OPENING DOORS

England & Wales · Charity number 1060002

Details

Other names	PEOPLE FIRST OF NORFOLK
Status	Registered
Legal form	Other
Registered	1997-01-07
Register	View on the Charity Commission register

Contact

Address	38a Bull Close Norwich NR3 1SX
Phone	01603631433
Email	admin@openingdoors.org.uk
Website	www.openingdoors.org.uk

Activities

Objects: PROVIDE OR ASSIST IN THE PROVISION OF TRAINING AND EDUCATION FOR PEOPLE WHO WOULD QUALIFY TO REGISTER AS HAVING LEARNING DIFFICULTIES

Activities: Opening Doors is a user led organisation run by people with learning difficulties for people with learning difficulties. Our mission is for all adults with learning difficulties in Norfolk to be confident individuals, controlling their own lives and making their own decisions, with support from people they trust. Opening Doors provides training and other services to professionals, and others.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** Education/training, Disability
- **Who:** People With Disabilities

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Geography

- **Area of benefit:** NORFOLK
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£248,107	£295,509	-	-
2024-03-31	£270,759	£307,074	-	-
2023-03-31	£279,957	£311,071	-	-
2022-03-31	£256,841	£244,695	-	-
2021-03-31	£305,689	£219,895	-	-

Trustees

Name	Role	Appointed
Oliver James Marshall	Chair	2018-10-03
Carolyn Fowler		2025-09-24
Catharine Anne Huston		2023-04-12
Janet Brandish		2023-05-17
Paul Mcgrath		2024-04-26
Rachael Catherine Wishart-Punt		2023-05-17
Rebecca Sian Champion		2024-07-10

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OPENING DOORS

England & Wales - Charity number 1060002

Accounts

Registered in England
Charity No. 1060002

OPENING DOORS

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

OPENING DOORS

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

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OPENING DOORS

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2025

Reference and administrative information

Registered charity name	Opening Doors
Charity number	1060002
Registered address	38a Bull Close Norwich NR3 1SX
Trustees	Oliver Marshall (Chair) Janet Brandish Rebecca Champion (appointed 10 July 2024) Catharine Huston Paul Mcgrath (appointed 26 April 2024) Rachael Wishart-Punt
Independent examiner	Price Bailey LLP Chartered Accountants Anglia House, 6 Central Avenue St Andrews Business Park Thorpe St Andrew Norwich NR7 0HR

The Trustees present their report and financial statements for the year ended 31 March 2025.

Trustees' annual report statement

The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2019 (FRS 102).

Governance, structure and management – *How Opening Doors is run*

Opening Doors is an unincorporated charity registered with the Charity Commission number 1060002. The Charity is governed by Constitution (adopted 12 December 1996, amended and adopted 20 January 2005, amended and adopted 19 May 2010, amended and adopted 27 July 2022). There have been no changes in the objectives since the last annual report.

The overall responsibility for the charity sits with the Trustee Board who are appointed within the rules of the Constitution. Trustees are appointed by the Board following a thorough process with key steps including - application form, informal interview, observing Board meetings and DBS checks. Trustees serve on the Board for a period of 3 years, they can then offer to serve another 3 years at which point they must stand down for at least 1 year.

Opening Doors is a user-led organisation and is run day-to-day by a Management Committee made up of 12 members who all have learning disabilities. The Officers (Chair, Vice-Chair, Treasurer and Secretary) sit within this group and are selected by the committee every 2 years.

Managing risks

Risks are when something could go wrong and are things which threaten the safe running of the charity. Serious risks could result in the Charity closing. Managing risk is one of the duties of the Trustee Board and is done by completing a risk list regularly and by having clear policies which are reviewed at least once each year.

Trustees at Opening Doors monitor the principal risks and uncertainties by way of maintaining policies, systems and procedures to mitigate those risks.

Objects and activities – *Why we are here and what we do*

Our mission is for all adults with learning disabilities in Norfolk to be confident individuals, controlling their own lives and making their own decisions, with support from people they trust.

Every charity has aims which show what the charity is trying to do, these are called objects.
Opening Doors has 3 charitable objects set out in our Constitution.

- To provide training and education for people with learning disabilities in Norfolk so people learn new skills and gain in confidence to help them take part in their community.
- To train people who do not have a learning disability so they understand the rights and needs of people with learning disabilities.
- To work on things that are important to people with learning disabilities - taking part in research and sharing what we find with other organisations.

The main activities Opening Doors does to achieve the charitable aims:

- Running self advocacy groups across Norfolk
- Providing specialist individual advocacy support
- Publishing accessible newsletters and mailouts
- Working closely with health and social care partners to improve accessibility and access of services and hosting a monthly Health Experts coproduction group
- Running Training Groups to enable adults to develop skills and confidence in leading training
- Holding training sessions and events for people with learning disabilities
- Writing and delivering training sessions for workers, students and professionals
- Holding monthly Management Committee and Trustee Board meetings to enable the charity to be run **by** and **for** people with learning disabilities
- Providing easy read translation services
- Designing and running accessible consultations and workshops
- Running projects designed to improve skills and address issues negatively affecting the lives of people with learning disabilities
- Supporting people with learning disabilities to take part in research
- Enabling researchers to engage with the community of people with learning disabilities

Public Benefit

Our Trustees understand the Charity Commission guidance about public benefit and make sure the work of Opening Doors fits within these rules.

Achievements and performance – *what we have done and highlights of this year*

We have lots to be proud of as we look at the last year. Financially it has been challenging but this is a year where we have taken advice and worked with independent consultants to write the application to set up Opening Doors CIO with the aim of becoming incorporated to make our organisation safer, stronger and fit for the future.

Healthy, Happy, Safe Day 2024 built on the success of the previous year, this time around 750 people with learning disabilities attended. Throughout the day people with and without learning disabilities from across Norfolk took part in an informative, joyful, inclusive and celebratory day.

We have continued working hard to address health inequalities faced by people with learning disabilities. Through our 'Stop our friends dying too young' project we hosted events, created effective and interactive easy read materials and supported health colleagues to improve their offer for people with learning disabilities. Our coproduction relationship with Norfolk and Waveney ICB has resulted in some real change through the work of our Health Experts group which brings together people with learning disabilities from across the county.

Our new funding relationship with Nationwide Community Fund has enabled us to develop strong partnerships around housing in Norfolk. This project has afforded us the time and resources to train adults to be better able to manage their tenancies. Alongside this we have been able to provide in-depth and long-term individual advocacy support for people living in restrictive places who want to move on.

Through our contract to provide specialist individual advocacy support we have ensured many adults with learning disabilities can safely address issues and crises in their lives. During this year we have supported people with 67 housing issues, resolved 122 mental health advocacy requests and provided targeted advocacy assistance to solve 125 problems needing health advocacy. Alongside this individual work we have continued to run 5 fortnightly self-advocacy groups – including our online LGBT+ group which provides a unique safe space for adults with learning disabilities to explore issues together. The final piece of our main advocacy work is providing peer advocacy support for patients at Broadland Clinic (a secure hospital in Norfolk).

This year has also seen us developing our skills and work in the field of research – working alongside partners like the ICB and UEA to develop training and resources. This is important work to make sure that people with learning disabilities are not left out of research.

Our Trustees have worked hard to recruit and we now have 6 members of the Board – back in line with the Constitution. The Board have focused on long-term developments such as moving to a safer legal structure, investing time and money into a new website and working with the Management Committee to put in place a savings plan to ensure the organisation makes it through challenging months.

To learn more about our work this year please visit our website to read **Our Impact 2024-2025 – *what we did and how it helped people***. We want to thank everyone who has supported us this year.

Financial review – *what we have done with our money*

Income in the year totalled £248,107 (2024 - £270,759). Expenditure totalled £295,509 (2024 - £307,074). Closing funds totalled £87,639 (2024 - £135,041) of which £27,959 (2024 - £71,551) is restricted.

Reserves policy

Charities have reserves which are used to pay off any bills if a charity has to close. At Opening Doors we have a Reserves Policy which Trustees review every year to check how much we must put by. Our Trustees have decided that Opening Doors should maintain £80,000 of reserves to cover 3-months costs. The Trustees have looked carefully at all the money and are satisfied this is a safe amount at present. The Board is aware that at the end of the financial year the level of Unrestricted Reserves fell below that stipulated in our own policy. This is partly because of the work being done on the charity structure and website. As a Board, Trustees approved a set of measures including working a savings plan alongside the Management Committee, taking steps to control or reduce costs and offering extra support to fundraisers within the organisation. Board members review the situation with a full financial forecast every month and, having reached the required level of reserves again, we aim to ensure we continue to operate within our own policy to secure the safety of our organisation.

Future plans

- Achieve incorporation of our charity to become a CIO
- Become an accredited Real Living Wage employer
- Increase our commercial income to improve the financial stability of our charity
- Become a leading voice in promoting accessibility and coproduction in research

This report was circulated to all the Trustees and approved unanimously on: 16 July 2025

Signed on behalf of Trustees:

Oliver Marshall
Chair

Janet Brandish
Trustee

Rachael Wishart-Punt
Trustee

Catharine Huston
Trustee

Rebecca Champion
Trustee

OPENING DOORS

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF OPENING DOORS FOR THE YEAR ENDED 31 MARCH 2025

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025 which are set out on pages 6 to 20.

Your attention is to drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

We understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

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 examiner's statement

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.



Aaron Widdows ACA FCCA
Price Bailey LLP, Chartered Accountants

Anglia House, 6 Central Avenue
St Andrews Business Park
Thorpe St Andrew
Norwich, Norfolk
NR7 0HR

Date: 4 August 2025

OPENING DOORS

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
INCOME					
Donations and grants	2	7,237	149,044	156,281	172,069
Income from Charitable activities:					
Training, education and support for people who have learning difficulties	3	90,556	-	90,556	96,976
Investment income		1,270	-	1,270	1,714
TOTAL INCOME		99,063	149,044	248,107	270,759
EXPENDITURE					
Costs of raising funds	4	17,448	-	17,448	24,071
Expenditure on charitable activities:					
Training, education and support for people who have learning disabilities	5	85,425	192,636	278,061	283,003
TOTAL EXPENDITURE		102,873	192,636	295,509	307,074
NET (EXPENDITURE)/INCOME BEING NET MOVEMENT IN FUNDS FOR THE YEAR		(3,810)	(43,592)	(47,402)	(36,315)
Total funds at 1 April 2024		63,490	71,551	135,041	171,356
TOTAL FUNDS 31 MARCH 2025		59,680	27,959	87,639	135,041

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 8 to 20 form part of these financial statements.

OPENING DOORS

BALANCE SHEET
AT 31 MARCH 2025

	Notes	£	2025 £	£	2024 £
FIXED ASSETS					
Tangible fixed assets	10		12,231		10,389
CURRENT ASSETS					
Debtors	11	14,704		10,733	
Cash at bank and in hand		75,397		147,055	
		90,101		157,788	
Creditors: Amounts due within one year	12	(14,693)		(33,136)	
NET CURRENT ASSETS			75,408		124,652
TOTAL ASSETS LESS TOTAL LIABILITIES			87,639		135,041
Restricted funds	13		27,959		71,551
Unrestricted funds	13		59,680		63,490
TOTAL FUNDS			87,639		135,041

The financial statements were approved by the Trustees on 16 July 2025 and are signed on their behalf by:

O Marshall
.....
Oliver Marshall
Chair

J Brandish
.....
Janet Brandish
Trustee

.....
Rachael Wishart-Punt
Trustee

Cathy Huston
.....
Catharine Huston
Trustee

.....
Rebecca Champion
Trustee

The notes on pages 8 to 20 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

1 ACCOUNTING POLICIES

a) General information

Opening Doors is a Charity registered in the United Kingdom under the Charities Act 2011. The principal office is 38a Bull Close, Norwich, Norfolk, NR3 1SX.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

b) Basis of preparation

The financial statements have been prepared in accordance with the relevant version of the 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) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a ‘true and fair’ view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a ‘true and fair view’. This departure has involved following the relevant version of the 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) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Opening Doors meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The charity, being small in size, has used the exemption provided by Charities SORP (FRS 102) under which it is not required to include a cash flow statement as part of the financial statements.

c) Fund accounting

Unrestricted funds are those which are available for the general purposes of the Charity at the discretion of the Trustees.

Restricted funds are those which have been received for undertaking an activity specified by the donor.

d) Going concern

Following a challenging year the charity has taken great strides to move forward on work to incorporate in order to be better placed to continue the good work, build on our strengths and develop a strong and robust plan for the future. Budgets and forecasts have been prepared for a period of 12 months from the date of approval of the financial statements and as a result, the Trustees’ assessment is that Opening Doors will remain a going concern 12 months from the date of approval of these accounts. Therefore these accounts are prepared on a going concern basis.

The trustees have submitted an application to the Charity Commission for the establishment of a Charitable Incorporated Organisation (CIO), with the intention that the activities, assets, and liabilities of the current charity may in future be transferred to the new CIO. A proposal will be put to members to approve such a transfer once the CIO is registered. However, no formal decision has yet been made and the charity continues to operate as a going concern in its current legal form.

1 ACCOUNTING POLICIES (continued)

e) Income

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income is generated through donations, grants and other sources.

f) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- costs of raising funds comprise the apportionment of staff costs to this area on the basis of time spent raising funds;
- expenditure on charitable activities includes that which relates directly to fulfilling the charitable objectives of the Charity, as outlined in the Trustees' Report.

Allocation of support costs

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity's activities. These costs have been allocated to expenditure on charitable activities.

Governance costs are included in support costs and relate to the direct running of the Charity, allowing it to operate and generate the information required for public accountability. They include the costs of accounts preparation and independent examination.

g) Tangible Fixed Assets

Individual fixed assets costing £400 or more are capitalised at cost and are depreciated over their estimated useful economic lives on the following basis:

Asset Category	Annual Rate
Leasehold improvements	33% straight line
Furniture, fittings and equipment	25% reducing balance
Computer equipment	33% reducing balance

1 ACCOUNTING POLICIES (continued)

h) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Creditors are recognised when the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount.

i) Cash at bank and in hand

Cash at bank and in hand includes cash held in bank accounts. There are no short term investments.

j) Financial instruments

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost.

Financial assets include trade debtors and accrued income (but exclude prepayments).

Financial liabilities include trade creditors and accruals but exclude social security and other taxes due.

k) Pensions

The Charity provides a defined contribution pension scheme, whereby the charity and its staff each fund the scheme, managed by a third party provider, the assets of which are held by the provider separately from the assets of the charity. The pension charge in the financial statements represents the amounts payable by the charity to the fund in respect of the period.

l) Corporation tax

The Charity is exempt from taxation in respect of income and capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to the charitable purposes.

1 ACCOUNTING POLICIES (continued)

m) Judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described above, the Trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from those estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The Trustees do not consider that there are any critical judgements or sources of estimation uncertainly in the financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

2 DONATIONS AND LEGACIES

	Unrestricted 2025 £	Restricted 2025 £	Total 2025 £
Donations	7,237	4,500	11,737
Grants	-	144,544	144,544
	7,237	149,044	156,281

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £
Donations	5,338	-	5,338
Grants	-	166,731	166,731
	5,338	166,731	172,069

3 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted 2025 £	Total 2025 £
Training, education and support for people who have learning difficulties	90,556	90,556

	Unrestricted 2024 £	Total 2024 £
Training, education and support for people who have learning difficulties	96,976	96,976

4 COSTS OF RAISING FUNDS

	Notes	Unrestricted Funds 2025 £	Unrestricted Funds 2024 £
Fundraisers expenses		3,825	4,373
Support fees	6	13,623	19,698
		17,448	24,071

5 EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct costs 2025 £	Support costs 2025 £	Total 2025 £
Training, education and support for people who have learning difficulties	256,814	21,247	278,061

	Direct costs 2024 £	Support costs 2024 £	Total 2024 £
Training, education and support for people who have learning difficulties	257,516	25,487	283,003

In 2025 expenditure on charitable activities was £278,061 (2024: £283,003) of which £85,425 (2024: £147,555) was expenditure from unrestricted funds and £192,636 (2024: £135,448) was expenditure from restricted funds.

6 SUPPORT COSTS

Cost type	Notes	2025 £	2024 £
Legal and professional		404	259
Sundry support costs		3,140	3,125
Depreciation		3,873	4,365
Governance costs			
Accountancy	9	5,244	4,938
Conference and AGM expenditure		8,586	12,800
Total		**21,247**	**25,487**

Support costs have been allocated to charitable activities on the basis of actual use. All wages and salaries costs are considered to relate to activities undertaken directly by the charity and have been classified as such this year.

7 STAFF COSTS

	2025	2024
	£	£
Staff costs were as follows:		
Wages and salaries	182,374	170,663
Employer NIC	11,077	9,870
Pension costs	6,902	6,420
	200,353	186,953

The average monthly number of employees during the year was as follows:

	2025	2024
	No.	No.
Employees	7	7

The Charity considers its key management personnel to comprise of one Senior Advisor and one Finance and Operations Manager (2024: one Senior Advisor and one Finance and Operations Manager). The total employee benefits including employer pension contributions of the key management personnel were £78,957 (2024: £55,655). No employee has employee benefits in excess of £60,000 (2024: none).

