

Newmarket Open Door

Regd. Charity 1070554

Newmarket Open Door

Our Vision

A society without homelessness or hunger

NEWMARKET OPEN DOOR

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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TRUSTEES	
Rev Cheryl Belding	(appointed 16.07.19)
Fr Simon Blakesley	(resigned 12.01.21)
Lyn Chaplin	
John Gilbert	(appointed 08.02.21)
Ruth Kent	
Maureen Penney	(resigned 08.12.21)
Valerie Russell	(appointed 12.01.21)
Fr Christopher Smith	(appointed 11.12.19)
Ken Snare	(resigned 08.12.21)
Catherine Staff	(resigned 12.01.21)
David Staff	
Margo Walsh	(appointed 12.01.21)
COMPANY SECRETARY	Charles Dore (appointed 08.02.21)
CHIEF OPERATING OFFICER	Charles Dore
REGISTERED OFFICE	Portland House 188 High Street Newmarket CB8 9AP
COMPANY REGISTRATION NUMBER	3505843
CHARITY REGISTRATION NUMBER	1070554
INDEPENDENT EXAMINER	Geoff Mann FCIE Geoff Mann Limited Dee House Highworth Avenue Cambridge CB4 2BQ
BANKERS	Lloyds TSB Bank plc Mildenhall

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES' REPORT

The trustees, who are also directors of the charity for the purposes of the Companies Act, present their annual report and the accounts for the year ended 31 March 2021.

The accounts comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that year.

In preparing those accounts, the trustees are required to:

- (i) Select suitable accounting policies and apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- (iv) State whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the accounts.
- (v) Observe the methods and principles of the Charities SORP.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the accounts comply with the Companies Act 2006.

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.

In planning their activities for the year, the trustees have kept in mind the Charity Commission's guidance on public benefit at their trustee meetings.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Newmarket Open Door is a company limited by guarantee with charitable status which is governed by a memorandum and articles of association.

Appointment of trustees

New trustees are appointed by a majority of trustees in office at that time.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES' REPORT

Trustee induction and training

The trustees are currently reviewing the procedures in place for trustee induction and training by reference to guidance published by the Charity Commission.

Organisational structure

The charity has a board of trustees who meet quarterly and are responsible for its strategic direction and policy. An operations manager is appointed by the trustees to manage the day to day operations of the charity.

Risk management

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

OBJECTIVES AND ACTIVITIES

The charities objectives and activities continue to be the advancement of the Christian faith and education, including the relief of persons experiencing poverty, homelessness, physical and mental disability, and in furtherance of such objectives the provision of accommodation and support for such persons.

ACHIEVEMENTS, PERFORMANCE, FINANCIAL REVIEW AND FUTURE DEVELOPMENTS

These are covered in the chair's report

RESERVES POLICY

The existence of two distinct trading operations reduces the risk of the complete loss of income across the whole charity. Advance notice of any decline in accommodation income will occur with reasonable notice. The most difficult area to predict will be the trading surplus at the Superstore but returns are monitored very closely and account summaries are produced on a monthly basis within two weeks of the relevant end date. The trustees also receive some assurance by the protection offered through the business interruption policy in the event that the charity is unable to operate at any of its sites. The trustees have therefore approved a reserves level of £79,000 which will be subject to annual review and include an assessment of potential redundancy costs.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES' REPORT

REMUNERATION POLICY

Newmarket Open Door is committed to ensuring that staff are paid in a transparent, fair and consistent manner, having regard to both charity market considerations, and the ability of Newmarket Open Door itself to pay. This is so Newmarket Open Door can attract and retain people with the right skills and therefore have the greatest impact in delivering our objectives.

Newmarket Open Door compares with other organisations within the support sector, and more specifically against those organisations which are in direct competition when it comes to the recruitment of high calibre staff.

In accordance with the SORP we:

- disclose all payments to trustees (no trustees are paid) and expenses reimbursed (detailed in note 6 to the accounts)
- disclose the number of staff in receipt of £60,000 and above (no staff are paid more than £60,000)
- disclose pensions and other benefits (note 6 to the accounts)

The above report has been prepared in accordance with the small companies regime of the Companies Act 2006. It was approved by the trustees on 8 December 2021 and signed on their behalf.



MARGO WALSH
CHAIR

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

CHAIRPERSON'S REPORT

Following on from 2020 which was undoubtedly a year to be left behind, 2021 has not been without challenge but also delivered a year of opportunity.

