

# 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 2021**

# Inside this Report

What is in each section	Page number
Who is who at Opening Doors	3
<b>Trustees Report</b>	
Our Trustees and how we are run	4-5
Public Benefit	6
Our aims	7
Coronavirus and Opening Doors	8-9
How we have responded	10-11
Highlights and our impact	12-13
About our money	14-18
Future Plans	19
Trustees' Responsibilities and Approval	20-21
Independent Examiner's report	22
Statement of Financial Activities	23
Balance Sheet	24
Notes to the financial statements	25-38
Commitment to Easy Read information	39
Getting in touch with Opening Doors	40

## Main Office



## Charity number



1060002

## 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.



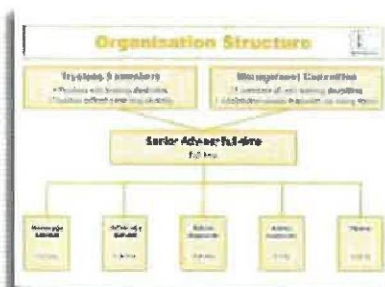
Trustees can be on the Board for 3 years. After that they can offer to stay for 3 more years. After 6 years Trustees must have a break for at least 1 year.



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.



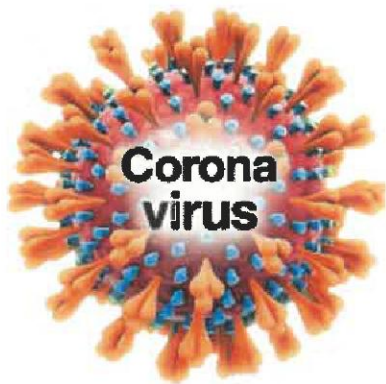
To provide training and education for people with learning disabilities in Norfolk so people learn new skills and gain in confidence to help them take part in their community.



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



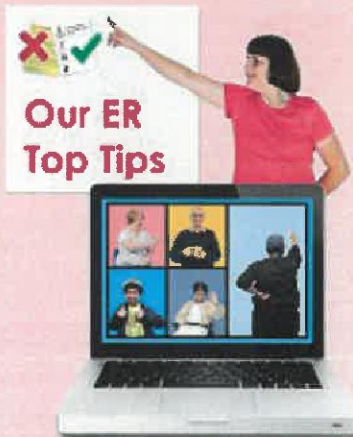
We set up a Covid Planning Group with 2 Trustees and 2 Management Committee members on.

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**.



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



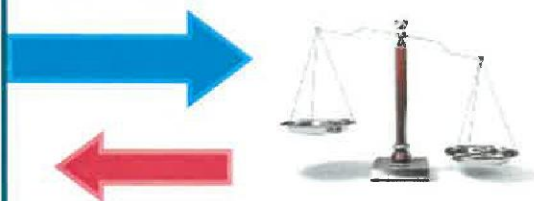
**£219,895**

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.



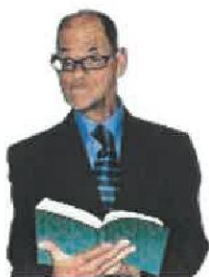
**Accessible website** - we were going to launch our new website last year.

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**



17/13

**Dan Barrett**



K 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 they 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.



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

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

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

Carol Barber	Dan Barrett	Hayley Burwood
Carol Barber	Dan Barrett	Hayley Burwood
Karen Bunning	Oliver Marshall	
Karen Bunning	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.

# OPENING DOORS

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

### 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.

# OPENING DOORS

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

### 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.

# OPENING DOORS

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

### 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 uncertainty in the financial statements.

# OPENING DOORS

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

### 2 DONATIONS AND LEGACIES

	<b>Restricted 2021 £</b>	<b>Unrestricted 2021 £</b>	<b>Total 2021 £</b>
Donations	-	29,472	29,472
Grants	150,908	-	150,908
	<u>150,908</u>	<u>29,472</u>	<u>180,380</u>

	<b>Restricted 2020 £</b>	<b>Unrestricted 2020 £</b>	<b>Total 2020 £</b>
Donations	-	23,918	23,918
Grants	116,093	-	116,093
	<u>116,093</u>	<u>23,918</u>	<u>140,011</u>