8 NET INCOME/(EXPENDITURE)

This is stated after charging:	2025	2024
	£	£
Depreciation of tangible fixed assets	3,873	4,365
Pension costs	6,902	6,420
Operating lease payments for land and buildings	8,467	6,450

9 INDEPENDENT EXAMINER'S REMUNERATION

	2025	2024
	£	£
Independent examination fees	3,550	3,390
Fees payable to the Charity's Independent Examiner in respect of other services	1,694	1,380
	5,244	4,770

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

10 TANGIBLE FIXED ASSETS

	Leasehold improvements £	Furniture fittings and equipment £	Computer equipment £	Total £
COST				
At 1 April 2024	20,610	35,725	47,730	104,065
Additions	-	5,715	-	5,715
At 31 March 2025	20,610	41,440	47,730	109,780
DEPRECIATION				
At 1 April 2024	20,268	31,908	41,500	93,676
Charge for the year	342	1,454	2,077	3,873
At 31 March 2025	20,610	33,362	43,577	97,549
NET BOOK VALUE				
At 31 March 2025	-	8,078	4,153	12,231
At 31 March 2024	342	3,817	6,230	10,389

11 DEBTORS

	2025 £	2024 £
Trade debtors	4,110	886
Accrued income	7,658	7,223
Prepayments	2,936	2,624
	14,704	10,733

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade creditors	-	2,825
Accruals	11,006	18,729
Social security and other taxes	3,597	3,627
Deferred income	90	7,955
	14,693	33,136

Deferred Income

	2025 £	2024 £
Deferred income at 1 April 2024	7,955	-
Resources deferred during the year	90	7,955
Amounts released from previous years	(7,955)	-
Deferred income at 31 March 2025	90	7,955

Deferred income relates to income in relation to Easy Read training (2024: Easy Read training and grant income) relating to the next financial year.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

13 STATEMENT OF FUNDS

2025	Brought forward £	Income £	Expenditure £	Carried forward £
UNRESTRICTED FUNDS				
General funds	63,490	99,063	(102,873)	59,680
RESTRICTED FUNDS				
Postcode Places Trust	17,656	-	(17,656)	-
Lottery Main Grant	3,005	-	(3,005)	-
People's Health Trust, Great Yarmouth	-	19,311	(19,311)	-
First Revenue Fund	2,000	-	(2,000)	-
Bishop of Norwich's Community Fund	1,000	-	(1,000)	-
NCF - Community Hot-Spot Fund	-	5,000	(5,000)	-
NCF - Household Support Fund	-	6,000	(6,000)	-
NCF - Community-Based Hardship Support Fund	-	41,713	(41,713)	-
Love Norfolk Fund	-	2,000	(2,000)	-
Edward Gostling Foundation	2,049	-	(2,049)	-
Broadland Clinic	5,587	10,127	(15,714)	-
Norwich Consolidated Charities	3,368	-	(3,368)	-
The National Lottery Awards for All	-	20,000	(9,000)	11,000
Souter Charitable Trust	-	2,000	(2,000)	-
The Baily Thomas Charitable Fund	-	5,000	(2,349)	2,651
Norwich City Council CBI Grant	-	2,500	(2,500)	-
Norfolk and Waveney ICB -	-	3,500	(3,500)	-
Norfolk and Waveney ICB - Ren2	-	15,896	(15,896)	-
Norfolk and Waveney ICB - 2nd Contract		3,307	(3,307)	-
The MSE Charity	-	7,190	(7,190)	-
Arnold Clark Community Foundation	-	1,000	(1,000)	-
Nationwide Community Fund	36,886	-	(22,578)	14,308
Geoffrey Watling	-	3,000	(3,000)	-
R C Snelling Charitable Trust	-	1,500	(1,500)	-
Total restricted funds	71,551	149,044	(192,636)	27,959
Total funds 2025	**135,041**	**248,107**	**(295,509)**	**87,639**

13 STATEMENT OF FUNDS (continued)

2024	Brought forward £	Income £	Expenditure £	Carried forward £
UNRESTRICTED FUNDS				
General funds	131,088	104,028	(171,626)	63,490
RESTRICTED FUNDS				
Lottery Main Grant	28,568	20,501	(46,064)	3,005
Postcode Places Trust	3,284	21,178	(6,806)	17,656
People's Health Trust, Great Yarmouth	1,921	16,671	(18,592)	-
Volunteer Co-ordinator	6,495	-	(6,495)	-
Paul Bassham Trust Community First Revenue Fund	-	2,000	-	2,000
Bishop of Norwich's Community Fund	-	1,000	-	1,000
Social Services Focus Groups	-	1,325	(1,325)	-
Norfolk Household Support Fund	-	3,000	(3,000)	-
Love Norfolk Fund	-	4,734	(4,734)	-
NCF - REN2	-	4,980	(4,980)	-
Boshier Hinton	-	2,000	(2,000)	-
Edward Gostling Foundation	-	4,869	(2,820)	2,049
Broadland Clinic	-	15,933	(10,346)	5,587
Norwich Consolidated Charities	-	19,138	(15,770)	3,368
Screwfix Grant	-	5,000	(5,000)	-
Nationwide Community Fund	-	40,902	(4,016)	36,886
W O Street Charitable Foundation	-	3,500	(3,500)	-
Total restricted funds	40,268	166,731	(135,448)	71,551
Total funds 2024	**171,356**	**270,759**	**(307,074)**	**135,041**

RESTRICTED FUNDS DETAIL

The **Healthy, Happy, Safe** community learning project was funded by **The National Lottery Community Fund** and ended in June 2024

The **Stop our friends dying too young** health screening and education project was funded by **Norwich Consolidated Charities** and ended in June 2024

Individual health screening support for women was funded by the **Edward Gostling Foundation** and ended in August 2024

Improving Opening Doors Training Room was funded by **The Screwfix Foundation** and ended in December 2024

Norfolk Community Foundation funded:

Household Support Fund Grants supporting people with rising food and fuel costs which ended in March 2025

Advocacy Group sessions via the **Love Norfolk Fund**, the **Bishop of Norwich's Community Fund**

Let's Talk Money learning and support via the **Community-based Hardship Support Fund Surviving Winter – winter drop-ins via the Community Hot-spot Fund**

13 RESTRICTED FUNDS DETAIL (continued)

Opening Doors **LGBT+ Advocacy Group** was funded **Postcode Places Trust** until March 2025

Great Yarmouth Advocacy Group was funded by **People's Health Trust** until end of March 2025

Health promotion and screening education was funded by **Souter Charitable Trust** and ends in March 2025

Upgrading Training Room equipment was funded by **Norwich City Council CBI Grant** which ended in March 2025

Research Training for people with Learning Disabilities was funded by **Norfolk and Waveney ICB RRDN funding** and ended in March 2025

Money Matters support and training was funded by **the MSE Charity** and ended in March 2025

Hear our Voices training for researchers was funded by **Norfolk and Waveney Ren2 funding** and ends in April 2025

Training Groups are supported by **Baily Thomas Charitable Fund** until end December 2025

Health Coproduction Work is funded by **Norfolk and Waveney ICB** and ends in January 2026

Advocacy and Training Work in Broadland Clinic is funded by **Hertfordshire Partnership Foundation Trust** and ends in March 2026

Specialist Individual Advocacy Support is funded by **The National Lottery Awards for All** programme and ends in March 2026

A **Tenancy Project** is funded by a **Nationwide Community Grant** and ends in December 2025

Arnold Clark Community Foundation is in relation to venue and operational costs to support advocacy groups.

Geoffrey Watling is in relation to health screening and education.

R C Snelling Charitable Trust is in relation to improvements to our Norwich Training Room.

UNRESTRICTED FUNDS
The unrestricted funds are available to be spent for any of the purposes of the charity.

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Fixed assets	12,231	-	12,231
Current assets	62,142	27,959	90,101
Creditors due within one year	(14,693)	-	(14,693)
	59,680	27,959	87,639

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Fixed assets	10,389	-	10,389
Current assets	79,047	78,741	157,788
Creditors due within one year	(25,946)	(7,190)	(33,136)
	63,490	71,551	135,041

15 PENSION COMMITMENTS

At the year end the charity operated two defined contribution pension schemes, NEST Pension Scheme and St James's Place Pension Scheme. The assets of the schemes are held separately from those of the charity in independently administered funds. The total pension cost charge represents contributions payable by the charity to the funds and amounted to £6,902 (2024: £6,420). £Nil amounts are outstanding at year end (2024: £Nil).

16 OPERATING LEASE COMMITMENTS

At 31 March 2025 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2025 £	2024 £
Amounts payable for land and buildings:		
Within 1 year	8,650	8,650
Between 1 and 5 years	15,498	24,148
	24,148	32,798

17 RELATED PARTIES

In their roles as Trustees, the Trustees give their time and expertise freely without any form of remuneration or other benefit in cash or kind. However as part of their roles as self-advocates, 2 Trustees were paid involvement fees totalling £151 in the year ended 31 March 2025. In the year ended 31 March 2024, 2 Trustees were paid involvement fees totalling £752.

Trustees expenses were incurred during the year for travel totalling £1,396 for 4 trustees (2024: 3 trustees £3,344).

All payments made to trustees as self advocates are in line with the charity's constitution.

There were no other related party transactions (2024: none).

OPENING DOORS

England & Wales - Charity number 1060002

Accounts

Registered in England
Charity No. 1060002

OPENING DOORS

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

OPENING DOORS

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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OPENING DOORS

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024

Reference and administrative information

Registered charity name	Opening Doors
Charity number	1060002
Registered address	38a Bull Close Norwich NR3 1SX
Trustees	Oliver Marshall (Chair) Janet Brandish (appointed 17 May 2023) Sue Bridges (resigned 7 September 2023) Julie Brockiek-Coulton (resigned 14 April 2023) Rebecca Champion (appointed 10 July 2024) Tess Gandy (resigned 23 November 2023) Catharine Huston (appointed 12 April 2023) Paul Mcgrath (appointed 26 April 2024) Rachael Wishart-Punt (appointed 17 May 2023) Richard Andrews (appointed 15 November 2023, resigned 21 November 2023)
Independent examiner	Price Bailey LLP Chartered Accountants Anglia House, 6 Central Avenue St Andrews Business Park Thorpe St Andrew Norwich NR7 0HR

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their report and financial statements for the year ended 31 March 2024.

Trustees' annual report statement

The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2019 (FRS 102).

Governance, structure and management – *How Opening Doors is run*

Opening Doors is an unincorporated charity registered with the Charity Commission number 1060002. The Charity is governed by Constitution (adopted 12 December 1996, amended and adopted 20 January 2005, amended and adopted 19 May 2010, amended and adopted 27 July 2022). There have been no changes in the objectives since the last annual report.

The overall responsibility for the charity sits with the Trustee Board who are appointed within the rules of the Constitution. Trustees are appointed by the Board following a thorough process with key steps including - application form, informal interview, observing Board meetings and DBS checks. Trustees serve on the Board for a period of 3 years, they can then offer to serve another 3 years at which point they must stand down for at least 1 year.

Opening Doors is a user-led organisation and is run day-to-day by a Management Committee made up of 12 members who all have learning disabilities. The Officers (Chair, Vice-Chair, Treasurer and Secretary) sit within this group and are selected by the committee every 2 years.

Managing risks

Risks are when something could go wrong and are things which threaten the safe running of the charity. Serious risks could result in the Charity closing. Managing risk is one of the duties of the Trustee Board and is done by completing a risk list regularly and by having clear policies which are reviewed at least once each year.

Trustees at Opening Doors monitor the principal risks and uncertainties by way of maintaining policies, systems and procedures to mitigate those risks.

Objects and activities – *Why we are here and what we do*

Our mission is for all adults with learning disabilities in Norfolk to be confident individuals, controlling their own lives and making their own decisions, with support from people they trust.

Every charity has aims which show what the charity is trying to do, these are called objects.
Opening Doors has 3 charitable objects set out in our Constitution.

- To provide training and education for people with learning disabilities in Norfolk so people learn new skills and gain in confidence to help them take part in their community.
- To train people who do not have a learning disability so they understand the rights and needs of people with learning disabilities.
- To work on things that are important to people with learning disabilities - taking part in research and sharing what we find with other organisations.

The main activities Opening Doors does to achieve the charitable aims:

- Running self advocacy groups across Norfolk
- Providing specialist individual advocacy support
- Publishing accessible newsletters and mailouts
- Working closely with health and social care partners to improve accessibility and access of services
- Running Training Groups to enable adults to develop skills and confidence in leading training
- Holding training sessions and events for people with learning disabilities
- Writing and delivering training sessions for workers, students and professionals
- Holding monthly Management Committee and Trustee Board meetings to enable the charity to be user-led
- Providing easy read translation services
- Designing and running accessible consultations and workshops
- Running projects designed to improve skills and address issues negatively affecting the lives of people with learning disabilities

Public Benefit

Our Trustees understand the Charity Commission guidance about public benefit and make sure the work of Opening Doors fits within these rules.

Achievements and performance – *what we have done and highlights of this year*

We have lots to be proud of as we head into our 30th year. The Healthy, Happy, Safe Day we ran as one of the last parts of our current project with The National Lottery Community Fund was an enormous success with 200 people with learning disabilities there. Everyone took part brilliantly and the steering groups' had many hours of planning which led to a joyful and informative day – as one person said "I have never cried with happiness at an event before".

We have been working to address the health inequalities that people with learning disabilities face. We were proud to get funding for our 'Stop our friends dying too young' project. This meant we could host accessible screening events, where professionals gave simple advice and we developed and shared easy read materials. Feedback showed the importance of this work with one family who took part saying "the session opened the door to our daughter becoming open minded to try and have a cervical screening test. She found it difficult but stuck with it and we were all very relieved that a negative result came back a few days later. We want to thank everyone involved".

We have continued our coproduction work with Norfolk and Waveney ICB to make healthcare better for people with learning disabilities. As a result of issues raised by our Health Experts ear-care has come to the top of the ICB agenda with positive changes being made.

We were thrilled to start a new funding relationship this year – with Nationwide Community Fund awarding us £40,902 for a 2-year housing project. By offering drop-ins, workshops and accessible resources we will make sure people with learning disabilities in Norfolk are better able to secure and manage their own tenancies.

Our specialist advocacy support service has continued to offer excellent support for adults with learning disabilities to tackle issues and crises in their lives. 156 health advocacy requests have been resolved and 64 people supported with benefits issues. Alongside this we have continued to provide specialist advocacy for patients at Broadland Clinic and we host a fortnightly LGBT+ online advocacy group so there is a safe space for people to discuss the issues that affect them.

We have welcomed a new Adviser during this year and did a review of job roles so our staff team is more settled with clear responsibilities. Our Trustees have worked hard to recruit more members and have developed the application process to make sure it is safer for everyone involved. In January we had a governance training day where the members of our Trustee Board, Management Committee and staff team worked together to understand and review the aims and objectives of the organisation.

To learn more about our work this year please read Annual Report - what we have been up to 2023-2024 on our website. We want to thank everyone who has supported us this year.

Financial review – *what we have done with our money*

Income in the year totalled £270,759 (2023 - £279,957). Expenditure totalled £307,074 (2023 - £311,071). Closing funds totalled £135,041 (2023 - £171,356) of which £71,551 (2023 - £40,268) is restricted.

Reserves policy

Charities have reserves which are used to pay off any bills if a charity has to close. At Opening Doors we have a Reserves Policy which Trustees review every year to check how much we must put by. Our Trustees have decided that Opening Doors should maintain £80,000 of reserves to cover 3-months costs. The Trustees have looked carefully at all the money and are satisfied this is a safe amount at present. The Board is aware that at the end of the financial year the level of Unrestricted Reserves fell below that stipulated in our own policy. As a Board we are supporting our fundraisers to work hard to secure additional funds. We review the situation with a full financial forecast every month and having reached the required level of reserves again we aim to ensure we continue to operate within our own policy to secure the safety of our organisation.

Future plans

- Build on the opportunities and impact of the Healthy, Happy, Safe Days
- Review and revise our charitable structure to be fit for the future
- Become an accredited Real Living Wage employer
- Increase our commercial income

This report was circulated to all the Trustees and approved unanimously on**: 17.10.2024**

Signed on behalf of Trustees:

O Marshall	J Brandish	
.....	.....	.....
Oliver Marshall	**Janet Brandish**	**Rachael Wishart-Punt**
Chair	Trustee	Trustee
Cathy Huston		
.....	.....	
Catherine Huston	**Paul McGrath**	
Trustee	Trustee	

OPENING DOORS

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF OPENING DOORS FOR THE YEAR ENDED 31 MARCH 2024

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024 which are set out on pages 6 to 20.

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 examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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.