Father Simon stepped down as Chair of the Charity, Maureen Penny chose to retire from the Charity after many committed and generous years of service and Father Christopher resigned due to his move to Southwold. Additions to the Board of Trustees included Margo Walsh joining as Chair, John Gilbert joining as Treasurer and Valerie Russell being officially welcomed as a Trustee. Kerri Davies has joined Newmarket Open Door permanent staff as Operations Executive taking on responsibility for the shops and supporting the CEO.

The COO has been working at strategic elements of the Charity and in partnership with organisations like Reach and Suffolk Community Foundation. The focus going into 2022 is around the referrals from West Suffolk Council, or the lack of them, and also preparing for the HRS contract tender. Due to a change in strategy once the detailed tender document is received, work will be needed to ensure a successful tender process and then implement the new offering.

Jockey Club Estates came on board at the start of the year and have been instrumental in working with the Accommodation Manager in order to form a maintenance programme and deliver compliance throughout the Newmarket Open Door Assets. Works include the replacement of the Gas Boiler at Portland House, Fire Risk Assessments, Door Audits, installation of a fire alarm system. Quotes are in place to deliver fire door replacement that are essential compliance works.

The Management team have organised training for the staff including Manual Handling, Fire Door Training, First Aid Training, Fire Marshall Training and online courses such as Safeguarding, Mental Health First Aid Level 2, Adult Self Neglect, Autism Awareness, Certificate in HR and Payroll Management, Level 2 Certificate in Principles of Team Leading, Level 2 Certificate in Understanding Tenant Support in Social Housing, Level 2 Certificate in Mental Health First Aid and Mental Health Advocacy in the Workplace and understanding Autism, Asperger's and ADHD.

Kerri has brought a fresh wave of enthusiasm and professionalism to the retail arm of the business. Implementing structure and process but also investing in the staff and volunteers, I am delighted to see an end to some of the dubious activities but also the energy that she has brought to tidying up the store, ensuring a performance review is in place and the income of the store have seen a boost. The relocation of the Foodbank remains ongoing.

The Support Manager's reports are an absolute testament as to why we are all here. The support and compassion of her team shines out of every Trustees' report even when describing a challenging situation and it makes me proud to be involved. Recruitment remains challenging and will need to be a topic of discussion for the salary review.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NEWMARKET OPEN DOOR

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021 which comprise the Statement of Financial Activities, Balance Sheet and the Notes to the Accounts.

RESPONSIBILITIES AND BASIS OF REPORT

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

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

INDEPENDENT EXAMINER'S REPORT

I have completed my examination. I confirm that no material matters have come to my attention which give me cause to believe that:

- accounting records were not kept in accordance with section 386 of the 2006 Act; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102))

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.



Geoff Mann FCIE
Geoff Mann Limited
Dee House
Highworth Avenue
Cambridge
CB4 2BQ

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds £	2021 Restricted Funds £	Total Funds £	Unrestricted Funds £	2020 Restricted Funds £	Total Funds £
INCOME							
Incoming resources from generated funds:							
Grants, donations, fundraising and other income	3	202,032	54,794	256,826	23,068	0	23,068
Investment income	2	16	0	16	41	0	41
Incoming resources from charitable activities:							
Fees for accommodation and support		296,248	0	296,248	222,607	0	222,607
Recycling		1,444	0	1,444	1,382	0	1,382
Sales of donated goods		50,765	0	50,765	185,683	0	185,683
TOTAL INCOME	1	550,505	54,794	605,299	432,781	0	432,781
EXPENDITURE							
Charitable activities		377,814	28,594	406,408	460,401	8,960	469,361
TOTAL EXPENDITURE	5	377,814	28,594	406,408	460,401	8,960	469,361
	4	172,691	26,200	198,891	-27,620	-8,960	-36,580
TRANSFERS	10	0	0	0	0	0	0
NET INCOME/(EXPENDITURE) AND NET MOVEMENT IN FUNDS FOR THE YEAR		172,691	26,200	198,891	-27,620	-8,960	-36,580
RECONCILIATION OF FUNDS							
TOTAL FUNDS BROUGHT FORWARD		107,820	0	107,820	135,440	8,960	144,400
TOTAL FUNDS CARRIED FORWARD		280,511	26,200	306,711	107,820	0	107,820

STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

There were no recognised gains or losses for 2021 or 2020 other than those included in the Statement of Financial Activities.


ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

BALANCE SHEET

	Notes	2021		2020	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		486,159		496,466
TOTAL FIXED ASSETS			486,159		496,466
CURRENT ASSETS					
Debtors	8	17,179		18,448	
Cash at bank and in hand		300,208		94,903	
TOTAL CURRENT ASSETS		317,387		113,351	
CREDITORS: amounts falling due within one year	9	9,386		10,472	
NET CURRENT ASSETS			308,001		102,879
TOTAL ASSETS LESS CURRENT LIABILITIES			794,160		599,345
CREDITORS: amounts falling due after one year	9		487,449		491,525
NET ASSETS			306,711		107,820
THE FUNDS OF THE CHARITY					
Unrestricted Funds	10		280,511		107,820
Restricted Funds	11		26,200		0
TOTAL CHARITY FUNDS			306,711		107,820

For the year ended 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 and no notice has been deposited under section 476. The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the charity as at the year end and of its surplus for the year in accordance with the requirements of sections 393 and 394 and which otherwise comply with the requirements of the Companies Act 2006, so far as applicable to the charity.

The accounts have been prepared in accordance with the provisions of the Companies Act 2006 applicable to charities subject to the small companies regime and were approved by the trustees on 8 December 2021 and signed on their behalf.



MARGO WALSH
CHAIR

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

NOTES TO THE ACCOUNTS

1 ACCOUNTING POLICIES

(a) BASIS OF PREPARATION OF ACCOUNTS

The accounts 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 (FRS 102)), the financial reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Newmarket Open Door meets the definition of a public entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in relevant accounting policy note(s).

(b) INCOMING RESOURCES

Incoming resources are recognised in the year in which the charity is entitled to the receipt, and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

(c) RESOURCES EXPENDED

Includes all expenditure incurred by the charity other than that which has been capitalised.

(d) OPERATING LEASES

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor, are charged against income as incurred.

(e) FIXED ASSETS

The charity has a policy to write off any capital items which cost less than £1,000. The nature of the charity's activities means that such items have an average useful economic life of less than one year.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Buildings	1% straight line basis
Motor vehicles	50% straight line basis

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

NOTES TO THE ACCOUNTS

(f) DEBTORS

Trade debtors and other debtors are recognised at their settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discount due.

(g) CREDITORS AND PROVISIONS

Creditors and provisions are recognised where 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 and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(h) FUND ACCOUNTING

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

(i) GOING CONCERN

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

2	INVESTMENT INCOME	2021 £	2020 £
	Interest received from bank accounts	16	41
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ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

NOTES TO THE ACCOUNTS

3 GRANTS, DONATIONS, FUNDRAISING AND OTHER INCOME

	2021			2020		
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
Business Interruption Insurance	19,277	0	19,277	0	0	0
COVID business grant	55,955	0	55,955	0	0	0
DWP Winter grant scheme func	0	5,000	5,000	0	0	0
Forest Heath District Council	3,333	0	3,333	3,333	0	3,333
Godolphin	0	15,000	15,000	0	0	0
HMRC Job retention scheme	66,156	0	66,156	0	0	0
VAT recovery	4,197	0	4,197	8,534	0	8,534
Nininski	0	14,000	14,000	0	0	0
Personal Family Trust	20,000	0	20,000	0	0	0
Rotary Club	2,500	0	2,500	0	0	0
Shadwell Fund/Private Fund PF	0	4,094	4,094	0	0	0
Suffolk Coronavirus Community Func	0	5,000	5,000	0	0	0
Suffolk Hardship Fund Round 4	0	5,000	5,000	0	0	0
West Suffolk Council COVID	3,334	0	3,334	0	0	0
Winter Fuel Fund	0	5,500	5,500	0	0	0
Others under £2,000	27,280	1,200	28,480	11,201	0	11,201
	202,032	54,794	256,826	23,068	0	23,068

4 NET MOVEMENT IN FUNDS FOR THE YEAR

The surplus caused by resources expended exceeding incoming resources is after charging:

	2021 £	2020 £
Independent examiner's fees	690	675
Depreciation of owned assets	10,307	10,307

5 TOTAL RESOURCES EXPENDED

	2021			2020		
	Charitable activities £	Governance costs £	Total expenditure £	Charitable activities £	Governance costs £	Total expenditure £
Depreciation	10,307	0	10,307	10,307	0	10,307
Governance and strategy	0	690	690	0	675	675
Other costs	168,702	0	168,702	218,745	0	218,745
Staff costs (note 6)	226,709	0	226,709	239,634	0	239,634
	405,718	690	406,408	468,686	675	469,361

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

NOTES TO THE ACCOUNTS

6 STAFF COSTS

No remuneration was paid to any of the trustees in the year, nor were any expenses reimbursed to them. The staff costs were:

	2021 £	2020 £
Wages and salaries	208,964	222,246
Social security costs	6,384	9,305
Other pension costs	11,361	8,083
	<u>226,709</u>	<u>239,634</u>

The average weekly number of staff employed by the charity during the year was 9 (2020 - 10). No member of staff received emoluments of more than £60,000

7 FIXED ASSETS

		Freehold premises	Leasehold premises	Equipment	Motor vehicle	Total
		£	£	£	£	£
COST	Balance at 01.04.20	512,000	150,938	31,111	48,696	742,745
	Additions	0	0	0	0	0
	Balance at 31.03.21	<u>512,000</u>	<u>150,938</u>	<u>31,111</u>	<u>48,696</u>	<u>742,745</u>
DEPN	Balance at 01.04.20	23,164	150,938	31,111	41,066	246,279
	Depreciation	2,677	0	0	7,630	10,307
	Balance at 31.03.21	<u>25,841</u>	<u>150,938</u>	<u>31,111</u>	<u>48,696</u>	<u>256,586</u>
NBV	Balance at 31.03.21	<u>486,159</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>486,159</u>
	Balance at 01.04.20	<u>488,836</u>	<u>0</u>	<u>0</u>	<u>7,630</u>	<u>496,466</u>

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

NOTES TO THE ACCOUNTS

8	DEBTORS: Due within one year	2021 £	2020 £
	Trade debtors	4,163	4,163
	Other debtors	13,016	14,285
		<u>17,179</u>	<u>18,448</u>

9	CREDITORS	2021		2020	
		Due within one year £	Due after one year £	Due within one year £	Due after one year £
	Accruals	1,335	0	1,320	0
	Mortgages	5,209	487,449	6,310	491,525
	Social security and other taxes	2,842	0	2,842	0
		<u>9,386</u>	<u>487,449</u>	<u>10,472</u>	<u>491,525</u>

The mortgage is secured on the charity's freehold premises

10	UNRESTRICTED FUNDS	Brought forward £	Incoming Resources £	Resources Expended £	Transfers £	Carried forward £
	Development Fund	40,000	0	0	0	40,000
	Suffolk Housing Society	16,383	0	0	0	16,383
		<u>56,383</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>56,383</u>
	Designated Funds	51,437	550,505	377,814	0	224,128
	General Funds	<u>107,820</u>	<u>550,505</u>	<u>377,814</u>	<u>0</u>	<u>280,511</u>

The balances on these designated funds are represented by net current assets on the balance sheet.

The designated funds have been designated by the trustees for works at Portland House.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

NOTES TO THE ACCOUNTS

11	RESTRICTED FUNDS	Brought forward £	Incoming Resources £	Resources Expended £	Carried forward £
	DWP Winter grant scheme fund	0	5,000	0	5,000
	Godolphin	0	15,000	0	15,000
	IT Locality Fund	0	1,200	0	1,200
	Nininski	0	14,000	14,000	0
	Shadwell Fund/Private Fund PF	0	4,094	4,094	0
	Suffolk Coronavirus Community Fund	0	5,000	5,000	0
	Suffolk Hardship Fund Round 4	0	5,000	0	5,000
	Winter Fuel Fund	0	5,500	5,500	0
		0	54,794	28,594	26,200

DWP Winter grant scheme fund	Foodbank vouchers scheme
Godolphin	Foodbank overheads
IT Locality Fund	Upgrade Foodbank IT
Nininski	Foodbank overheads
Shadwell Fund/Private Fund PF	Community Pop Up Shop
Suffolk Coronavirus Community Fund	Foodbank costs
Suffolk Hardship Fund Round 4	Relieve hardship in the community
Winter Fuel Fund	Surviving winter fuel payments to the community

The balances on these restricted funds are represented by net current assets on the balance sheet.

12	ANALYSIS OF FUNDS	Unrestricted Funds			Restricted Funds	Total Funds
		Fixed assets £	Current assets £	Total assets £	£	£
	Fixed assets	486,159	0	486,159	0	486,159
	Net current assets	-5,209	287,010	281,801	26,200	308,001
	Long term liabilities	-487,449	0	-487,449	0	-487,449
		-6,499	287,010	280,511	26,200	306,711

13 LIABILITY OF THE MEMBERS

The charity is limited by guarantee. In the event of the charity being wound up, the liability of the the members is limited to £10.