### 3 INCOME FROM CHARITABLE ACTIVITIES

	<b>Restricted 2021 £</b>	<b>Unrestricted 2021 £</b>	<b>Total 2021 £</b>
Training, education and support for people with learning difficulties	9,000	101,666	110,666
	<u>9,000</u>	<u>101,666</u>	<u>110,666</u>
	<b>Restricted 2020 £</b>	<b>Unrestricted 2020 £</b>	<b>Total 2020 £</b>
Training, education and support for people with learning difficulties	9,000	114,977	123,977
	<u>9,000</u>	<u>114,977</u>	<u>123,977</u>

# OPENING DOORS

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

### 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
		<u>8,255</u>	<u>12,835</u>

### 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.

# OPENING DOORS

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

### 6 SUPPORT COSTS

		2021	2020
Cost type	Notes	£	£
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
<b>Total</b>		<b>13,897</b>	<b>14,230</b>

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
	<u>160,272</u>	<u>166,310</u>

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

	2021	2020
	No.	No.
Employees	<u>7</u>	<u>7</u>

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).

**OPENING DOORS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**8 NET INCOME/(EXPENDITURE)**

	<b>2021</b> <b>£</b>	<b>2020</b> <b>£</b>
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
	<u>6,450</u>	<u>6,450</u>

**9 INDEPENDENT EXAMINER'S RENUMERATION**

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

**10 TANGIBLE FIXED ASSETS**

	<b>Leasehold Improvements £</b>	<b>Furniture, fittings and equipment £</b>	<b>Computer equipment £</b>	<b>Total £</b>
<b>COST</b>				
At 1 April 2020	19,435	29,254	33,218	81,907
Additions	-	3,042	3,586	6,628
At 31 March 2021	<u>19,435</u>	<u>32,296</u>	<u>36,804</u>	<u>88,535</u>
<b>DEPRECIATION</b>				
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	<u>19,435</u>	<u>27,085</u>	<u>32,509</u>	<u>79,029</u>
<b>NET BOOK VALUE</b>				
As 31 March 2021	<u>-</u>	<u>5,211</u>	<u>4,295</u>	<u>9,506</u>
As 31 March 2020	<u>-</u>	<u>3,146</u>	<u>1,879</u>	<u>5,025</u>

## OPENING DOORS

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

#### 11 DEBTORS

	2021 £	2020 £
Trade debtors	24,412	5,484
Accrued income	459	-
	<u>24,871</u>	<u>5,484</u>

#### 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	-
	<u>33,085</u>	<u>8,411</u>

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

# OPENING DOORS

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

### 13 STATEMENT OF FUNDS

<u>2021</u>	Brought forward £	Income £	Expenditure £	Carried forward £
<b>UNRESTRICTED FUNDS</b>				
General funds	64,728	145,781	(81,974)	128,535
<b>RESTRICTED FUNDS</b>				
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
 <b>Total funds 2021</b>	 <b>104,530</b>	 <b>305,689</b>	 <b>(219,895)</b>	 <b>190,324</b>

# OPENING DOORS

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

### 13 STATEMENT OF FUNDS

2020	Brought forward £	Income £	Expenditure £	Carried forward £
<b>UNRESTRICTED FUNDS</b>				
General funds	59,998	138,952	(134,222)	64,728
<b>RESTRICTED FUNDS</b>				
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		(1,487)	-
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
<b>Total funds 2020</b>	<b>88,007</b>	<b>264,045</b>	<b>(247,522)</b>	<b>104,530</b>

# OPENING DOORS

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2021

#### 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.

# OPENING DOORS

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

### 14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<b>Restricted funds 2021 £</b>	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Fixed assets	-	9,506	9,506
Current assets	61,789	152,114	213,903
Creditors due within one year	-	(33,085)	(33,085)
	<u>61,789</u>	<u>128,535</u>	<u>190,324</u>
	<b>Restricted funds 2020 £</b>	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Fixed assets	-	5,025	5,025
Current assets	37,802	68,114	107,916
Creditors due within one year	-	(8,411)	(8,411)
	<u>39,802</u>	<u>64,728</u>	<u>104,530</u>

### 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).

**OPENING DOORS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**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)



## 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](mailto:admin@openingdoors.org.uk)

## How to get in touch with us



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



[admin@openingdoors.org.uk](mailto:admin@openingdoors.org.uk)



[www.openingdoors.org.uk](http://www.openingdoors.org.uk)



01603 631433

## Our social media



@OpeningDoorsLD



@OpeningDoorsLD



openingdoorsld



openingdoors85



**Opening Doors**

made with  
**photosymbols®**