Aaron Widdows ACA FCCA
Price Bailey LLP, Chartered Accountants

Anglia House, 6 Central Avenue
St Andrews Business Park
Thorpe St Andrew
Norwich, Norfolk
NR7 0HR

Date: 17 October 2024

OPENING DOORS

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Restricted Funds 2024 £	Unrestricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
INCOME					
Donations and grants	2	166,731	5,338	172,069	131,026
Income from Charitable activities: Training, education and support for people who have learning difficulties	3	-	96,976	96,976	148,561
Investment income		-	1,714	1,714	370
TOTAL INCOME		166,731	104,028	270,759	279,957
EXPENDITURE					
Costs of raising funds	4	-	24,071	24,071	23,199
Expenditure on charitable activities: Training, education and support for people who have learning disabilities	5	135,448	147,555	283,003	287,872
TOTAL EXPENDITURE		135,448	171,626	307,074	311,071
NET (EXPENDITURE)/INCOME BEING NET MOVEMENT IN FUNDS FOR THE YEAR		31,283	(67,598)	(36,315)	(31,114)
Total funds at 1 April 2023		40,268	131,088	171,356	202,470
TOTAL FUNDS 31 MARCH 2024		71,551	63,490	135,041	171,356

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 8 to 20 form part of these financial statements.

OPENING DOORS

BALANCE SHEET
AT 31 MARCH 2024

	Notes	£	2024 £	£	2023 £
FIXED ASSETS					
Tangible fixed assets	10		10,389		13,581
CURRENT ASSETS					
Debtors	11	10,733		9,036	
Cash at bank and in hand		147,055		163,588	
		157,788		172,624	
Creditors: Amounts due within one year	12	(33,136)		(14,849)	
NET CURRENT ASSETS			124,652		157,775
TOTAL ASSETS LESS TOTAL LIABILITIES			135,041		171,356
Restricted funds	13		71,551		40,268
Unrestricted funds	13		63,490		131,088
TOTAL FUNDS			135,041		171,356

The financial statements were approved by the Trustees on 17.10.24 and are signed on their behalf by:

O Marshall

.....
Oliver Marshall
Chair

J Brandish

.....
Janet Brandish
Trustee

.....
Rachael Wishart-Punt
Trustee

Cathy Huston

.....
Catherine Huston
Trustee

.....
Paul McGrath
Trustee

The notes on pages 8 to 20 form part of these financial statements.

1 ACCOUNTING POLICIES

General information

Opening Doors is a Charity incorporated in the United Kingdom under the Charities Act 2011. The registered office is 38a Bull Close, Norwich, Norfolk, NR3 1SX.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

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 applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP 2019 (FRS 102)),and the Charities Act 2011.

The financial statements have been prepared to give us a “true and fair” view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a “true and fair view”. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from April 2005 which has since been withdrawn.

Opening Doors meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The charity, being small in size, has used the exemption provided by Charities SORP (FRS 102) under which it is not required to include a cash flow statement as part of the financial statements.

Fund accounting

Unrestricted funds are those which are available for the general purposes of the Charity at the discretion of the Trustees.

Restricted funds are those which have been received for undertaking an activity specified by the donor.

Going concern

Following a challenging year the charity moves forward with plans for strategic redevelopment in order to be better placed to continue the good work, build on our strengths and develop a strong and robust plan for the future.

Budgets and forecasts have been prepared for a period of 12 months from the date of approval of the financial statements and as a result, the Trustees’ assessment is that Opening Doors will remain a going concern 12 months from the date of approval of these accounts.

The accounts are therefore prepared on a going concern basis.

1 ACCOUNTING POLICIES (continued)

Income

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income is generated through donations, grants and other sources.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- costs of raising funds comprise the apportionment of staff costs to this area on the basis of time spent raising funds;

- expenditure on charitable activities includes that which relates directly to fulfilling the charitable objectives of the Charity, as outlined in the Trustees' Report

Allocation of support costs

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity's activities. These costs have been allocated to expenditure on charitable activities.

Governance costs are included in support costs and relate to the direct running of the Charity, allowing it to operate and generate the information required for public accountability. They include the costs of accounts preparation and independent examination.

Tangible Fixed Assets

Individual fixed assets costing £400 or more are capitalised at cost and are depreciated over their estimated useful economic lives on the following basis:

Asset Category	Annual Rate
Leasehold improvements	33% straight line
Furniture, fittings and equipment	25% reducing balance
Computer equipment	33% reducing balance

1 ACCOUNTING POLICIES (continued)

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Creditors are recognised when the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount.

Cash at bank and in hand

Cash at bank and in hand includes cash held in bank accounts. There are no short term investments.

Financial instruments

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost.

Financial assets include trade debtors and accrued income (but exclude prepayments).

Financial liabilities include trade creditors and accruals but exclude social security and other taxes due.

Pensions

The Charity provides a defined contribution pension scheme, whereby the charity and its staff each fund the scheme, managed by a third party provider, the assets of which are held by the provider separately from the assets of the charity. The pension charge in the financial statements represents the amounts payable by the charity to the fund in respect of the period.

Corporation tax

The Charity is exempt from taxation in respect of income and capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to the charitable purposes.

1 ACCOUNTING POLICIES (continued)

Judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described above, the Trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from those estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The Trustees do not consider that there are any critical judgements or sources of estimation uncertainly in the financial statements.

2 DONATIONS AND LEGACIES

	Restricted 2024 £	Unrestricted 2024 £	Total 2024 £
Donations	-	5,338	5,338
Grants	166,731	-	166,731
	166,731	5,338	172,069

	Restricted 2023 £	Unrestricted 2023 £	Total 2023 £
Donations	-	27,114	27,114
Grants	103,912	-	103,912
	103,912	27,114	131,026

3 INCOME FROM CHARITABLE ACTIVITIES

	Restricted 2024 £	Unrestricted 2024 £	Total 2024 £
Training, education and support for people who have learning difficulties	-	96,976	96,976

	Restricted 2023 £	Unrestricted 2023 £	Total 2023 £
Training, education and support for people who have learning difficulties	-	148,561	148,561

4 COSTS OF RAISING FUNDS

	Notes	Unrestricted Funds 2024 £	Unrestricted Funds 2023 £
Fundraisers expenses		4,373	4,710
Support fees	6	19,698	18,489
		24,071	23,199

5 EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct costs 2024 £	Support costs 2024 £	Total 2024 £
Training, education and support for people who have learning difficulties	257,516	25,487	283,003

	Direct costs 2023 £	Support costs 2023 £	Total 2023 £
Training, education and support for people who have learning difficulties	257,563	30,309	287,872

In 2024 expenditure on charitable activities was £283,003 (2023: £287,872) of which £147,555 (2023: £148,509) was expenditure from unrestricted funds and £135,448 (2023: £139,363) was expenditure from restricted funds.

6 SUPPORT COSTS

Cost type	Notes	2024 £	2023 £
Legal and professional		259	568
Admin support		-	418
Sundry support costs		3,125	2,934
Depreciation		4,365	5,967
Governance costs			
Accountancy	9	4,938	6,530
Conference and AGM expenditure		12,800	13,892
Total		**25,487**	**30,309**

Support costs have been allocated to charitable activities on the basis of actual use. All wages and salaries costs are considered to relate to activities undertaken directly by the charity and have been classified as such this year.

7 STAFF COSTS

	2024	2023
	£	£
Staff costs were as follows:		
Wages and salaries	170,663	175,168
Employer NIC	9,870	10,843
Pension costs	6,420	6,645
	186,953	192,657

The average monthly number of employees during the year was as follows:

	2024	2023
	No.	No.
Employees	7	8

The Charity considers its key management personnel to comprise of one Senior Advisor and one Finance and Operations Manager (2023: one Senor Advisor). The total employee benefits including employer pension contributions of the key management personnel were £55,655 (2023: £39,059). No employee has employee benefits in excess of £60,000 (2023: none).

8 NET INCOME/(EXPENDITURE)

	2024	2023
This is stated after charging:	£	£
Depreciation of tangible fixed assets	4,365	5,967
Pension costs	6,420	6,645
Operating lease payments for land and buildings	6,450	6,450

9 INDEPENDENT EXAMINER'S REMUNERATION

	2024	2023
	£	£
Independent examination fees	3,390	3,360
Fees payable to the Charity's Independent Examiner in respect of other services	1,380	1,170
	4,770	4,530

10 TANGIBLE FIXED ASSETS

	Leasehold improvements £	Furniture fittings and equipment £	Computer equipment £	Total £
COST				
At 1 April 2023	20,610	35,725	46,557	102,892
Additions	-	-	1,173	1,173
At 31 March 2024	20,610	35,725	47,730	104,065
DEPRECIATION				
At 1 April 2023	19,876	30,635	38,800	89,311
Charge for the year	392	1,273	2,700	4,365
At 31 March 2024	20,268	31,908	41,500	93,676
NET BOOK VALUE				
At 31 March 2024	342	3,817	6,230	10,389
At 31 March 2023	734	5,090	7,757	13,581

11 DEBTORS

	2024 £	2023 £
Trade debtors	886	946
Accrued income	7,223	5,240
Prepayments	2,624	2,850
	10,733	9,036

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade creditors	2,825	-
Accruals	18,729	11,433
Social security and other taxes	3,627	3,417
Deferred income	7,955	-
	33,136	14,850

Deferred Income	2024 £	2023 £
Deferred income at 1 April 2023	-	37,080
Resources deferred during the year	7,955	-
Amounts released from previous years	-	(37,080)
Deferred income at 31 March 2024	7,955	-

Deferred income relates to income in relation to Easy Read training and grant income relating to the next financial year.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

13 STATEMENT OF FUNDS

2024	Brought forward £	Income £	Expenditure £	Carried forward £
UNRESTRICTED FUNDS				
General funds	131,088	104,028	(171,626)	63,490
RESTRICTED FUNDS				
Lottery Main Grant	28,568	20,501	(46,064)	3,005
Postcode Places Trust	3,284	21,178	(6,806)	17,656
People's Health Trust, Great Yarmouth	1,921	16,671	(18,592)	-
Volunteer Co-ordinator	6,495	-	(6,495)	-
Paul Bassham Trust Community First Revenue Fund	-	2,000	-	2,000
Bishop of Norwich's Community Fund	-	1,000	-	1,000
Social Services Focus Groups	-	1,325	(1,325)	-
Norfolk Household Support Fund	-	3,000	(3,000)	-
Love Norfolk Fund	-	4,734	(4,734)	-
NCF - REN2	-	4,980	(4,980)	-
Boshier Hinton	-	2,000	(2,000)	-
Edward Gostling Foundation	-	4,869	(2,820)	2,049
Broadland Clinic	-	15,933	(10,346)	5,587
Norwich Consolidated Charities	-	19,138	(15,770)	3,368
Screwfix Grant	-	5,000	(5,000)	-
Nationwide Community Fund	-	40,902	(4,016)	36,886
W O Street Charitable Foundation	-	3,500	(3,500)	-
Total restricted funds	40,268	166,731	(135,448)	71,551
Total funds 2024	**171,356**	**270,759**	**(307,074)**	**135,041**

13 STATEMENT OF FUNDS (continued)

2023	Brought forward £	Income £	Expenditure £	Transfers In/Out £	Carried forward £
UNRESTRICTED FUNDS					
General funds	125,905	176,045	(171,708)	846	131,088
RESTRICTED FUNDS					
Lottery Main Grant	50,789	42,085	(64,306)	-	28,568
People's Health Trust, Diss Office	-	2,625	(2,625)	-	-
National Lottery Covid Support Adviser	3,826	-	(3,826)	-	-
Postcode Places Trust	15,571	-	(11,441)	(846)	3,284
Broadland Meridian - Mental Health and Wellbeing	3,247	-	(3,247)	-	-
People's Health Trust, Great Yarmouth	1,732	15,680	(15,491)	-	1,921
Norfolk Community Fund	1,400	10,865	(12,265)	-	-
Broadland Clinic	-	15,607	(15,607)	-	-
Volunteer Co-ordinator	-	10,000	(3,505)	-	6,495
Love Norfolk	-	4,000	(4,000)	-	-
Norfolk Household Support Fund	-	2,050	(2,050)	-	-
Anne French	-	1,000	(1,000)	-	-
Total restricted funds	76,565	103,912	(139,363)	(846)	40,268
Total funds 2023	**202,470**	**279,957**	**(311,071)**	**-**	**171,356**

The transfers relate to fixed assets which have been capitalised during the year and funded by restricted funds.

RESTRICTED FUNDS DETAIL

Volunteer Coordinator work was funded by the **National Lottery Community Fund** and ended in October 2023.

The **Healthy, Happy, Safe** community learning project was funded by **The National Lottery Community Fund** and ended in December 2023.

Support for **Cromer Advocacy Group** was funded by **The Boshier-Hinton Foundation** from June to December 2023.

Norfolk Community Fund funded:

Household Support Fund Grants to support people with rising food costs and winter difficulties and ended in March 2024.

Advocacy Group venues via the **Love Norfolk Fund**.

Advocacy Group sessions via **Bishop of Norwich's Community Fund** and **Paul Bassham Trust Community First Revenue Fund**.

Social services focus groups to explore the views of adults with learning disabilities.

Ren2 Community Voices workshops to explore the experiences of adults with learning disabilities relating to health research.

Advocacy and Training Work in Broadland Clinic is funded by **Hertfordshire Partnership Foundation Trust** and ends in June 2024.

13 RESTRICTED FUNDS DETAIL (continued)

The **Stop our friends dying too young** health screening and education project is funded by **Norwich Consolidated Charities** and ends in June 2024.

Individual health screening support for women is funded by the **Edward Gostling Foundation** and ends in August 2024.

Improving Opening Doors Training Room is funded by **The Screwfix Foundation** and ends in December 2024.

The Opening Doors **LGBT+ Project** is funded by **Postcode Places Trust** and ends in March 2025.

Great Yarmouth Advocacy Group is funded by **People's Health Trust** and ends in March 2025.

Health Coproduction Work is funded by **Norfolk and Waveney ICB** and ends in March 2025.

A **Money training and support** Project is funded by The MSE Charity and ends in March 2025.

Individual advocacy support is funded through a **Specialist Advocacy Support** contract with **Equal Lives** and ends in March 2025.

A **Tenancy Project** is funded by a **Nationwide Community Grant** and ends in December 2025.

The weekly **Diss Community Office** project was funded by **People's Health Trust** and ended in March 2022

A **Covid Support Adviser** is funded by the **National Lottery Community Fund** and ends in May 2022

A fortnightly online Wellbeing Wednesday group is funded by **Broadland Meridian Mental Health and Wellbeing Fund** and ends in November 2022

Norfolk Community Fund funded **Household Support Fund Grants** and a **Winter Resilience Programme** to support people with rising fuel and food costs and winter difficulties and ended in March 2023

A **Digital Inclusion Support Project** was funded by the **Anne French Memorial Trust** and ended in May 2022

UNRESTRICTED FUNDS

The unrestricted funds are available to be spent for any of the purposes of the charity.

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Fixed assets	-	10,389	10,389
Current assets	78,741	79,047	157,788
Creditors due within one year	(7,190)	(25,946)	(33,136)
	71,551	63,490	135,041

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Fixed assets	-	13,581	13,581
Current assets	40,268	132,356	172,624
Creditors due within one year	-	(14,849)	(14,849)
	40,268	131,088	171,356

15 PENSION COMMITMENTS

At the year end the charity operated two defined contribution pension schemes, NEST Pension Scheme and St James's Place Pension Scheme. The assets of the schemes are held separately from those of the charity in independently administered funds. The total pension cost charge represents contributions payable by the charity to the funds and amounted to £6,420 (2023: £6,645). No amounts are outstanding at year end (2023: £Nil).

16 OPERATING LEASE COMMITMENTS

At 31 March 2024 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2024 £	2023 £
Amounts payable for land and buildings:		
Within 1 year	8,650	-
Between 1 and 5 years	24,148	-
	32,798	-

17 RELATED PARTIES

In their roles as Trustees, the Trustees give their time and expertise freely without any form of remuneration or other benefit in cash or kind. However as part of their roles as self-advocates, 2 Trustees were paid involvement fees totalling £752 in the year ended 31 March 2024. In the year ended 31 March 2023, 3 Trustees were paid involvement fees totalling £1,230.

Trustees expenses were incurred during the year for travel totalling £3,344 for 3 trustees (2023: 3 trustees £1,273).

All payments made to trustees as self advocates are in line with the charity's constitution.

There were no other related party transactions (2023: none).

