepers, via the Winter Beds project. Since the introduction of COVID restrictions, this has been provided in purpose designed accommodation cabins sited at Emmaus St Albans, part funded in 2021/22 by St Albans District Council. Accommodation was provided every night from early December 2021 to early April 2022, with a total of 16 individuals helped, using 77 volunteers. This service was part funded by the Council, who paid for the cabin hire and the provision of night staff; all other costs were met by the Charity.

The Charity's funding benefits the direct recipients of the services provided at the Night Shelter and also has indirect impacts on the wider community. We encourage charitable giving by local people, whether through volunteering or through fundraising and donations. Many of our supporters and fundraisers are young people, who want to help homeless and vulnerable people.

Our support for the Night Shelter over many years has helped improve the lives of homeless people, by enabling them to address their personal issues and live more settled lives, in turn helping them to play a fuller part in the local community.

However we are aware that people are becoming homeless all the time, and not all those moved into accommodation are able to sustain this. To help address these issues, the Charity continues to explore ways of supporting homeless people move into more settled living arrangements and employment: following research into local needs and provision by other charitable and statutory agencies, we have identified homelessness prevention, mental health support, move on accommodation and employment support as potential areas where we may best direct our support. We are actively involved in discussions with local stakeholders, including local council and health services, and local charities, to further explore these opportunities.

We continue to maintain strong relationships with other local charities and statutory agencies, these links having been strengthened through the Coronavirus response. We recognise that in many areas we are working to the same purposes, and continue to liaise for example in the provision of meals to rough sleepers, and in exploring options for further daytime facilities. We also continue to offer grant funding available to other organisations where these will deliver our aims and objectives: during 2021/22 we made a grant to Oysterfields Mother and Baby Unit, via Hightown, to purchase new equipment.

DIRECTORS

The Directors for the year ending March 2022 were:

David Lane (Chairman)
Peter Graham (Vice Chairman)
Lindsey McLeod (Treasurer)
Jacqueline Button (Secretary)
Kerry Pollard
Lucy Gaygusuz
Simon Carver
Rachel McFarlane
Richard Upton

The Directors have complied with the duty laid out in Section 4 of the Charities Act 2011.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the Board:

David Lane



Date:

12.2.22

OPEN DOOR – ST ALBANS
INCOME & EXPENDITURE ACCOUNT
For the year ended 31 March 2022

	Notes	2021/22 £	2020/21 £
Donations and Grants Received		107,065	125,331
less Expenditure on services		<u>(141,270)</u>	<u>(121,086)</u>
		(34,205)	4,245
less Other Operating costs		<u>(2,062)</u>	<u>(2,194)</u>
OPERATING SURPLUS/(DEFICIT)	2	(36,267)	2,051
Interest receivable		<u>208</u>	<u>329</u>
SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION		(36,059)	2,380
Tax on deficit on ordinary activities	3	-	-
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR AFTER TAXATION		(36,059)	2,380
Retained surplus brought forward		<u>344,681</u>	<u>342,301</u>
RETAINED SURPLUS CARRIED FORWARD		<u>308,622</u>	<u>344,681</u>

OPEN DOOR – ST ALBANS

STATEMENT OF FINANCIAL ACTIVITIES

Year ended 31 March 2022

		Unrestricted Funds Year ended 31.3.22		Unrestricted Funds Year ended 31.3.21	
	Note	General	Development Fund £	General	Development Fund £
		£		£	
INCOMING RESOURCES					
Donations Received		79,384		88,331	
Grant		27,681		32,000	
Legacy				5,000	
Investment income		208		329	
		107,273	-	125,660	-
RESOURCES USED					
Homeless support activities	8	73,256		54,218	
Grants for Housing costs and Homeless Support	1	60,486		46,868	
Other Grants	9	7,537		20,000	
Administration		2,053		2,194	
Fundraising costs		-		-	
		143,332	-	123,280	-
NET INCOMING / (OUTGOING) RESOURCES					
		(36,059)		2,380	
Fund Balances brought forward		283,239	61,442	280,859	61,442
FUND BALANCES CARRIED FORWARD					
		247,180	61,442	283,239	61,442

OPEN DOOR – ST ALBANS

BALANCE SHEET as at 31 March 2022

	Notes	31 March 2022 £	31 March 2021 £
CURRENT ASSETS:			
Cash and deposits		298,424	358,273
Debtors		<u>32,029</u>	<u>17,656</u>
Total Current Assets		330,453	375,929
LIABILITIES:			
amounts falling due within one year	4	<u>(21,831)</u>	<u>(31,248)</u>
TOTAL NET ASSETS		308,622	344,681
RESERVES (UNRESTRICTED):	10		
General Fund		247,180	283,239
Development Fund		<u>61,442</u>	<u>61,442</u>
TOTAL RESERVES		308,622	344,681

The Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the Company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The Directors acknowledge their responsibilities for:

- ensuring that the Company keeps accounting records which comply with Section 386 of the Companies Act 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 396 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

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Approved by the Board on

OPEN DOOR – ST ALBANS

NOTES TO THE FINANCIAL STATEMENTS Year Ended 31 March 2022

1 Accounting Policies

The financial statements have been prepared under the historical cost convention and in accordance with the 2019 Charities SORP (FRS102).

Turnover represents the gross value of donations received.

Grants for housing costs and homeless support are all made to Hightown Housing Association Ltd in support of the Open Door Homelessness Service at 8, Bricket Road, St Albans.