OPENING DOORS

England & Wales - Charity number 1060002

Accounts

Trustees' Report

About our year and our money



1st April	31st March
2022	2023



This is an easy read version of our **Trustees' Annual Report and Financial Statements for the year ending 31 March 2023**

Inside this Report

What is in each section	Page number
Who is who at Opening Doors	3
Trustees Report	
Our Trustees and how we are run	4-6
Public Benefit	7
Our aims	8
Highlights and our impact	9-10
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Future Plans	16
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Statement of Financial Activities	19
Balance Sheet	20
Notes to the financial statements	21-34
Commitment to Easy Read information	35
Getting in touch with Opening Doors	36

Main Office

38a Bull Close
Norwich
NR3 1SX

Charity number

Registered Charity 1060002

Accountants

Anglia House
6 Central Avenue
St Andrews Business Park
Thorpe St Andrew
Norwich, NR7 0HR

Price Bailey
CHARTERED ACCOUNTANTS

Who is who at Opening Doors

Trustee Board members

 Carol Barber (left 15 March 2023)	 Dan Barrett (left 15 February 2023)	 Janet Brandish (joined 17 May 2023)	 Sue Bridges (joined 28 March 2022)
 Julie Brociek-Coulton (left 14 April 2023)	 Karen Bunning (left 15 February 2023)	 Hayley Burwood (left 15 February 2023)	 Tess Gandy (left 23 November 2023)
 Cathy Huston (joined 12 April 2023)	 Oliver Marshall	 Rachael Wishart (joined 17 May 2023)	

Officers

 **Chairperson** Francis Chennell	 **Vice Chairperson** Janet Brandish	 **Treasurer** Oliver Marshall	 **Secretary** Robert Harrington



Jo Brown
Senior Adviser

Our Trustees and how we are run



Our Trustees have checked this Report.

They agree it covers everything the law says they need to report on.



Some bits of this report are written in hard words. These are in **black writing** in a grey box.

These sections must be there to meet the rules and laws about Trustee Reports.

The Trustees submit their annual report and the financial statements of Opening Doors (the charity) for the year ended 31 March 2023.

The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2019 (FRS 102).

The charity is constituted under a Charity Commission Scheme and is a registered charity number 1060002. The charity is unincorporated and governed by Constitution (adopted 12 December 1996, amended and adopted 20 January 2005, amended and adopted 19 May 2010, amended and adopted 21 September 2021, amended and adopted 28 June 2022).



Opening Doors has a **Constitution.**

This is the set of rules which say what work we can do and how we are run.

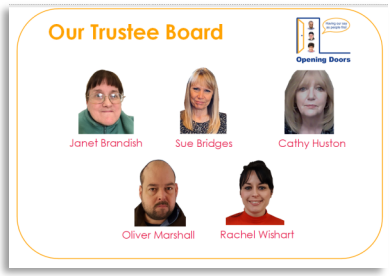


Opening Doors is registered with the Charity Commission.

The Charity Commission checks that charities are being run safely and well.



Our Board of Trustees are legally in charge of our charity. They check that Opening Doors is run safely and manage risks to the charity.



Our Trustee Board has people with learning disabilities as well as non-disabled allies on the Board. All Trustees work together.



Trustees can be on the Board for 3 years. After that they can offer to stay for 3 more years.

After 6 years Trustees must have a break for at least 1 year.

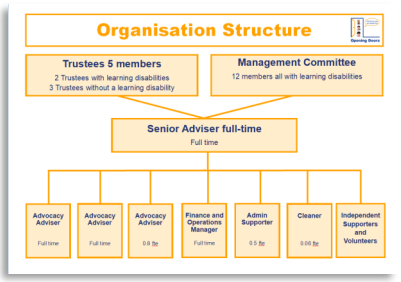


Opening Doors is a user-led organisation.

The organisation is run day-to-day by the Management Committee who all have learning disabilities.



The officers of Opening Doors are chosen at the Management Committee and then voted in at the AGM meeting.



The Management Committee and the Trustee Board work together.

2 Trustees who have learning disabilities are also Management Committee members.



Recruiting Trustees

Our Trustee Board are responsible for recruiting new members to their Board.

They have a recruitment pack which explains how the board works and how to apply.



Step 1 - application form.

This gives people a chance to say why they think they would be a good Trustee and what skills they can bring.

It helps the Board decide who to interview.



Step 2 - informal interview

Trustees meet people who want to join the Board to ask them some questions.

They use the same questions with each person and use this to choose who to invite to step 3.



Step 3 - Sit in on a Board meeting

As part of applying to be a trustee, people are invited to a Board meeting to see how it works.

Trustees then vote on whether to formally invite the person to join the Board.



Step 4 - formal invite and checks

If the applicant wants to go ahead they fill in forms and go through some checks before being listed on the Charity Commission site.

Under the terms of the amended Constitution, and with effect from 19 May 2010, Opening Doors is run on a daily basis by a Management Committee which is elected and co-opted under the terms of the trust deed.
To choose new board members, potential new trustees meet the current trustees and are selected with a view to ensuring an appropriate mix of skills and experience.

Opening Doors and Public Benefit



Charities have to follow the rules about **Public Benefit.** This means charities must explain how their work is...



- **Public** - charities must make sure their work makes things better for the public
- **Benefit** - charities must make sure their work makes things better for people



Charities can say what groups of people they support. Opening Doors is a charity for people with learning disabilities.

Opening Doors' main work is training, education and support for people with learning disabilities.



Our Trustees understand the Charity Commission guidance about **public benefit** and make sure the work of Opening Doors fits within these rules.

Our aims



Our **mission** is for all adults with learning disabilities in Norfolk to be confident individuals, controlling their own lives and making their own decisions, with support from people they can trust.



Every charity has aims.
These say what the charity is trying to do.

Opening Doors has 3 key aims which are set out in our Constitution.



To provide training and education for people with learning disabilities in Norfolk so people learn new skills and gain in confidence to help them take part in their community.

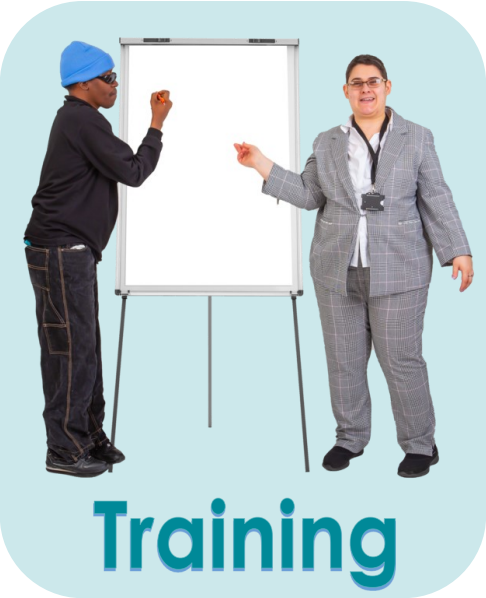


To train people who do not have a learning disability so they understand the rights and needs of people with learning disabilities.

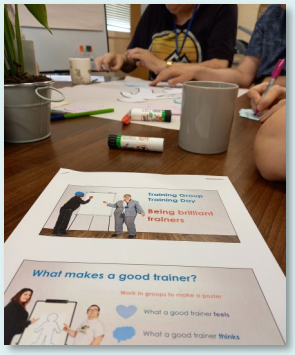


To work on things that are important to people with learning disabilities - taking part in research and sharing what we find with other organisations.

Some of our work this year (our activity) and what we achieved (our impact)



- Writing and running training, doing it ourselves
- **Training people with learning disabilities**
- Training workers, students and professionals



Writing and running training courses to teach our friends and peers

"I just love doing training it makes me feel confident and a better person"



Trained 130 students studying Speech and Language Therapy and Pharmacy courses

"It is actually about rights and fairness - people truly '*get*' that when we train them"



94 workers and professionals completed our easy read training course

"I think workers will understand us better after they have been to our training"



Advocacy

- Running free-to-access self advocacy groups
- **Providing good quality individual advocacy support**
- Speaking up on things that affect the lives of people with learning disabilities in Norfolk



Run groups across Norfolk and online helping people learn new things, speak up in a safe space and be themselves

"I am safe at my advocacy group. It is somewhere I can speak up and not be scared"



Supported people with learning disabilities with difficult issues 342 times through individual advocacy

"I never would have spoken up without an Adviser with me, I don't know what I would have done"



Run a Health Experts group who have spoken up about eye care, hearing tests and mental health support

"I want to make sure diabetes care is good and men know breast cancer can happen to them"

About our money



How we fund our work

We raise money through bids and grants.

Our staff team work **with** us to find funders who will support the work we do.

Equal Lives
Free from disabling barriers

We have been working with Equal Lives on a new Advocacy Support Contract.



We provide an easy read translation service which we charge for.

Self advocates with learning disabilities are paid for their time on this work.

Managing Risks

Opening Doors understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate, but does not fundraise from the public or use any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns and received no fundraising complaints during the year.



Risks are when something could go wrong.

For Opening Doors risks are issues that make it hard to do our work, to run out charity well or could mean we have to close.



At Opening Doors Trustees are responsible for looking at risks.

They have a **risk list** where they work out steps to make things safer for Opening Doors.



Having staff training, good policies and safe systems are other ways we manage risk at Opening Doors.

Trustees at Opening Doors monitor the principal risks and uncertainties by way of maintaining policies, systems and procedures to mitigate those risks.



Reserves policy

Charities have **reserves** which is another word for emergency savings.

Reserves money is used if a charity has to close. It is used to pay off any bills.



At Opening Doors our Trustee Board decides how much **reserves** money to put aside.

This is called the **Reserves Policy.**

Trustees review this every year.



Our Trustees have decided that Opening Doors should have enough **reserves** money to pay its costs for 3 months.



The Trustees have looked carefully at the money and are happy that this is a safe amount of **reserves** for Opening Doors at the moment.



Opening Doors gets given some money to run special projects. We can only spend that money on running those projects.

This is called **restricted money**.



We have to be able to show what we are spending any **restricted money** on.

We keep good records to show how we are using **restricted money** for the right things.



If Opening Doors closed we could be asked to pay back some of the **restricted money** for any work we have not done.

The amount we could have to pay back is called **restricted reserves.**



£40,268

Opening Doors has **£40,268** of **restricted reserves** at the end of March 2023 **(2022: £76,565)**.



Opening Doors also has things we own.

This could be equipment, computers and furniture we have bought.



We only count things we will own for more than 1 year.

These things we own are called **fixed assets**.



We add up how much money these things are worth.
We have to remember that if we sold them we would get less money than we paid for them.



If we add up all our money and take away our **fixed assets** and our **restricted reserves** we can see how much is left.

This money is called **free reserves.**



£117,507

Opening Doors has **£117,507** of **free reserves** at the end of March 2023 **(2022: £107,203)**

Our money this year

1st April 2022 → 31st March 2023

The money we have been given or earnt	 £279,957
The money we spent	 £311,071
The difference between our spend and earnings 	 - £31,144
We have spent more than we have been given 	During this year Opening Doors has spent more money than we have been given



Each bag this size shows £100,000



Each bag this size shows £10,000



Each bag this size shows £1,000

Our future plans



Start a communication group - to plan our publicity, this is how we tell people about what we are doing so more people get to know about us.



Get new Volunteers - volunteers are brilliant but we stopped working hard to find and train them during Covid.

We are ready to try again.



Keep Opening Doors safely funded - we want to look at different ways to fund the work that we do.

We want to work on the things that we sell like training and easy read services.



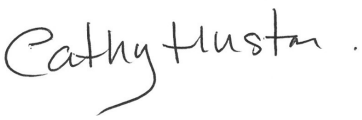
Make BIG PLANS for the future - we want to spend time thinking carefully so our new Big Plan helps us grow and do new things



Report Approved



Date approved: 1st August 2023

  **Janet Brandish**	  **Sue Bridges**
  **Cathy Huston**	  **Oliver Marshall**
  **Rachael Wishart**	**Date:** 

OPENING DOORS

INDEPENDENT EXAMINERS REPORT
FOR THE YEAR ENDED 31 MARCH 2023

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023 which are set out on pages 19-34.

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 examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed by 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.



Helena Wilkinson FCA DChA
Price Bailey LLP, Chartered Accountants
Anglia House, 6 Central Avenue
Thorpe St Andrew
Norwich, Norfolk
NR7 0HR

Date: 19 September 2023

OPENING DOORS

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Restricted Funds 2023 £	Unrestricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
INCOME					
Donations and legacies	2	103,912	27,114	131,026	138,274
Income from Charitable activities:					
Training, education and support for people who have learning disabilities	3	-	148,561	148,561	117,419
Investment income		-	370	370	19
Other income (CJRS)		-	-	-	1,129
TOTAL INCOME		103,912	176,045	279,957	256,841
EXPENDITURE					
Costs of raising funds	4	-	23,199	23,199	18,132
Expenditure on charitable activities:					
Training, education and support for people who have learning disabilities	5	139,363	148,509	287,872	226,563
TOTAL EXPENDITURE		139,363	171,708	311,071	244,695
NET (EXPENDITURE)/INCOME BEING NET MOVEMENT IN FUNDS FOR THE YEAR		(35,451)	4,337	(31,114)	12,146
Transfers after net (expenditure)/ income for the year		(846)	846	-	-
Total funds at 1 April 2022		76,565	125,905	202,470	190,324
TOTAL FUNDS AT 31 MARCH 2023		40,268	131,088	171,356	202,470

The statement of financial activities includes all gains and losses recognised in the year.

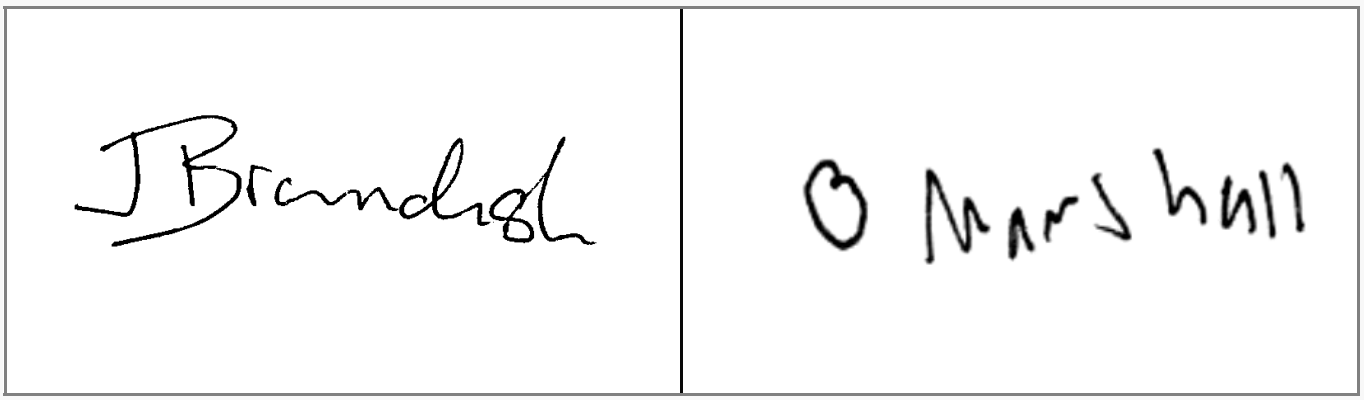
OPENING DOORS

BALANCE SHEET

AT 31 MARCH 2023

	Notes	£	2023 £	£	2022 £
FIXED ASSETS					
Tangible fixed assets	10		13,581	-	18,702
CURRENT ASSETS					
Debtors	11	9,036		5,559	
Cash at bank and in hand		163,588		225,378	
		172,624		230,937	
Creditors: Amounts due within one year	12	(14,849)		(47,169)	
NET CURRENT ASSETS			157,775		183,768
TOTAL ASSETS LESS CURRENT LIABILITIES			171,356		202,470
Restricted funds	13		40,268		76,565
Unrestricted funds	13		131,088		125,905
TOTAL FUNDS			171,356		202,470

The financial statements were approved by Trustees on **1 August 2023** and are signed on their behalf by:



The notes on pages 19 to 34 form part of these financial statements.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1 ACCOUNTING POLICIES

General Information

Opening Doors is a Charity incorporated in England and Wales under the Charities Act 2011. The registered office is 38a Bull Close, Norwich, Norfolk, NR3 1SX.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

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 applicable in the UK and the Republic of Ireland (FRS 102) - (effective 1 January 2019) - Charities SORP 2019 (FRS 102)) and the Charities Act 2011.

The financial statements have been prepared to give us a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a "true and fair view". This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from April 2005 which has since been withdrawn.

Opening Doors meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The charity, being small in size, has used exemption provided by Charities SORP (FRS 102) under which it is not required to include a cash flow statement as part of the financial statements.

Fund accounting

Unrestricted funds are those which are available for the general purposes of the Charity at the discretion of the Trustees.

Restricted funds are those which have been received for undertaking an activity specified by the donor.

1 ACCOUNTING POLICIES continued

Going concern

Like many in the Charity sector, Opening Doors faces challenges over the next years as the charity balances reductions in key funding sources increasing costs and demands for their services.

Following an organisational review the charity now moves forward with strategic planning, with the aim of ensuring that the charity has a firm and well-costed set of strategic aims along with a robust plan for making them happen.

Budgets and forecasts have been prepared for a period of 12 months from the date of approval of the financial statements and as a result, the Trustees' assessment is that Opening Doors will remain a going concern 12 months from the date of approval of these accounts.

Therefore these accounts are prepared on a going concern basis.

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, its is probable that the income will be received and the amount can be measured reliably

Income is generated through donations, grants and other sources

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following headings:

- Costs of raising funds comprise the apportionment of staff costs to this area on the basis of time spent raising funds;
- Expenditure on charitable activities includes that which related directly to fulfilling the charitable objectives of the Charity, as outlined in the Trustees' Report.

1 ACCOUNTING POLICIES continued

Allocation of support costs

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity's activities. These costs have been allocated to expenditure on charitable activities.

Governance costs are included in support costs and relate to the direct running of the Charity, allowing it to operate and generate the information required for public accountability. They include the costs of accounts preparation and independent examination.

Tangible Fixed Assets

Individual fixed assets costing £400 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows;

Asset category	Annual Rate
Leasehold improvements	33% straight line
Furniture, fittings and equipment	25% reducing balance
Computer equipment	33% reducing balance

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Creditors are recognised when the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount.

Cash at bank and in hand

Cash at bank and in hand includes cash held in bank accounts. There are no short term investments.

1 ACCOUNTING POLICIES continued

Financial instruments

The Charity only has financial assets and 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.

Financial assets include trade debtors and accrued income (but exclude prepayments).

Financial liabilities include trade creditors and accruals but exclude social security and other taxes.

Pensions

The Charity provides a defined contribution pension scheme, whereby the charity and its staff each fund the scheme, managed by a third party provider, the assets of which are held by the provider separately from the assets of the charity. The pension charge in the financial statements represents the amounts payable by the charity to the fund in respect of the period.

Corporation tax

The Charity is exempt from taxation in respect of income and capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to the charitable purposes.

Judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described above, the Trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from those estimates.
The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The Trustees do not consider that there are any critical judgments or sources of estimation uncertainly in the financial statements.

2 DONATIONS AND LEGACIES

	Restricted 2023 £	Unrestricted 2023 £	Total 2023 £
Donations	-	27,114	27,114
Grants	103,912	-	103,912
	103,912	27,114	131,026

	Restricted 2022 £	Unrestricted 2022 £	Total 2022 £
Donations	-	15,165	15,165
Grants	123,109	-	123,109
	123,109	15,165	138,274

3 INCOME FROM CHARITABLE ACTIVITIES

	Restricted 2023 £	Unrestricted 2023 £	Total 2023 £
Training, education and support for people with learning difficulties	-	148,561	148,561

	Restricted 2022 £	Unrestricted 2022 £	Total 2022 £
Training, education and support for people with learning difficulties	-	117,419	117,419

4 COSTS OF RAISING FUNDS

	Notes	Unrestricted Funds 2023	Restated Unrestricted Funds 2022
Fundraisers expenses		4,710	8,969
Support fees	6	18,489	9,163
		23,199	18,132

5 EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct costs 2023 £	Support costs 2023 £	Total 2023 £
Training, education and support for people who have learning difficulties	257,563	30,309	287,872

	Direct costs 2022 £	Support costs 2022 £	Total 2022 £
Training, education and support for people who have learning difficulties	203,163	23,400	226,563

In 2023 the expenditure on charitable activities was £287,872 (2022: £226,563) of which £148,509 (2022: £127,330) was expenditure from unrestricted funds and £139,363 (2022: £99,243) was expenditure from restricted funds.

6 SUPPORT COSTS

Cost type	Notes	2023 £	2022 £
Legal and professional		568	5,392
Admin support		418	3,982
Sundry support costs		2,934	2,010
Depreciation		5,967	4,315
Governance costs			
Accountancy	9	6,530	3,144
Conference and AGM expenditure		13,892	4,557
Total		**30,309**	**23,400**

Support costs have been allocated to charitable activities on the basis of actual use. All wages and salaries costs are considered to relate to activities undertaken directly by the charity and have been classified as such this year.

7 STAFF COSTS

	2023 £	2022 £
Staff costs were as follows:		
Wages and salaries	175,168	139,031
Employer NIC	10,843	7,631
Pension costs	6,645	5,174
	192,656	151,836

The average monthly number of employees during the year was as follows:

	2023 No.	2022 No.
Employees	8	7

The charity considers its key management personnel to comprise one Senior Adviser (2022: 1 Senior Adviser). The total employee benefits including employer pension contributions of the key management personnel were £39,059 (2022: £37,943). No employee has employee benefits in excess of £60,000 (2022: none).

8 NET INCOME/(EXPENDITURE)

	2023 £	2022 £
This is stated after charging:		
Depreciation of tangible fixed assets	5,967	4,315
Pension costs	6,645	5,174
Operating lease commitments for land and buildings	6,450	6,450

9 INDEPENDENT EXAMINER'S RENUMERATION

	2023 £	2022 £
Independent examination fees	3,360	1,782
Fees payable to the Charity's Independent Examiner in respect of other services	1,170	1,122
	4,530	2,904

10 TANGIBLE FIXED ASSETS

	Leasehold Improvements £	Furniture, fittings and equipment £	Computer equipment £	Total £
COST				
At 1 April 2022	20,610	35,725	45,711	102,046
Additions	-	-	846	846
At 31 March 2023	20,610	35,725	46,557	102,892
DEPRECIATION				
At 1 April 2022	19,484	28,938	34,922	83,344
Charge for the year	392	1,697	3,878	5,967
At 31 March 2023	19,876	30,635	38,800	89,311
NET BOOK VALUE				
As 31 March 2023	734	5,090	7,757	13,581
As 31 March 2022	1,126	6,787	10,789	18,702

11 DEBTORS

	2023 £	2022 £
Trade debtors	946	1,656
Accrued income	5,240	2,190
Prepayments	2,850	1,713
	9,036	5,559

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Accruals	11,432	7,211
Social security and other taxes	3,417	2,878
Deferred income	-	37,080
	14,849	47,169

Deferred Income	2023 £	2022 £
Deferred income at 1 April 2022	37,080	22,648
Resources deferred during the year	-	37,080
Amounts released from previous years	(37,080)	(22,648)
Deferred income at 31 March 2023	-	37,080

Deferred income relates to grant income for the period 1 April 2023 onwards.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

13 STATEMENT OF FUNDS

2023	Brought forward £	Income £	Expenditure £	Transfers In/Out £	Carried forward £
UNRESTRICTED FUNDS					
General funds	125,905	176,045	(171,708)	846	131,088
RESTRICTED FUNDS					
Lottery Main Grant	50,789	42,085	(64,306)	-	28,568
People's Health Trust, Diss Office	-	2,625	(2,625)	-	-
National Lottery Covid Support Adviser	3,826	-	(3,826)	-	-
Postcode Places Trust	15,571	-	(11,441)	(846)	3,284
Broadland Meridian - Mental Health and Wellbeing	3,247	-	(3,247)	-	-
People's Health Trust, Great Yarmouth	1,732	15,680	(15,491)	-	1,921
Norfolk Community Fund	1,400	10,865	(12,265)	-	-
Broadland Clinic	-	15,607	(15,607)	-	-
Volunteer Co-ordinator	-	10,000	(3,505)	-	6,495
Love Norfolk	-	4,000	(4,000)	-	-
Norfolk Household Support Fund	-	2,050	(2,050)	-	-
Anne French	-	1,000	(1,000)	-	-
Total restricted funds	76,565	103,912	(139,363)	(846)	40,268
Total funds 2023	**202,470**	**279,957**	**(311,071)**	**-**	**171,356**

The transfers relate to fixed assets which have been capitalised during the year and funded by restricted funds.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

2022	Brought forward £	Income £	Expenditure £	Transfers In/Out £	Carried forward £
UNRESTRICTED FUNDS					
General funds	128,535	133,732	(145,452)	9,090	125,905
RESTRICTED FUNDS					
Lottery Main Grant	41,653	70,654	(61,518)	-	50,789
People's Health Trust, Diss Office	4,193	2,625	(6,818)	-	-
HPFT - SA training & advocacy	4,627	-	(4,627)	-	-
Disability Action DPO Grant, Covid Fund	1,357	1,228	(2,585)	-	-
National Lottery Covid Support Adviser	9,959	-	(6,133)	-	3,826
Postcode Places Trust	-	18,531	(2,960)	-	15,571
Broadland Meridian - Mental Health and Wellbeing	-	4,924	(1,677)	-	3,247
Groundwork Comic Relief Covid Community Fund	-	7,000	(5,836)	(1,164)	-
People's Health Trust, Great Yarmouth	-	9,407	(5,740)	(1,935)	1,732
RMS - Mencap Let's Get Digital	-	7,340	(1,349)	(5,991)	-
Norfolk Community Fund	-	1,400	-	-	1,400
Total restricted funds	61,789	123,109	(99,243)	(9,090)	76,565
Total funds 2022	**190,324**	**256,841**	**(244,695)**	**-**	**202,470**

13 **RESTRICTED FUNDS DETAIL (continued)**

The Healthy, Happy, Safe community learning project is funded by The National Lottery Community Fund and ends in June 2023

Volunteer Coordinator work is funded by the National Lottery Community Fund and ends in October 2023

The weekly Diss Community Office project was funded by People's Health Trust and ended in March 2022

Advocacy and Training Work in Broadland Clinic is funded by Hertfordshire Partnership Foundation Trust and ends in April 2023

The DPO Emergency Covid-19 Fund enabled specialist zoom support groups for people with learning disabilities and ended in June 2021

A Covid Support Adviser was funded by the National Lottery Community Fund and ended in May 2022

An LGBT+ Project is funded by Postcode Places Trust and ends in May 2023

A fortnightly online Wellbeing Wednesday group was funded by Broadland Meridian Mental Health and Wellbeing Fund and ended in November 2022

Supporting Trustee and Management Committee meet-ups was funded by Comic Relief and ended in December 2021

Great Yarmouth Advocacy Group is funded by People's Health Trust and ends in September 2023

Enabling people to get online through the Let's Get Digital Project was funded by Mencap and ended in April 2022

Norfolk Community Fund funded Household Support Fund Grants and a Winter Resilience Programme to support people with rising fuel and food costs and winter difficulties and ended in March 2023

The Confident Traveller Project was funded by Mrs Smith and Mount Trust and ended in June 2021

Norfolk Community Foundation funded advocacy group venues via the Love Norfolk Fund

Norfolk Foundation Community Fund funded Core Costs support which ended in May 2021

A Digital Inclusion Support Project was funded by the Anne French Memorial Trust and ended in May 2022

UNRESTRICTED FUNDS

The unrestricted funds are available to be spent for any of the purposes of the charity.

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Fixed assets	-	13,581	13,581
Current assets	40,268	132,356	172,624
Creditors due within one year	-	(14,849)	(14,849)
	40,268	131,088	171,356

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Fixed assets	-	18,702	18,702
Current assets	76,565	154,372	230,937
Creditors due within one year	-	(47,169)	(47,169)
	76,565	125,905	202,470

15 PENSION COMMITMENTS

At the year end the charity operated two defined contribution pension schemes, NEST Pension Scheme and St James's Place Pension Scheme. The assets of the schemes are held separately from those of the charity in independently administered funds. The total pension cost charge represents contributions payable by the charity to the funds and amounted to £6,645 (2022: £5,174). No amounts are outstanding at year end (2022: £Nil).

16 RELATED PARTIES

In their roles as Trustees, the Trustees give their time and expertise freely without any form of remuneration or other benefit in cash or kind. However as part of their roles as self-advocates, 3 Trustees were paid involvement fees totalling £1,230 in the year ended 31 March 2023. In the year ended 31 March 2022, 3 Trustees were paid involvement fees totalling £908.

Trustees expenses were incurred during the year for travel totalling £1,273 for 3 trustees (2022: 4 trustees £968).

All payments made to trustees as self advocates are in line with the charity's constitution.

There were no other related party transactions (2022: none).



We are committed to providing Easy Read information



We try to use simple words and pictures as much as we can in everything we do.

We know the legal parts in **black writing** in this report are not in Easy Read.
They have to be there to meet the laws about Trustee Reports.



We run training about **making information accessible.** This is a half-day course where we will teach the important things to consider if you are making easy read.



We also provide an Easy Read translation and checking service.

We can take your information and translate it into easy read
Call us to find out more about what we offer.



01603 631433



admin@openingdoors.org.uk

How to get in touch with us



Opening Doors, 38a Bull Close,
Norwich, NR3 1SX



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www.openingdoors.org.uk

@OpeningDoorsLD

OpeningDoorsLD

Having our say as people first

Opening Doors

made with photosymbols®

OPENING DOORS

England & Wales - Charity number 1060002

Accounts

Trustees' Report

About our year and our money







This is an easy read version of our **Trustees' Annual Report and Financial Statements for the year ending 31 March 2022**

Inside this Report

What is in each section	Page number
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Main Office

38a Bull Close
Norwich
NR3 1SX

Charity number

Registered Charity 1060002

Accountants

Anglia House
6 Central Avenue
St Andrews Business Park
Thorpe St Andrew
Norwich, NR7 0HR

Price Bailey
CHARTERED ACCOUNTANTS

Who is who at Opening Doors

Trustee Board members

 Carol Barber	 Dan Barrett	 Sue Bridges (joined 28 March 2022)	 Julie Brociek-Coulton (joined 23rd February 2022)
 Karen Bunning	 Hayley Burwood	 Tess Gandy (joined 23rd February 2022)	 Oliver Marshall

Officers

 **Chairperson** Francis Chennell	 **Vice Chairperson** Janet Brandish	 **Treasurer** Oliver Marshall	 **Secretary** Robert Harrington



Jo Brown

Management Team -

Acting Senior Adviser role

Our Trustees and how we are run



Our Trustees have checked this Report.

They agree it covers everything the law says they need to report on.



Some bits of this report are written in hard words. These are in **black writing** in a grey box.

These sections must be there to meet the rules and laws about Trustee Reports.

The Trustees submit their annual report and the financial statements of Opening Doors (the charity) for the year ended 31 March 2022.

The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2019 (FRS 102).

The charity is constituted under a Charity Commission Scheme and is a registered charity number 1060002. The charity is unincorporated and governed by Constitution (adopted 12 December 1996, amended and adopted 20 January 2005, amended and adopted 19 May 2010, amended and adopted 21 September 2021).



Opening Doors has a **Constitution.**

This is the set of rules which say what work we can do and how we are run.



Opening Doors is registered with the Charity Commission.

The Charity Commission checks that charities are being run safely and well.



Our Board of Trustees are legally in charge of our charity. They check that Opening Doors is run safely and manage risks to the charity.



Our Trustee Board has people with learning disabilities as well as non-disabled allies on the Board. All Trustees work together.



Trustees can be on the Board for 3 years. After that they can offer to stay for 3 more years.

After 6 years Trustees must have a break for at least 1 year.



Opening Doors is a user-led organisation.

The organisation is run day-to-day by the Management Committee who all have learning disabilities.



The officers of Opening Doors are chosen at the Management Committee and then voted in at the AGM meeting.



The Management Committee and the Trustee Board work together.

2 Trustees who have learning disabilities are also Management Committee members.

Under the terms of the amended Constitution, and with effect from 19 May 2010, Opening Doors is run on a daily basis by a Management Committee which is elected and co-opted under the terms of the trust deed.
To choose new board members, potential new trustees meet the current trustees and are selected with a view to ensuring an appropriate mix of skills and experience.

Opening Doors and Public Benefit



Charities have to stick to rules about **Public Benefit.** This means charities must explain how their work is...



- **Public** - charities must make sure their work makes things better for the public
- **Benefit** - charities must make sure their work makes things better for people



Charities can say what groups of people they support. Opening Doors is a charity for people with learning disabilities.

The main work of the charity is training, education and support for people with learning disabilities.



Our Trustees understand the Charity Commission guidance about **public benefit** and make sure the work of Opening Doors fits within these rules.

Our aims



Our **mission** is for all adults with learning disabilities in Norfolk to be confident individuals, controlling their own lives and making their own decisions, with support from people they can trust.



Every charity has aims.
These say what the charity is trying to do.

Opening Doors has 3 key aims which are set out in our Constitution.



To provide training and education for people with learning disabilities in Norfolk so people learn new skills and gain in confidence to help them take part in their community.



To train people who do not have a learning disability so they understand the rights and needs of people with learning disabilities.



To work on things that are important to people with learning disabilities - taking part in research and sharing what we find with other organisations.

Some of our work this year (our activity)



Restarting our training written and run by us

Training people **without** learning disabilities



20 workers trained in making information easy read



30 Pharmacy Students trained about how to support people with learning disabilities



Providing good quality information and advice



Over 1250 easy read newsletters containing essential health and wellbeing information sent out



Specialist zoom groups for wellbeing and LGBT+ held fortnightly



Supporting self advocacy in groups or individually



Norwich group **taught the Sheriff and Mayor of Norwich** about the needs of people with learning disabilities



Diss self advocates **tackled their council about digital exclusion in leisure centres**

and what it has achieved (our impact)

Training for people **with** learning disabilities



47 people with learning disabilities and 1 family carer attended training about getting the most out of their annual learning disability health check

"I feel more confident about going to my health check now. Thank you"



1858 benefit enquiries supported with advice and information



5 PIP reassessments supported



13 successful advocacy challenges supported during this year

"Having my Opening Doors Adviser with me helped me cope with the meeting"



Great Yarmouth group members **had their say about planned changes at their local hospital**



Cromer group met with council members and **agreed to quality check the accessibility of the new leisure centre**

"We met the council person to say how it is hard for us to sort out passes online"

About our money



How we fund our work

We raise money through bids and grants.

Our staff team work **with** us to find funders who will support the work we do.



Our information and advice contract with Norfolk County Council finishes this year.

From April we will be working with Equal Lives on a new Advocacy Support Contract.

Equal Lives
Free from disabling barriers



We provide an easy read translation service which we charge for.

Self advocates with learning disabilities are paid for their time on this work.

Opening Doors understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate, but does not fundraise from the public or use any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns and received no fundraising complaints during the year.



Managing Risks

Risks are when something could go wrong.

For Opening Doors risks are issues that make it hard to do our work, to run out charity well or could mean we have to close.



At Opening Doors Trustees are responsible for looking at risks.

They have a **risk list** where they work out steps to make things safer for Opening Doors.



Having staff training, good policies and safe systems are other ways we manage risk at Opening Doors.

Trustees at Opening Doors monitor the principal risks and uncertainties by way of maintaining policies, systems and procedures to mitigate those risks.



Reserves policy

Charities have **reserves** which is another word for emergency savings.

Reserves money is used if a charity has to close. It is used to pay off any bills.



At Opening Doors our Trustee Board decides how much **reserves** money to put aside.

This is called the **Reserves Policy.**

Trustees review this every year.



Our Trustees have decided that Opening Doors should have enough **reserves** money to pay its costs for 3 months.



The Trustees have looked carefully at the money and are happy that this is a safe amount of **reserves** for Opening Doors at the moment.



Opening Doors gets given some money to run special projects. We can only spend that money on running those projects.

This is called **restricted money**.



We have to be able to show what we are spending any **restricted money** on.

We keep good records to show how we are using **restricted money** for the right things.



If Opening Doors closed we could be asked to pay back some of the **restricted money** for any work we have not done.

The amount we could have to pay back is called **restricted reserves.**



£76,565

Opening Doors has **£76,565** of **restricted reserves** at the end of March 2022.



Opening Doors also has things we own.

This could be equipment, computers and furniture we have bought.



We only count things we will own for more than 1 year.

These things we own are called **fixed assets**.



We add up how much money these things are worth.
We have to remember that if we sold them we would get less money than we paid for them.



If we add up all our money and take away our **fixed assets** and our **restricted reserves** we can see how much is left.

This money is called **free reserves.**



£107,203

Opening Doors has **£107,203** of **free reserves** at the end of March 2022.

Our money this year

1st April 2021 → 31st March 2022

The money we have been given or earnt	 £256,841
The money we spent	 £244,695
The difference between our spend and earnings 	 + £12,146
We have been given more than we spent 	During this year we got more money **in** to Opening Doors than we spent



Each bag this size shows £100,000



Each bag this size shows £10,000



Each bag this size shows £1,000

Our future plans





Tell more people with learning disabilities about what we do - we want to take part in community activities like Pride and other events so people know they would be welcome at Opening Doors.



Review our charity - Trustees had an organisational review done this year.
We want to put the plans and advice into action to make sure our Trustee Board is working safely and well.

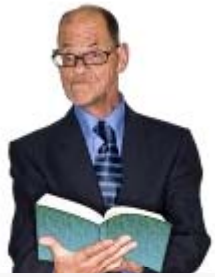


Keep Opening Doors safely funded - we want to look at different ways to fund the work that we do.

We want to work on the things that we sell like training and easy read services.



Re-write our Big Plan - we want to re-write our Big Plan so Management Committee are looking to the future and making exciting plans for the organisation.



There are some very **hard words** about what things Trustees must do. This is called

The Trustees' Responsibility 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 2019 (FRS 102)
- 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 ongoing 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 Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



Report Approved



Date approved: 23-11-2022



O Marshall

Oliver Marshall



KTBunning

Karen Bunning

On behalf of the Opening Doors Board of Trustees

 Carol Barber	 Dan Barrett	 Sue Bridges (joined 28 March 2022)	 Julie Brociek-Coulton (joined 23rd February 2022)
 Karen Bunning	 Hayley Burwood	 Tess Gandy (joined 23rd February 2022)	 Oliver Marshall

OPENING DOORS

INDEPENDENT EXAMINERS REPORT
FOR THE YEAR ENDED 31 MARCH 2022

I report to the charity trustees on my examination of the accounts for the charity for the year ended 31 March 2022 which are set out on pages 19-34.

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 examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed by 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.



Helena Wilkinson FCA DChA
Price Bailey LLP, Chartered Accountants

Anglia House, 6 Central Avenue
Thorpe St Andrew
Norwich, Norfolk
NR7 0HR

Date: 08 December 2022

OPENING DOORS

STATEMENT OF FINANCIAL ACTIVITIES

(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

	Notes	Restricted Funds 2022 £	Unrestricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
INCOME					
Donations and legacies	2	123,109	15,165	138,274	180,380
Income from Charitable activities:					
Training, education and support for people who have learning	3	-	117,419	117,419	110,666
Investment income		-	19	19	32
Other income		-	1,129	1,129	14,611
TOTAL INCOME		123,109	133,732	256,841	305,689
EXPENDITURE					
Costs of raising funds	4	-	18,132	18,132	8,255
Expenditure on charitable activities:					
Training, education and support for people who have learning	5	99,243	127,320	226,563	211,640
TOTAL EXPENDITURE		99,243	145,452	244,695	219,895
NET INCOME/EXPENDITURE AND NET MOVEMENT IN FUNDS FOR THE YEAR		23,866	(11,720)	12,146	85,794
Transfers after net income for the year		(9,090)	9,090	-	-
Total funds at 1 April 2021		61,789	128,535	190,324	104,530
TOTAL FUNDS AT 31 MARCH 2022		76,565	125,905	202,470	190,324

The statement of financial activities includes all gains and losses recognised in the year.

OPENING DOORS

BALANCE SHEET

AT 31 MARCH 2022

	Notes	£	2022 £	£	2021 £
FIXED ASSETS					
Tangible fixed assets	10	-	18,702	-	9,506
CURRENT ASSETS					
Debtors	11	5,559		24,871	
Cash at bank and in hand		225,378		189,032	
		230,937		213,903	
Creditors: Amounts due within one year	12	(47,169)		(33,085)	
NET CURRENT ASSETS			183,768		180,818
TOTAL ASSETS LESS			202,470		190,324
Restricted funds	13		76,565		61,789
Unrestricted funds	13		125,905		128,535
TOTAL FUNDS			202,470		190,324

The financial statements were approved by Trustees on 28 June 2022 and are signed on their behalf by:

O Marshall	KTBunning
Oliver Marshall	**Karen Bunning**

The notes on pages 19 to 34 form part of these financial statements.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1 ACCOUNTING POLICIES

General Information

Opening Doors is a Charity limited by guarantee incorporated in England and Wales under the Companies Act 2011. The registered office is 38a Bull Close, Norwich, Norfolk, NR3 1SX.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

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 applicable in the UK and the Republic of Ireland (FRS 102) - (effective 1 January 2019) - Charities SORP 2019 (FRS 102)) and the Charities Act 2011.

The financial statements have been prepared to give us a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a "true and fair view". This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from April 2005 which has since been withdrawn.

Opening Doors meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The charity, being small in size, has used exemption provided by Charities SORP (FRS 102) under which it is not required to include a cash flow statement as part of the financial statements.

Fund accounting

Unrestricted funds are those which are available for the general purposes of the Charity at the discretion of the Trustees.

Restricted funds are those which have been received for undertaking an activity specified by the donor.

1 ACCOUNTING POLICIES continued

Going concern

The ongoing Covid19 pandemic has impacted on the work of Opening Doors throughout this financial year. Project outcomes and timetables have been repeatedly altered in response to government advice and restrictions.

In recognition of the additional vulnerability of many people with learning disabilities the charity has balanced provision of essential support and key activities with the in creased costs of doing this as safely as possible.

Opening Doors faces challenges over the next 3 years as the charity balances reductions in key funding sources alongside the need for essential growth and development post-Covid 19.

Following a detailed organisational review, the charity moved forward with a recognised need to address structural issues and diversify funding.

Budgets and forecasts have been prepared for a period of 12 months from the date of approval of the financial statements and as a result, the Trustees' assessment is that Opening Doors will remain a going concern 12 months from the date of approval of these accounts.

Therefore these accounts are prepared on a going concern basis.

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, its is probable that the income will be received and the amount can be measured reliably

Income is generated through donations, grants and other sources

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following headings:

- Costs of raising funds comprise the apportionment of staff costs to this area on the basis of time spent raising funds;
- Expenditure on charitable activities includes that which related directly to fulfilling the charitable objectives of the Charity, as outlined in the Trustees' Report.

1 ACCOUNTING POLICIES continued

Allocation of support costs

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity's activities. These costs have been allocated to expenditure on charitable activities.

Governance costs are included in support costs and relate to the direct running of the Charity, allowing it to operate and generate the information required for public accountability. They include the costs of accounts preparation and independent examination.

Tangible Fixed Assets

Individual fixed assets costing £400 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows;

Asset category	Annual Rate
Leasehold improvements	33% straight line
Furniture, fittings and equipment	25% reducing balance
Computer equipment	33% reducing balance

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Creditors are recognised when the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount.

Cash at bank and in hand

Cash at bank and in hand includes cash held in bank accounts. There are no short term investments.

1 ACCOUNTING POLICIES continued

Financial instruments

The Charity only has financial assets and 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.

Financial assets include trade debtors and accrued income (but exclude prepayments).

Financial liabilities include trade creditors and accruals but exclude social security and other taxes.

Pensions

The Charity provides a defined contribution pension scheme, whereby the charity and its staff each fund the scheme, managed by a third party provider, the assets of which are held by the provider separately from the assets of the charity. The pension charge in the financial statements represents the amounts payable by the charity to the fund in respect of the period.

Corporation tax

The Charity is exempt from taxation in respect of income and capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to the charitable purposes.

Judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described above, the Trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from those estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The Trustees do not consider that there are any critical judgments or sources of estimation uncertainly in the financial statements.

2 DONATIONS AND LEGACIES

	Restricted 2022 £	Unrestricted 2022 £	Total 2022 £
Donations	-	15,165	15,165
Grants	123,109	-	123,109
	123,109	15,165	138,274

	Restricted 2021 £	Unrestricted 2021 £	Total 2021 £
Donations	-	29,472	29,472
Grants	150,908	-	150,908
	150,908	29,472	180,380

3 INCOME FROM CHARITABLE ACTIVITIES

	Restricted 2022 £	Unrestricted 2022 £	Total 2022 £
Training, education and support for people with learning difficulties	-	117,419	117,419

	Restricted 2021 £	Unrestricted 2021 £	Total 2021 £
Training, education and support for people with learning difficulties	9,000	101,666	110,666

4 COSTS OF RAISING FUNDS

	Notes	Unrestricted Funds 2022	Restated Unrestricted Funds 2021
Fundraisers expenses		8,969	6,160
Support fees	6	9,163	2,096
		18,132	8,255

5 EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct costs 2022 £	Support costs 2022 £	Total 2022 £
Training, education and support for people who have learning difficulties	203,163	23,400	226,563

	Direct costs 2021 £	Support costs 2021 £	Total 2021 £
Training, education and support for people who have learning difficulties	197,743	13,897	211,640

In 2022 the expenditure on charitable activities was £226,563 (2021: £211,640) of which £127,330 (2021: £73,719) was expenditure from unrestricted funds and £99,243 (2021: £137,921) was expenditure from restricted funds.

6 SUPPORT COSTS

Cost type	Notes	2022 £	2021 £
Legal and professional		5,392	1,865
Admin support		3,982	2,948
Sundry support costs		2,010	2,269
Depreciation		4,315	2,147
Governance costs			
Accountancy	9	3,144	3,390
Conference and AGM expenditure		4,557	1,278
Total		**23,400**	**13,897**

Support costs have been allocated to charitable activities on the basis of actual use. All wages and salaries costs are considered to relate to activities undertaken directly by the charity and have been classified as such this year.

7 STAFF COSTS

	2022 £	2021 £
Staff costs were as follows:		
Wages and salaries	139,031	146,168
Employer NIC	7,631	8,518
Other pension costs	5,174	5,586
	151,836	160,272

The average monthly number of employees during the year was as follows:

	2022 No.	2021 No.
Employees	7	7

The charity considers its key management personnel to comprise one Senior Adviser (2021: two Senior Advisers). The total employee benefits including employer pension contributions of the key management personnel were £37,943 (2021: £39,060). No employee has employee benefits in excess of £60,000 (2021: none).

8 NET INCOME/(EXPENDITURE)

	2022 £	2021 £
This is stated after charging:		
Depreciation of tangible fixed assets	4,315	2,147
Pension costs	5,174	5,586
Operating lease commitments for land and buildings	6,450	6,450

9 INDEPENDENT EXAMINER'S RENUMERATION

	2022 £	2021 £
Independent examination fees	1,782	2,370
Fees payable to the Charity's Independent Examiner	1,122	1,020
	2,904	3,390

10 TANGIBLE FIXED ASSETS

	Leasehold Improvements £	Furniture, fittings and equipment £	Computer equipment £	Total £
COST				
At 1 April 2021	19,435	32,296	36,804	88,535
Additions	1,175	3,429	8,907	13,511
At 31 March 2022	20,610	35,725	45,711	102,046
DEPRECIATION				
At 1 April 2021	19,435	27,085	32,509	79,029
Charge for the year	49	1,853	2,413	4,315
At 31 March 2022	19,484	28,938	34,922	83,344
NET BOOK VALUE				
As 31 March 2022	1,126	6,787	10,789	18,702
As 31 March 2021	-	5,211	4,295	9,506

11 DEBTORS

	2022 £	2021 £
Trade debtors	1,656	24,412
Accrued income	2,190	459
Prepayments	1,713	-
	5,559	24,871

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Accruals	7,211	6,624
Social security and other taxes	2,878	3,813
Deferred income	37,080	22,648
	47,169	33,085

Deferred Income	2022 £	2021 £
Deferred income at 1 April 2021	22,648	-
Resources deferred during the year	37,080	22,648
Amounts released from previous years	(22,648)	-
Deferred income at 31 March 2022	37,080	22,648

Deferred income relates to grant income for the period 1 April 2022 onwards.

13 STATEMENT OF FUNDS

2022	Brought forward £	Income £	Expenditure £	Transfers In/Out £	Carried forward £
UNRESTRICTED FUNDS					
General funds	128,535	133,732	(145,452)	9,090	125,905
RESTRICTED FUNDS					
Lottery Main Grant	41,653	70,654	(61,518)	-	50,789
People's Health Trust, Diss Office	4,193	2,625	(6,818)	-	-
HPFT - SA training & advocacy	4,627	-	(4,627)	-	-
Disability Action DPO Grant, Covid Fund	1,357	1,228	(2,585)	-	-
National Lottery Covid Support Adviser	9,959	-	(6,133)	-	3,826
Postcode Places Trust	-	18,531	(2,960)	-	15,571
Broadland Meridian - Mental Health and Wellbeing	-	4,924	(1,677)	-	3,247
Groundwork Comic Relief Covid Community Fund	-	7,000	(5,836)	(1,164)	-
People's Health Trust, Great Yarmouth	-	9,407	(5,740)	(1,935)	1,732
RMS - Mencap Let's Get Digital	-	7,340	(1,349)	(5,991)	-
Norfolk Community Fund	-	1,400	-	-	1,400
Total restricted funds	61,789	123,109	(99,243)	(9,090)	76,565
Total funds 2022	**190,324**	**256,841**	**(244,695)**	**-**	**202,470**

The transfers relate to fixed assets which have been capitalised during the year and funded by restricted funds.

13 STATEMENT OF FUNDS

2021	Brought forward £	Income £	Expenditure £	Carried forward £
UNRESTRICTED FUNDS				
General funds	64,728	145,781	(81,974)	128,535
RESTRICTED FUNDS				
Lloyds Bank Foundation	2,079	-	(2,079)	-
Mrs Smith and Mount Trust	531	4,797	(5,328)	-
Better Together Loneliness Project	750	-	(750)	-
HPFT for Broadland Clinic	3,750	-	(3,750)	-
Bupa Foundation Project	12,997	-	(12,997)	-
Lottery main Grant	18,680	65,319	(42,346)	41,653
Edward Gostling Foundation Diabetes	1,015	-	(1,015)	-
Better Together Loneliness Project	-	8,250	(8,250)	-
People's Health Trust, Diss Office	-	13,122	(8,929)	4,193
Norfolk Community Fund Grant	-	25,791	(25,791)	-
HPFT - SA training and advocacy	-	9,000	(4,373)	4,627
Lloyds Bank Foundation Grant	-	7,266	(7,266)	-
National Lottery Covid19 Response	-	9,748	(9,748)	-
Groundwork Comic Relief	-	2,996	(2,996)	-
Disability Action DPO Grant, Covid Fund	-	3,660	(2,303)	1,357
National Lottery Covid Adviser	-	9,959	-	9,959
Total restricted funds	39,802	159,908	137,921	61,789
Total funds 2021	**104,530**	**305,689**	**(219,895)**	**190,324**

13 RESTRICTED FUNDS DETAIL (continued)

The **Healthy, Happy, Safe community learning project** is funded by **The National Lottery Community Fund** and ends in June 2023

The weekly **Diss Community Office** project was funded by **People's Health Trust** and ended in March 2022

Advocacy Work in Broadland Clinic is funded by **HPFT** and ends in September 2021

The **DPO Emergency Covid-19 Fund** enabled **specialist zoom support groups** for people with learning disabilities and ended in June 2021

A **Covid Support Adviser** is funded by the **National Lottery Community Fund** and ends in May 2022

An **LGBT+ Project** is funded by **Postcode Places Trust** and ends in January 2023

A fortnightly online **Wellbeing Wednesday group** is funded by **Broadland Meridian Mental Health and Wellbeing Fund** and ends in November 2022

Supporting **Trustee and Management Committee meet-up**s was funded by **Comic Relief** and ended in December 2021

Great Yarmouth Advocacy Group is funded by **People's Health Trust** and ends in September 2023

Enabling people to get online through the **Let's Get Digital Project** was funded by **Mencap** and ends in April 2022

Norfolk Community Fund funded **Household Support Fund Grants** to support people with rising fuel and food costs and ends in April 2022

The **Confident Traveller Project** was funded by **Mrs Smith and Mount Trust** and ended in June 2021

Work to **reduce loneliness and social isolation** in Norwich, East and South Norfolk was funded by **Better Together Norfolk** and ended in March 2021

Norfolk Community Fund funded a range of activities including
- production and postage of an **Easy Read Newsletter** which ended in June 2020
- opening up the office in a Covid Safe manner and **1:1 meet-ups** which ended in December 2020
- **Core Costs support** which ends in May 2021
- **My Covid Winter project** which ended in March 2021

Criminal Justice work including support for the Transforming Care Experts Group was funded by **Lloyds Bank Foundation** and ended in May 2020

A **Mental Health and Wellbeing peer learning** and support project was funded by the **Bupa Foundation** and ended in July 2020

A **Diabetes Peer support** project was funded by **Edward Gostling Foundation** and ended in January 2021

National Lottery Covid Response enabled **support for Management Committee** members with learning disabilities to engage with their roles and to stay user led ended in March 2021

Safe re-opening and wider distribution of the **accessible newsletter** was funded by the **Lloyds Bank Foundation React Fund** and ended in December 2020

UNRESTRICTED FUNDS

The unrestricted funds are available to be spent for any of the purposes of the charity.

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Fixed assets	-	18,702	18,702
Current assets	76,565	154,372	230,937
Creditors due within one year	-	(47,169)	(47,169)
	76,565	125,905	202,470

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Fixed assets	-	9,506	9,506
Current assets	61,789	152,114	213,903
Creditors due within one year	-	(33,085)	(33,085)
	61,789	128,535	190,324

15 PENSION COMMITMENTS

At the year end the charity operated two defined contribution pension schemes, NEST Pension Scheme and St James's Place Pension Scheme. The assets of the schemes are held separately from those of the charity in independently administered funds. The total pension cost charge represents contributions payable by the charity to the funds and amounted to £5,174 (2021: £5,586). No amounts are outstanding at year end (2021: £Nil).

16 RELATED PARTIES

In their roles as Trustees, the Trustees give their time and expertise freely without any form of remuneration or other benefit in cash or kind. However as part of their roles as self-advocates, 3 Trustees were paid involvement fees totalling £908 in the year ended 31 March 2022. In the year ended 31 March 2021, 4 Trustees were paid involvement fees totalling £515.

Trustees expenses were incurred during the year for travel totalling £968 for 4 trustees (2021: 2 trustees £54).

All payments made to trustees as self advocates are in line with the charity's constitution.

There were no other related party transactions (2021: none).



We are committed to providing Easy Read information



We try to use simple words and pictures as much as we can in everything we do.

We know the legal parts in **black writing** in this report are not in Easy Read.
They have to be there to meet the laws about Trustee Reports.



We run training about **making information accessible.** This is a half-day course where we will teach the important things to consider if you are making easy read.



We also provide an Easy Read translation and checking service.

We can take your information and translate it into easy read
Call us to find out more about what we offer.



01603 631433



admin@openingdoors.org.uk

How to get in touch with us



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@OpeningDoorsLD

@OpeningDoorsLD

Having our say as people first

Opening Doors

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OPENING DOORS

England & Wales - Charity number 1060002

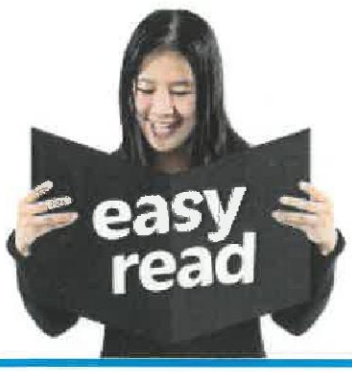
Accounts

Trustees' Report

About our year and our money



1st April 2020 ➡ 31st March 2021



This is an easy read version of our **Trustees' Annual Report and Financial Statements for the year ending 31 March 2021**

Inside this Report

What is in each section	Page number
Who is who at Opening Doors	3
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Main Office

38a Bull Close
Norwich
NR3 1SX

Charity number

Registered Charity

1060002

Accountants

Anglia House
6 Central Avenue
St Andrews Business Park
Thorpe St Andrew
Norwich, NR7 0HR

Price Bailey
CHARTERED ACCOUNTANTS

Who is who at Opening Doors

Trustee Board members



Carol Barber



Dan Barrett



Karen Bunning



Hayley Burwood



Elizabeth Morgan
(left the Board 9th March 2021)



Oliver Marshall



Emma Ockelford
(left the Board 14 February 2021)

Officers



Chairperson
Francis Chennell



Vice Chairperson
Ian Winterbone



Treasurer
Martha Leeder



Secretary
Carol Barber

Management Team - Senior Adviser role



Jo Brown



Kate Jones
(left 31 December 2020)

Jo and Kate did the Senior Adviser role as a **job share.**

Since 1 January 2021 Jo has been the Acting Senior Adviser.

Our Trustees and how we are run



Our Trustees have checked this Report.

They agree it covers everything the law says they need to report on.



Some bits of this report are written in hard words. These are in **black writing** in a grey box.

These sections must be there to meet the rules and laws about Trustee Reports.

The Trustees submit their annual report and the financial statements of Opening Doors (the charity) for the year ended 31 March 2021.

The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2019 (FRS 102).

The charity is constituted under a Charity Commission Scheme and is a registered charity number 1060002. The charity is unincorporated and governed by Constitution (adopted 12 December 1996, amended and adopted 20 January 2005, amended and adopted 19 May 2010).
There have been no changes in the objectives since the last annual report.



Opening Doors has a **Constitution.**

This is the set of rules which say what work we can do and how we are run.



Opening Doors is registered with the Charity Commission.

The Charity Commission checks that charities are being run safely and well.



Our Board of Trustees are legally in charge of our charity. They check that Opening Doors is run safely and manage risks to the charity.



Our Trustee Board has people with learning disabilities as well as non-disabled allies on the Board. All Trustees work together.



Trustees can be on the Board for 3 years. After that they can offer to stay for 3 more years.

After 6 years Trustees must have a break for at least 1 year.



Opening Doors is a user-led organisation.

The organisation is run day-to-day by the Management Committee who all have learning disabilities.



The officers of Opening Doors are chosen at the Management Committee and then voted in at the AGM meeting.



The Management Committee and the Trustee Board work together.

2 Trustees who have learning disabilities are also Management Committee members.

Under the terms of the amended Constitution, and with effect from 19 May 2010, Opening Doors is run on a daily basis by a Management Committee which is elected and co-opted under the terms of the trust deed.
To choose new board members, potential new trustees meet the current trustees and are selected with a view to ensuring an appropriate mix of skills and experience.

Opening Doors and Public Benefit



Charities have to stick to rules about **Public Benefit.** This means charities must explain how their work is...



- **Public** - charities must make sure their work makes things better for the public
- **Benefit** - charities must make sure their work makes things better for people



Charities can say what groups of people they support. Opening Doors is a charity for people with learning disabilities.

The main work of the charity is training, education and support for people with learning disabilities.



Our Trustees understand the Charity Commission guidance about **public benefit** and make sure the work of Opening Doors fits within these rules.

Our aims



Our **mission** is for all adults with learning disabilities in Norfolk to be confident individuals, controlling their own lives and making their own decisions, with support from people they can trust.



Every charity has aims.
These say what the charity is trying to do.

Opening Doors has 3 key aims which are set out in our Constitution.



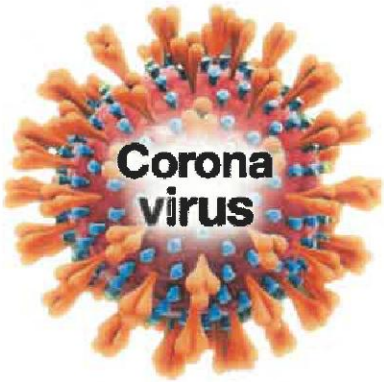
To provide training and education for people with learning disabilities in Norfolk so people learn new skills and gain in confidence to help them take part in their community.



To train people who do not have a learning disability so they understand the rights and needs of people with learning disabilities.



To work on things that are important to people with learning disabilities - taking part in research and sharing what we find with other organisations.



Coronavirus and Opening Doors



Effects on our members

Covid-19 has been hard for everyone but people with learning disabilities were more likely to get ill with Covid 19 and at greater risk of dying from the virus.



This information came out on the news during lockdown when many services were shut.

This was terrifying for many people with learning disabilities who were at home without support.



When everyone was asked to stay home, people with learning disabilities were left trying to understand important health information which was not easy read or accessible.



Lots of places started running groups and activities and put information online.

Lots of our members could not get online which is called **digital exclusion.**

This meant people were even more isolated.



Effects on Opening Doors

As a user-led learning disability organisation Covid19 presented difficulties in how we would stay true to our core value of being user led.



Our Management Committee could not meet because of lockdowns.

Running meetings on zoom was not possible as many members could not get online.



Lots of funding we had was to run projects where self advocates would visit other groups and organisations to run training which we could not do in lockdown.



Opening Doors also runs training for workers and professionals. It is one of our charity aims.

Our Trainers had never run sessions on the computer and so this work stopped.



Consultation and workgroups were run by professionals on Teams but the self advocates who could get online were using zoom as they found it easier to learn.

This meant people with learning disabilities could not join in and their voices were lost.



What we did

Supporting our members



We worked with health and social care workers to increase how much of their information was in easy read format.



We posted out a fortnightly easy read newsletter which explained health information clearly

We put easy read explanations of all Covid19 updates onto social media and into the newsletter.



We taught people how to use zoom so they could come along to online groups.



We set up 'specialist' zoom groups for people who are LGBT+, separate groups about mens' and womens' health as well as 2 social groups to help people feel connected and less lonely.



We learned how to run advocacy groups online and used this to make sure that people in secure services were still able to speak up.

We applied for funding so we could get equipment for people living in inpatient services to work on a newsletter sharing their stories and experiences.

This is important so people are not forgotten.



What we did

Running our organisation



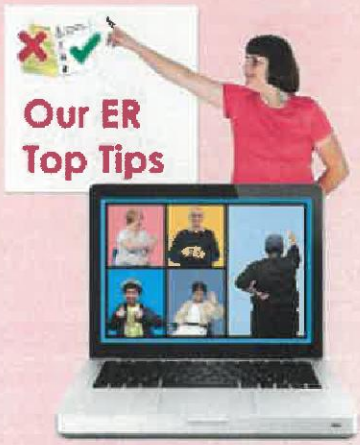
We set up a Covid Planning Group with 2 Trustees and 2 Management Committee members on.

They met every week on zoom to run the charity with staff support. We stayed user led.



We got funding and equipment to teach people how to get online.

With peer support more and more Management Committee members and self advocate Trainers learnt how to use zoom.



We took the time to review our easy read training to work out how we could run it online and still make it interactive, fun and challenging.

We found a friendly group of researchers and started talking with them about trying out our training with them.



We have worked hard with our funders to look at what work we could do and to learn different ways of delivering our projects.

We have kept funders up-to-date, changed our plans and made sure that keeping people safe, well and building their confidence where we can has been at the heart of what we do this year.

Highlights from Trustees and Officers

"I went to a supported meet-up.
It was really good and I was really pleased to be able to meet up with my friend Mark.
I felt happy to see him and get out of the house again"



Dan Barrett
Trustee



Hayley Burwood
Trustee

**"At the beginning of Covid lots of us could not use zoom and were scared of technology. In bad times we have to look for good things. With support from staff and each other, Covid has meant lots of our members can now get online and use zoom.
It is not the same as seeing people properly but it has helped lots of us be less lonely and scared"**

"My sister reads the newsletter to me.
It's really good to see what people are doing - it keeps me in touch with people when I'm a bit sad because I want to see people"



Fred Winterbone, Vice Chair



"I am really proud that we were able to get a small group together to keep Opening Doors going and to make sure we stayed userled.

It meant we could keep our staff and people with learning disabilities safe through the pandemic"

Francis Chennell, Opening Doors Chair

Our impact - some examples

54 people online for the first time



Peter came in for a "tech check" session to learn how to use zoom

"I'm so happy to see everyone and be in the group today. I haven't seen people for ages."

"I felt fed up before the group and now I have cheered up." **Rachel**



47 people supported at new online groups

76 Winter Support Boxes sent out



"Thank you for the box of items you sent me. They were great and very useful indeed" **Charlotte**



Raymond "When I get the newsletter it makes me happy. I know you all care about me.
I feel overwhelmed when I get it in the post."

Sent out 3,000 newsletters

About our money



How we fund our work

We raise money through bids and grants.

Our staff team work **with** us to find funders who will support the work we do.



We have a contract with Norfolk County Council to provide information and advice services for adults with learning disabilities across Norfolk.



We provide an easy read translation service which we charge for.

Self advocates with learning disabilities are paid for their time on this work.

Opening Doors understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate, but does not fundraise from the public or use any internal fundraisers or external fundraising agencies for either telephone or face-to-face campaigns and received no fundraising complaints during the year.



Managing Risks

Risks are when something could go wrong.

For Opening Doors risks are issues that make it hard to do our work, to run out charity well or could mean we have to close.



At Opening Doors Trustees are responsible for looking at risks.

They have a **risk list** where they work out steps to make things safer for Opening Doors.



Having staff training, good policies and safe systems are other ways we manage risk at Opening Doors.

Trustees at Opening Doors monitor the principal risks and uncertainties by way of maintaining policies, systems and procedures to mitigate those risks.



Reserves policy

Charities have **reserves** which is another word for emergency savings.

Reserves money is used if a charity has to close. It is used to pay off any bills.



At Opening Doors our Trustee Board decides how much **reserves** money to put aside.

This is called the **Reserves Policy.**

Trustees review this every year.



Our Trustees have decided that Opening Doors should have enough **reserves** money to pay its costs for 3 months.



The Trustees have looked carefully at the money and are happy that this is a safe amount of **reserves** for Opening Doors at the moment.



Opening Doors gets given some money to run special projects. We can only spend that money on running those projects.

This is called **restricted money**.



We have to be able to show what we are spending any **restricted money** on.

We keep good records to show how we are using **restricted money** for the right things.



If Opening Doors closed we could be asked to pay back some of the **restricted money** for any work we have not done.

The amount we could have to pay back is called **restricted reserves.**



£61,789

Opening Doors has **£61,789** of **restricted reserves** at the end of March 2021.



Opening Doors also has things we own.

This could be equipment, computers and furniture we have bought.



We only count things we will own for more than 1 year.

These things we own are called **fixed assets.**



We add up how much money these things are worth.
We have to remember that if we sold them we would get less money than we paid for them.



If we add up all our money and take away our **fixed assets** and our **restricted reserves** we can see how much is left.

This money is called **free reserves.**

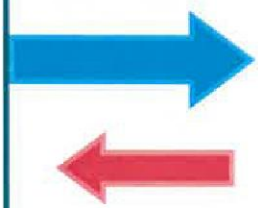


£119,029

Opening Doors has **£119,029** of **free reserves** at the end of March 2021.

Our money this year

1st April 2020 ➡ 31st March 2021

The money we have been given or earnt	 **£305,689**
The money we spent	 **£219,895**
The difference between our spend and earnings  	 **+ £85,794**
We have been given more than we spent  	During this year we got more money **in** to Opening Doors than we spent



Each bag this size shows £100,000



Each bag this size shows £10,000



Each bag this size shows £1,000

Our future plans



Over the past year we have concentrated on keeping people safe during the pandemic.

For our next year we hope to:



Review our charity - we will work with another organisation to look at our structure, constitution and what we do.

We need to think carefully about the future.



Keep Opening Doors safely funded - some of our big contracts have finished. Some contracts need to change due to Covid-19.

We need a solid plan for the future.

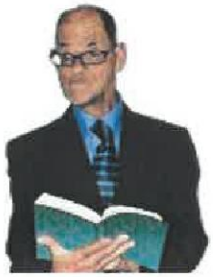


Accessible website - we were going to launch our new website last year.
Covid-19 means we need more time and people need support to work on it and use it.



Re-write our Big Plan - Covid-19 means we have not been able to get our Management Committee and Trustees together to re-write our Big Plan.

We hope to be able to this year.



There are some very **hard words** about what things Trustees must do. This is called

The Trustees' Responsibility 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 2019 (FRS 102)
- 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 ongoing 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 Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



Report Approved



carol Barber

Carol Barber



Dan Barrett



K T Bunning

Karen Bunning



Hayley Burwood

Hayley Burwood



O Marshall

Oliver Marshall



Date approval signed

OPENING DOORS

INDEPENDENT EXAMINERS REPORT
FOR THE YEAR ENDED 31 MARCH 2021

I report to the charity trustees on my examination of the accounts for the charity for the year ended 31 March 2021 which are set out on pages 23 - 38.

Responsibilities and basis of report

As the charity's trustees toy 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 examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listen in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed by 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.

HWilkinson

Helena Wilkinson FCA DChA
Price Bailey LLP, Chartered Accountants
Anglia House, 6 Central Avenue
Thorpe St Andrew
Norwich, Norfolk
NR7 0HR

Date: 5 NOV 2021

OPENING DOORS

STATEMENT OF FINANCIAL ACTIVITIES

(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

	Notes	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
INCOME					
Donations and legacies	2	150,908	29,472	180,380	140,011
Income from Charitable activities:					
Training, education and support for people who have learning	3	9,000	101,666	110,666	123,977
Investment income		-	32	32	57
Other income		-	14,611	14,611	-
TOTAL INCOME		159,908	145,781	305,689	264,045
EXPENDITURE					
Costs of raising funds	4	-	8,255	8,255	12,835
Expenditure on charitable activities:					
Training, education and support for people who have learning disabilities	5	137,921	73,719	211,640	234,687
TOTAL EXPENDITURE		137,921	81,974	219,895	247,522
NET INCOME/EXPENDITURE AND NET MOVEMENT IN FUNDS FOR THE YEAR		21,987	63,807	85,794	16,523
Total funds at 1 April 2020		39,802	64,728	104,530	88,007
TOTAL FUNDS AT 31 MARCH 2021		61,789	128,535	190,324	104,530

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 23 to 38 form part of these financial statements.

OPENING DOORS

BALANCE SHEET

AT 31 MARCH 2021

	Notes		2021 £		2020
FIXED ASSETS					
Tangible fixed assets	10		9,506		5,025
CURRENT ASSETS					
Debtors	11	24,871		5,484	
Cash at bank and in hand		189,032		102,432	
		213,903		107,916	
Creditors: Amounts due within one year	12	(33,085)		(8,411)	
NET CURRENT ASSETS			180,818		99,505
TOTAL ASSETS LESS			190,324		104,530
Restricted funds	13		61,789		39,802
Unrestricted funds	13		128,535		64,728
TOTAL FUNDS			190,324		104,530

The financial statements were approved by Trustees on .....
and are signed on their behalf by:

Carol Barber **Carol Barber**	**Dan Barrett**	Hayley Burwood **Hayley Burwood**
K T Bunning **Karen Bunning**	O Marshall **Oliver Marshall**	

The notes on pages 25 to 38 form part of these financial statements.

OPENING DOORS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 ACCOUNTING POLICIES

General Information

Opening Doors is a Charity limited by guarantee incorporated in England and Wales under the Companies Act 2011. The registered office is 38a Bull Close, Norwich, Norfolk, NR3 1SX.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

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 applicable in the UK and the Republic of Ireland (FRS 102) - (effective 1 January 2019) - Charities SORP 2019 (FRS 102)) and the Charities Act 2011.

The financial statements have been prepared to give us a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a "true and fair view". This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from April 2005 which has since been withdrawn.

Opening Doors meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The charity, being small in size, has used exemption provided by Charities SORP (FRS 102) under which it is not required to include a cash flow statement as part of the financial statements.

Fund accounting

Unrestricted funds are those which are available for the general purposes of the Charity at the discretion of the Trustees.

Restricted funds are those which have been received for undertaking an activity specified by the donor.

1 ACCOUNTING POLICIES continued

Going concern

The Covid19 pandemic has presented serious challenges for Opening Doors throughout this financial year. Repeated lockdowns and restrictions have meant face-to-face engagement, other than crisis support, has been brought to a halt for most of these 12 months. Through diligent use of all available government aid schemes, negotiation of fixed costs and prioritising emergency fundraising the charity has continued to provide essential support.

Opening Doors faces challenges over the next year as key funding sources will come to an end, in particular a 10-year contract with Norfolk County Council. The pandemic has hampered efforts to plan for the future and the picture remains unclear about what projects for existing funders will be able to go ahead. The charity moves forward with a need to diversify funding and manage costs.

Budgets and forecasts have been prepared for a period of 12 months from the date of approval of the financial statements and as a result, the Trustees' assessment is that Opening Doors will remain a going concern 12 months from the date of approval of these accounts. Therefore these accounts are prepared on a going concern basis.

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, its is probable that the income will be received and the amount can be measured reliably

Income is generated through donations, grants and other sources

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following headings:

- Costs of raising funds comprise the apportionment of staff costs to this area on the basis of time spent raising funds;
- Expenditure on charitable activities includes that which related directly to fulfilling the charitable objectives of the Charity, as outlined in the Trustees' Report.

1 ACCOUNTING POLICIES continued

Allocation of support costs

Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Charity's activities. These costs have been allocated to expenditure on charitable activities.

Governance costs are included in support costs and relate to the direct running of the Charity, allowing it to operate and generate the information required for public accountability. They include the costs of accounts preparation and independent examination.

Tangible Fixed Assets

Individual fixed assets costing £400 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows;

Asset category	Annual Rate
Leasehold improvements	33% straight line
Furniture, fittings and equipment	25% reducing balance
Computer equipment	33% reducing balance

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Creditors are recognised when the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount.

Cash at bank and in hand

Cash at bank and in hand includes cash held in bank accounts. There are no short term investments.

1 ACCOUNTING POLICIES continued

Financial instruments

The Charity only has financial assets and 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.

Financial assets include trade debtors and accrued income (but exclude prepayments).

Financial liabilities include trade creditors and accruals but exclude social security and other taxes.

Pensions

The Charity provides a defined contribution pension scheme, whereby the charity and its staff each fund the scheme, managed by a third party provider, the assets of which are held by the provider separately from the assets of the charity. The pension charge in the financial statements represents the amounts payable by the charity to the fund in respect of the period.

Corporation tax

The Charity is exempt from taxation in respect of income and capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to the charitable purposes.

Judgements and key sources of estimation uncertainty

In the application of the Charity's accounting policies, which are described above, the Trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from those estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The Trustees do not consider that there are any critical judgments or sources of estimation uncertainly in the financial statements.

2 DONATIONS AND LEGACIES

	Restricted 2021 £	Unrestricted 2021 £	Total 2021 £
Donations	-	29,472	29,472
Grants	150,908	-	150,908
	150,908	29,472	180,380

	Restricted 2020 £	Unrestricted 2020 £	Total 2020 £
Donations	-	23,918	23,918
Grants	116,093	-	116,093
	116,093	23,918	140,011

3 INCOME FROM CHARITABLE ACTIVITIES

	Restricted 2021 £	Unrestricted 2021 £	Total 2021 £
Training, education and support for people with learning difficulties	9,000	101,666	110,666

	Restricted 2020 £	Unrestricted 2020 £	Total 2020 £
Training, education and support for people with learning difficulties	9,000	114,977	123,977

4 COSTS OF RAISING FUNDS

	Notes	Unrestricted Funds 2021 £	Restated Unrestricted Funds 2020 £
Fundraisers expenses		6,160	5,740
Support fees	6	2,096	7,095
		8,255	12,835

5 EXPENDITURE ON CHARITABLE ACTIVITIES

	Activities undertaken directly 2021 £	Support and governance costs 2021 £	Total 2021 £
Training, education and support for people who have learning difficulties	197,743	13,897	211,640

	Activities undertaken directly 2020 £	Support and governance costs 2020 £	Total 2020 £
Training, education and support for people who have learning difficulties	220,457	14,230	234,687

In 2021 the expenditure on charitable activities was £211,640 (2020: £234,687) of which £73,719 (2020: £121,387) was expenditure from unrestricted funds and £137,921 (2020: £113,300) was expenditure from restricted funds.

6 SUPPORT COSTS

Cost type	Notes	2021 £	2020 £
Legal and professional		1,865	201
Admin support		2,948	2,808
Sundry support costs		2,269	2,128
Depreciation		2,147	2,223
Governance costs			
Accountancy	9	3,390	2,370
Conference and AGM expenditure		1,278	4,500
Total		**13,897**	**14,230**

Support costs have been allocated to charitable activities on the basis of actual use. All wages and salaries costs are considered to relate to activities undertaken directly by the charity and have been classified as such this year.

7 STAFF COSTS

	2021 £	2020 £
Staff costs were as follows:		
Wages and salaries	146,168	152,049
Employer NIC	8,518	8,992
Other pension costs	5,586	5,269
	160,272	166,310

The average monthly number of employees during the year was as follows:

	2021 No.	2020 No.
Employees	7	7

The charity considers its key management personnel to comprise the two Senior Advisers. The total employee benefits including employer pension contributions of the key management personnel were £39,060 (2020: £39,193). No employee has employee benefits in excess of £60,000 (2020: none).

8 NET INCOME/(EXPENDITURE)

	2021 £	2020 £
This is stated after charging:		
Depreciation of tangible fixed assets	2,147	2,223
Pension costs	5,586	5,269
Operating lease commitments for land and buildings	6,450	6,450

9 INDEPENDENT EXAMINER'S RENUMERATION

	2021 £	2020 £
Independent examination fees	2,370	1,260
Fees payable to the Charity's Independent Examiner	1,020	990
	3,390	2,250

10 TANGIBLE FIXED ASSETS

	Leasehold Improvements £	Furniture, fittings and equipment £	Computer equipment £	Total £
COST				
At 1 April 2020	19,435	29,254	33,218	81,907
Additions	-	3,042	3,586	6,628
At 31 March 2021	19,435	32,296	36,804	88,535
DEPRECIATION				
At 1 April 2020	19,435	26,108	31,339	76,882
Charge for the year	-	977	1,170	2,147
At 31 March 2021	19,435	27,085	32,509	79,029
NET BOOK VALUE				
As 31 March 2021	-	5,211	4,295	9,506
As 31 March 2020	-	3,146	1,879	5,025

11 DEBTORS

	2021 £	2020 £
Trade debtors	24,412	5,484
Accrued income	459	-
	24,871	5,484

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Accruals	6,624	5,190
Social security and other taxes	3,813	3,221
Deferred income	22,648	-
	33,085	8,411

Deferred income relates to grant income for the period 1 April 2021 onwards.

13 STATEMENT OF FUNDS

2021	Brought forward £	Income £	Expenditure £	Carried forward £
UNRESTRICTED FUNDS				
General funds	64,728	145,781	(81,974)	128,535
RESTRICTED FUNDS				
Lloyds Bank Foundation	2,079	-	(2,079)	-
Mrs Smith and Mount Trust	531	4,797	(5,328)	-
Better Together Loneliness Project	750	-	(750)	-
HPFT for Broadland Clinic	3,750	-	(3,750)	-
Bupa Foundation Project	12,997	-	(12,997)	-
Lottery main Grant	18,680	65,319	(42,346)	41,653
Edward Gostling Foundation Diabetes	1,015	-	(1,015)	-
Better Together Loneliness Project		8,250	(8,250)	-
People's Health Trust, Diss Office		13,122	(8,929)	4,193
Norfolk Community Fund Grant		25,791	(25,791)	-
HPFT - SA training and advocacy		9,000	(4,373)	4,627
Lloyds Bank Foundation Grant		7,266	(7,266)	-
National Lottery Covid19 Response		9,748	(9,748)	-
Groundwork Comic Relief		2,996	(2,996)	-
Disability Action DPO Grant, Covid Fund		3,660	(2,303)	1,357
National Lottery Covid Adviser		9,959	-	9,959
Total restricted funds	39,802	159,908	137,921	61,789
Total funds 2021	**104,530**	**305,689**	**(219,895)**	**190,324**

13 STATEMENT OF FUNDS

2020	Brought forward £	Income £	Expenditure £	Carried forward £
UNRESTRICTED FUNDS				
General funds	59,998	138,952	(134,222)	64,728
RESTRICTED FUNDS				
Lloyds Bank Foundation	4,780	24,948	(27,649)	2,079
Handelsbanken	386	-	(386)	-
Awards for All	9,300	-	(9,300)	-
Saracens Norfolk Fund	2,076	-	(2,076)	-
Boshier Hinton Grant	2,000	-	(2,000)	-
Woodroffe Benton Foundation Grant	-	750	(750)	-
Mrs Smith and Mount Trust	-	4,797	(4,266)	531
Better Together Loneliness Project	-	9,750	(9,000)	750
Geoffrey Watling Grant	3,480		(3,480)	-
St James' Place	1,487		(1487)	-
Anton Jurgens Confident Traveller Project	-	5,000	(5,000)	-
Bailey Thomas Office Skills Project	-	5,000	(5,000)	-
People's Health Trust	-	7,874	(7,874)	-
HPFT for Broadland Clinic	4,500	9,000	(9,750)	3,750
BUPA Foundation Project	-	20,907	(7,910)	12,997
Lottery Main Grant	-	32,247	(13,567)	18,680
Zedra Trust Project Funding	-	2,500	(2,500)	-
Edward Gostling Foundation diabetes	-	2,320	(1,305)	1,015
Total restricted funds	28,009	125,093	(113,300)	39,802
Total funds 2020	**88,007**	**264,045**	**(247,522)**	**104,530**

13 **RESTRICTED FUNDS DETAIL (continued)**

Criminal Justice work including support for the Transforming Care Experts Group is funded by **Lloyds Bank Foundation** and ended in May 2020

The **Confident Traveller Project** was funded by **Mrs Smith and Mount Trust** and ended in July 2021

Work to **reduce loneliness** in Norwich, East and South Norfolk was funded by **Better Together Norfolk** and ended in March 2021

Advocacy and Training Work in Broadland Clinic is funded by HPFT and ends in September 2021

A **mental health and wellbeing project** was funded by **Bupa Foundation** and ended in September 2020

The **Healthy, Happy, Safe** community learning project is funded by **The National Lottery Community Fund** and ends in December 2022

A **Diabetes Peer support** project was funded by **Edward Gostling Foundation** and ended in January 2021

The weekly **Diss Community Office** project is funded by **People's Health Trust** and ends in March 2022

Norfolk Foundation Community Funds provided a variety of specialist pandemic support including accessible Newsletters, Covid Winter support project, Supported Meet-ups and support for **core running costs** and ends in May 2021

Safe re-opening and wider distribution of the accessible newsletter was funded by the **Lloyds Bank Foundation React Fund** and ended in December 2020

National Lottery Covid Response enabled support for Management Committee members with learning disabilities to engage with their roles and to stay user led

Groundwork Comic Relief supported the Covid Planning Group in the management of the organisation throughout the pandemic

Specialist Zoom Groups were funded by **Disability Action DPO Grant - Covid Fund** and ends in June 2021

A **Covid Support Adviser** post is funded by the National Lottery Community Fund and ends in June 2022

UNRESTRICTED FUNDS

The unrestricted funds are available to be spent for any of the purposes of the charity.

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Fixed assets	-	9,506	9,506
Current assets	61,789	152,114	213,903
Creditors due within one year	-	(33,085)	(33,085)
	61,789	128,535	190,324

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
Fixed assets	-	5,025	5,025
Current assets	37,802	68,114	107,916
Creditors due within one year	-	(8,411)	(8,411)
	39,802	64,728	104,530

15 PENSION COMMITMENTS

At the year end the charity operated two defined contribution pension schemes, NEST Pension Scheme and St James's Place Pension Scheme. The assets of the schemes are held separately from those of the charity in independently administered funds. The total pension cost charge represents contributions payable by the charity to the funds and amounted to £5,586 (2020: £5,269). No amounts are outstanding at year end (2020: £Nil).

16 RELATED PARTIES

In their roles as Trustees, the Trustees give their time and expertise freely without any form of remuneration or other benefit in cash or kind. However as part of their roles as self-advocates, 4 Trustees were paid involvement fees totalling £515 in the year ended 31 March 2021. In the year ended 31 March 2020, 4 Trustees were paid involvement fees totalling £3,112.

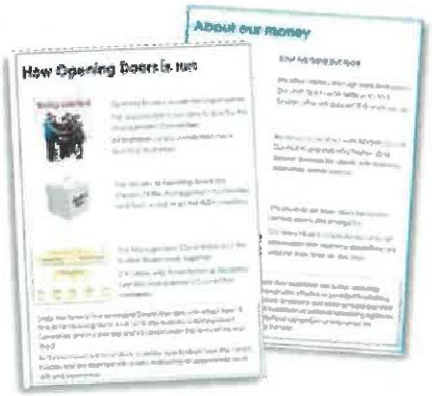
Trustees expenses were incurred during the year for travel totalling £54 for 2 trustees (2020: 3 trustees £209).

All payments made to trustees as self advocates are in line with the charity's constitution

There were no other related party transactions (2020: none)



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