2 Operating Surplus/ (Deficit)

The operating deficit for the year ended 31 March 2022 is £36,267 and the overall deficit after interest earned is £36,059. There were no reporting fees for accountancy, and no directors' emoluments or other benefits accruing to Directors.

3 Taxation

The Company is a registered charity with no trading activities, and therefore not subject to corporation tax.

4 Debtors and Creditors:

The following debtors and creditors were held at 31 March.

	31 March 2022 £	31 March 2021 £
Debtors:		
Gift Aid tax reclaimed	2,717	2,962
Legacy	-	5,000
St Albans City & District Council	26,554	-
Others	91	6,856
Prepayment for counselling	<u>2,667</u>	<u>2,667</u>
	32,029	17,485
Creditors:		
Hightown -grants for homeless services	10,960	11,384
Grant approved – Herts Young Homeless	-	10,000
Other Services	<u>10,871</u>	<u>9,864</u>
	21,831	31,248

5 Company Status

The Company is limited by guarantee and does not have a share capital.

6 Related Parties

No transactions have been incurred where trustees hold related party interests.

7 Remuneration

During the financial year Lucy Gaygusuz, company Director and charity Trustee, has received payment totalling £8,127 for consultancy work coordinating with the Council, Hightown and other charities on the provision of homeless services, and managing the volunteer-led winter beds.

Apart from these payments, no director or any party related to the has received any remuneration, expenses or other benefit during the year.

8 Employee Costs

The Charity employs one part time member of staff, with total salary, pension and employer's national insurance costs less than £20,000.

The employee is enrolled in a Defined Contribution pension scheme to which both employer's and employees contributions are made.

9 Grants to Other Organisations and Individuals

During the financial year, the Charity made the following grants:

- Hightown Housing to purchase equipment for a mother and baby unit in St Albans £3,750
- SADC for rent arrears to support the move of a long term homeless person to settled accommodation £3,787

10 General Reserves

Movements on General Reserves are as shown in the Statement of Financial Activities. The balance on the General Fund at 31 March 2022 was £247,180, and on the Development Fund was £61,442.

Reserves Policy

It is the Charity's policy to aim to have sufficient funds in its General Fund to cover at least the expenditure commitments for the following year. Our budget for known projects and running costs is £118k for 2022/23. The General Fund is held to support the day to day needs of homeless people staying at Open Door Night Shelter, or to enable the Charity to give grants for other activities or projects which support homeless and vulnerable people, within the terms of our charitable purposes and our statutory powers.

The Charity also holds a Development Fund account to provide for the long-term refurbishment and development of facilities to support its charitable services, including the premises at 8 Bricket Road, which is leased to Hightown Housing Association by St Albans City and District Council at a peppercorn rent. This Fund stands at £61,442 as at 31 March 2022, and represents the balance of funding following the refurbishment of 8 Bricket Road in 2010.

The higher level of general reserves was built up following is a series of exceptional circumstances in the period from 2010. During this time, the Charity has benefited from reductions in the net annual running costs of the Open Door Night Shelter services, largely due to increased income from higher occupancy; continued generous donations, legacies and fundraising, and from some unplanned grant income to support certain specific services provided at Open Door.

The Directors' reserves policy in recent years has reflected their concern that a service that relies so heavily on public sector grants risks losing funding in a time of economic uncertainty. Open Door Night Shelter is a valued public service and its public funding has held up well. Grants have indeed been reduced and refocused in recent years, in part to get better outcomes and better value for money for funders, but there has also been recognition that Open Door provides essential services to vulnerable homeless people and merits continued resourcing. In addition, individuals staying overnight at Open Door benefit from a housing benefit entitlement which covers the basic cost of their room. There remains a risk

of further reductions from the current levels of public funding, including changes in the way some services are commissioned and therefore funded.

The Trustees recognise the need to use its reserves to help address the continuing issues facing homeless people and those at risk of homelessness, in the St Albans area. Whilst support for the night shelter and drop in services provided at 8 Bricket Road remains a core activity, the Charity has the scope to use its reserves to fund and support new initiatives which help vulnerable people in St Albans, particularly the homeless, change their lives for the better, and to find suitable short or long term housing solutions which meet their particular needs. These may be either at or away from Bricket Road, with Hightown and/or in conjunction with other charitable organisations. We fully fund the Street Outreach worker, and underwrite the Winter Beds project. We have also initiated a grants programme to deliver our objectives in partnership with other local organisations. During the past year we continued to fund research into opportunities to improve the coordination of services meeting the needs of people who are homeless or vulnerable, and to develop new support initiatives.

We will draw on reserves as we develop the portfolio of new projects based on these research findings and the changing homelessness situation, over the future months and years. We will also extend our fundraising activities to support new ventures if appropriate.



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the
trustees/directors/
members of**

Charity Name

OPEN DOOR-ST ALBANS

**On accounts for the year
ended**

31 MARCH 2022

Charity no.:

1028528

Company no.:

02868633

Set out on pages

1-10.

(remember to include the page numbers of additional sheets)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31/03/2022

**Responsibilities and
basis of report**

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

**Independent
examiner's statement**

~~[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

** Please delete the words in the brackets if they do not apply.*

Signed: M.E. Parker. Date: 26/8/2022

Name: MELANIE PARKER.

Relevant professional
qualification(s) or body
(if any):

Address:

77 MARSHALS DRIVE
ST ALBANS
AL1 4RD.

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE.