

Annual General Meeting Thursday 18th November 2021 - 12.00 Noon

PRESENT:

<u>Committee:</u>	Derek Fry (Chair)	Nathan
Baines	Bob Barrett (Secretary)	Natalie
Corengia	Lynn Howe (Trustee)	David
Wigmore	Susan Pearson (Trustee)	
<u>Open Door:</u>	Jamie Banks	Anthony
Dixon	Aaron Boote	Susan Evans
	Andrew Boote	Nicholas Flatt
	Tom Gurgy	David Boote
	Patricia Boote	Teresa
Hardman	Claire Bouverie-Brine	Ricky
Hooper	Paul Bridges	Andrew
McKenzie	Megan Brown	Wayne
	Mark Burgess	O'Sullivan
Peapel	Jamie Cain	Tammy
	Janet Campbell	Betty Porter
Smith	Francis Chandler	Ricky
Stacey		Jenny

Registered Office: The Open Door Centre (Swindon & District) Ltd, St Barnabas Church Hall, Ferndale Road, Gorse Hill, Swindon, SN2 1BU

Charity No: 1107869

Company No: 5216053

	Joe Chisnall	Julie Walker
	Angie Cooper	Paul Walter
	James Cosgrove	James
Whittome		
	Sarah Crabb	David
Wigmore		
	Mary Cryan	Kathy
Wright		

Visitors: Carol Chandler
Judith Garratt
Richard Jones
Stuart Walker

MINUTES

1. Derek Fry welcomed everyone to the AGM.
2. Apologies were received from:

Gill Chapman
Dan Cowen
Eva Gilbert
Sheila Harrod
Cathy Mark
Trish Newman
Garry Perkins
Jenny Roe
Darren Sweeney
Sandra Walklett

3. Minutes of the last AGM were made available. These were approved as a true record:
Proposed: Angie Cooper
Seconded: James Cosgrove
No objections, carried unanimously

4. Chairman's report:



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups

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Welcome to The Open Door's Annual General Meeting. It's good to see so many people here after last year's Zoom AGM. I would like to begin by saying:

Just like last year the year 2020 to 2021 has been an eventful one for the whole world and it is fair to say the pandemic has also had a huge impact on all of us here at The Open Door Centre. However there will more about that in a while. At the beginning of my speech every year I always talk about staff changes so that is what I am going to do now. During the spring management committee took the very difficult decision to ask Pat our Deputy Manager to leave The Open Door Centre after more than 30 years of service. The ongoing public health crisis and the impact of it on funding focused the minds of the whole management team and a very difficult decision was reached. Pat left officially at the end of September and I know all of our members, staff and volunteers were very saddened. However, Pat still comes in regularly to sing with the choir and she will be off on holiday with you all next week. Of course everyone here wishes Pat all the very best for the future and we all hope to keep seeing Pat over the coming months and years. During the summer we welcomed a new member of staff to The Open Door our apprentice Joe. I know Joe has settled in very well and all of us are really pleased to see Joe getting on so well. I also need to mention, Jamie our cook who joined us during the year 20/21. I know that all of our members really appreciate Jamie's cooking and Jamie has also settled into the team really well.

Let's get back to the Coronavirus crisis and how it has impacted upon us all here at The Open Door Centre. In the year 20/21 we have had to deal with lock-downs, we have had to deal with social distancing and limited numbers allowed into the centre at various points of the year. These restrictions meant our members, like the rest of society have had to deal with isolation, mental health issues and even accessing healthy food on a regular basis. Our great team here at The Open Door Centre have risen to these challenges and been so very flexible in their work. At different times staff have provided a hot meal

service, home delivery of meals, telephone calls to check on welfare and of course coming into work when we were allowed to open. At various points some staff have been furloughed, yet through all of this everyone one of our team has held the needs of our members paramount and for that we all thank them.

Now I am going to speak for a minute or two about all of our volunteers here at The Open Door. Some of our volunteers like June, Charlie and Wayne have been coming here for years to directly help and support our members. Other volunteers like Jamie Banks have recently started to help out as a volunteer. I need to mention Sandra who though she moved away last year still helps with admin tasks remotely. Eva has been coming along to run the choir for several years. Susan, who used to work here, now volunteers not only as a trustee but on occasion to help with admin duties. Others still, like Mike and Jenny run music sessions, Bob, Trish, Dan, Lynn and myself have volunteered, for many years, as trustees to make sure we run The Open Door Centre legally as a registered charity. This year we have also been joined as trustees by Eva and Angie as well as Susan. To all of our volunteers who ever you are and what ever you do we thank you, this place could not function as well as it does without your continued support.

Many of you will know that we had to close our social enterprise Odey's Cafe at Liden Library because of the pandemic and the continued closure of the library. However, there is good news as the Liden Cafe opened again last week. We wish Ellen and the team all the best for the future with the new cafe which is now called Samantha's Tearoom. Our Friday Cafe here at St Barnabas is now up and running again after closures during the three lock-downs of 2020 and 21. I would like to say a big thank you to the members and volunteers that staff the Friday Cafe and to all the local community for supporting it. Coming in for a cup of tea and a cake or a breakfast helps support the great work that happens here every day.



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Despite all of the disruptions caused by the pandemic, the Open Door as always continues to offer our members a varied and meaningful schedule of events, talks, classes and social experiences on a daily basis right here in Gorse Hill from Monday to Friday. This year, just like the previous one we have spent so much time supporting our members through the health crisis but it is good to note that we are still able to offer courses, advice, music groups, sports, choir and so many other activities when we were able to do so.

I am now going to take some time to ask you as friends of The Open Door Centre to consider becoming a regular supporter of the centre. As you will see on your tables there are forms to join our regular giving scheme. We have set the scheme up this year to allow you to contribute a fixed sum of money, each month, towards the great work that happens here at Open Door. As trustees we took the decision to replace our 100 club with this new scheme as the 100 Club was taking up a great deal of staff time while only bringing in a small sum from each contributor each year. As you may know the pandemic has hit fundraising activities of all charities really hard and I am afraid Open Door has lost many of its regular fundraising events throughout the last 18 months. The regular giving scheme will allow Open Door to better plan for the future and I urge you all to consider joining if you can. I would also like to say a big thank you to those who have already started to contribute through the regular giving scheme.

About this point in my speech every year I always tell you some facts and figures about the previous year so here goes:

Facts and Figures:

- During the year 2020/21 Open Door provided 297 days of service. Some of these days were when we could not open because of lock-down, yet as



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mentioned before take away lunches and telephone support was still provided.

- During 2020/21 we have averaged an attendance of 21 members per day, which is a lot lower than previous years because of the impact of lock-downs, social distancing and at, various stages, only being able to have 15 or 20 people in the hall at one time.
- Our cook Jamie working alongside some of our members has provided 4293 lunches. This again is a slightly lower figure than in previous years which has been affected by the pandemic.
- Our wonderful volunteers worked 1426 hours supporting everything we do here at The Open Door Centre.
- Here's a new fun fact Jamie and the team provided 60 Christmas dinners last year when we had 30 people in on each day.

Some of our members, staff and volunteers are all set to go on holiday this month to the Isle of Wight. This event was meant to happen last year but was cancelled due to lock-down. I know you will all have a great time next week.

To fund The Open Door Centre we continue to apply for grants from lots of other charities and organisations

In 2020/21 we received substantial Grant funding and donations from:

Edward Gosling Foundation
Albert Hunt Trust
National Lottery
AMMCO Charitable Trust
Mid Counties Co-Op



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Nationwide
Zurich Community Trust
Sported UK
Swindon Rotary
David Solomon Charitable Trust
BMW Swindon
Boshier Hinton Foundation
Pilkington Trust
Wiltshire Community Foundation
Walter Guinness
TE Connectivity

and many others too numerous to mention at this time.

At this point it would be good to mention our appreciation of the Swindon branch of TSB. Every year without fail the good people at the TSB help to raise funds for Open Door and the year 2020/21 was no different. So on behalf of everyone here I would like to extend my thanks to Dan and the whole team at Swindon's TSB.

Obviously, I have spent much of the last few minutes saying thank you to many people but I cannot let the chance go to thank a few more. They are:

- Our members
- St Barnabas Church, our landlord.
- Our sponsors large and small.
- Everyone who has supported the 100 Club and who has now started to support our regular giving scheme.
- Sheila Harrod our President and Sharon Lloyd and Nicky Wilkes our patrons.
- Anyone who has attended or organised a fund raising event, on behalf of Open Door this year especially Lynn, Angie, Dan, Kathy and Susan for all they do at events during the year.

Now back to some of the more formal stuff, before we finish today.



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5. Treasurer's report:

Copies of the Trustees' Report and Financial Statements for the year ended 31 March 2021 were made available. Derek Fry read out the following statement, prepared by Dan Cowen (Treasurer), who was unable to attend the AGM:

Apologies for not being able to attend the AGM today in person, but thank you to Del who has offered to read this out on my behalf.

As we all know the last year has been difficult for us all, but when we look at the overall Financial Statements year ending 31/03/2021 we can see we have come through this in a better position than we would have ever expected. Although we were unable to have the usual events & fundraise we had an income come through from many donations & especially grants which I would like to thank Claire for, therefore increasing our overall money in the Bank.

As we have come out of lockdown & progressed though the remainder of the year, there have been some changes especially to the management of the centre & I am sure we would all like to put our hands together again & thank Pat who has been a part of the centre for such a long time.

Good news is we have been able to start doing those activities you all love to be apart of & with the opening of Samantha's Tea Room in Liden will start to see another income. I would like to thank you all who have supported us in fundraising events this year & I am sure that 2022 will be better year all round.

Thank you to all the Trustees, Staff, Volunteers & especially to You the Members.

Also I would like to take this opportunity to Thank you all that have supported the TSB events that we have done as a Partnership over the last 4 years - we have raised &



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donated over £7000 & we will continue to support The Open Door Centre until September 2022.

I hope those of you that are going away next week have a Great Holiday!

Best Wishes & Will see you all soon

Dan

6. Approval of Accounts:

The accounts were approved

Proposed: James Whittome

Seconded: Anthony Dixon

No objections, carried unanimously

7. Independent examiners:

Nicholas Brown Consultants Ltd were re-appointed as auditors

Proposed: Angie Cooper

Seconded: Teresa Hardman

No objections, carried unanimously

8. Election of Directors:

The following were seconded to the committee during the year and are happy to stand for election:

Angie Farnsworth

Eva Gilbert

Susan Pearson

Proposed: Paul Bridges

Seconded: Angie Cooper

No objections, carried unanimously

The following Directors were re-elected:

Derek Fry

Bob Barrett

Lynn Howe

Trish Newman



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Proposed: Julie Walker
Seconded: Tammy Peapell
No objections, carried unanimously

9. Resolutions:

No resolutions had been notified to the meeting.

10. Any Other Business:

No AOB items had been notified prior to the meeting.

- Jenny Stacey expressed her thanks to everyone, but especially the members in what had been a difficult year for everyone.
- Teresa Hardman and Claire Bouverie- Brine thanked Jenny for the wonderful job she does in running The Open Door Centre and her commitment to the staff, volunteers and members alike.

Derek Fry thanked everyone for attending. The meeting closed at 12.25pm.



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THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

(a Company limited by guarantee)

St Barnabas Church Hall
Ferndale Road
Swindon
SN2 IBU

Company registration number: 05216053

Charity registration number: 01107869

Trustees' Report and Financial Statements

For the year ended 31 March 2020

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THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

Reference and Administrative Details of the Charity, its Trustees and Advisers

Company Status

The Open Door Centre (Swindon & District) Limited ("the Charity") is a registered charity — charity registration number 01107869. The registered address is:

St Barnabas Church Hall
Ferndale Road
Swindon
Wiltshire
SN2 IBU

The manager of the charity is J A Stacey.

Trustees

The trustees present their report and accounts for the period ended 31st March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in 2005.

The Trustees who served during the year were:

Derek Fry
Bob Barrett
Daniel Cowen
Michael Smith (resigned 25 Nov 2019)
Trish Newman
Lynn Howe

Bankers and Accountants

The charities bankers are:

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

Lloyds TSB Bank plc
5 High Street
Swindon SN1 3EN

Cambridge & Counties Bank Limited
Charnwood Court
New Walk
Leicester LE1 6TE

The charity's reporting accountant is:

Simon Brown
Nicholas Brown Consultants Ltd
Suite H The Old Dutch Barn
Westend Offices, Stonehouse
Glos. GL10 3GE



Structure, Governance and Management

The charity is a charitable company, limited by guarantee. The charity was established under Memorandum of Association, which sets out the objects and powers of the charity and is governed under its Articles of Association. It was incorporated on 26th August 2004.

Members support the aims of the organisation and are invited to the Annual General Meeting. Members elect the trustees or members of the management committee and these individuals are also company directors. In the event if the charity being wound up, directors are required to contribute an amount not exceeding £1.

Recruitment and appointment of Management Committee

The focus of the organisation's work is providing support for people with learning disabilities, who may also have physical disabilities or mental health issues, in any way which now or hereafter may be deemed to be charitable. The needs of this group are appropriately reflected through the diversity of the trustees body. To enhance the potential pool of trustees, the charity continually seeks to identify potential new trustees relevant to the nature of its work.

Organisation Structure

The charity, a company limited by guarantee, was incorporated on 26th August 2004 to take over the running of The Open Door Centre, which was managed until August 31st by New Era Housing Association. Members of staff previously employed by New Era were transferred to the company on 1st September 2004 on a TUPE agreement. These transfers incur a liability for previous service.

The name of the company was changed to The Open Door Centre (Swindon and District) Limited by special resolution on 3rd December 2004.

An application for charity status was approved by the Charity Commissioners on 1st February 2005.

The Charity has been operating from St Barnabas Church Hall in Ferndale Road, Swindon since January 2007.

Risk Management

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. The adequacy of reserves will be a continuing target to be reached.

Swindon Borough Council (SBC) terminated its contract with the organisation on 15 January 2014, but did not award the ongoing contract until March 2019. An interim contract was awarded to The Open Door Centre in April 2014 to provide support to Members with their personal plans. The Open Door Centre did not win the ongoing contract, but received payment up to 31 May 2019.

Public Benefit

The trustees have taken account of the Charity Commission's guidelines on public benefit and consider that the charity meets its obligations in that regard.

Activities

Recreational sessions are held on a weekly basis, as are discussion groups. There are internal and external activities, and members are encouraged to make full use of local facilities for activities such as swimming and fitness. Various day trips also take place and there are regular talks from various organisations and individuals on subjects of interest to members. Creative sessions are held on a regular basis, such as sewing and art. Members' holidays, supported by staff, continue to be popular. Members' take-up of activities is monitored and this analysis is available for inspection should it be required.

In order to carry on the day to day activities of the centre, eight people were employed during the year, all of them part time. A part time café manager was also employed to run the café at Liden Library.

£20,186 in Restricted Funds was made available by various bodies (including the £8,276 From SBC). These funds are shown in the restricted funds reserves.

The members provide funds for social activities from their own resources and these transactions, and the lunches paid for by the members, do not form part of these accounts. However, any surplus from the payment of lunches is used to supplement the cost of the Cook's salary, and this is shown as income.

From 23 March 2020 the Centre was temporarily closed due to the Covid-19 pandemic.

Thanks are extended to the staff and volunteers who work tirelessly for the benefit of the charity and all those who use the Centre's services. Our thanks also go to all those companies and individuals who have made funds available.

In the longer term the Charity needs to have suitable settled accommodation in order to move towards financial independence. The Charity operates from St Barnabas under a lease agreement renewed annually.

Objectives, Achievements and Performance

Future Plans and Objectives

The objects of the Charity are the relief of people with learning disabilities in any way which, now or hereafter, may be deemed by law to be charitable.

The Company and Charity is managed by a board of directors who are also trustees of the Charity. Employed members of staff carry out day to day management and operational requirements. A paid staff runs the Charity on a day to day basis and report regularly to the board. The membership is represented by three of their peers, sitting with Directors and Staff to form a Management Committee, to ensure communications are of a high order.

Full details of services provided may be obtained from the Centre manager. The Centre also provides a day service to residents of care homes for which a daily charge is made. Funds have also been made available by corporate donors and others for specific purposes.

Service users meet monthly to take decisions on planning activities and other aspects of the charity work to ensure inclusivity.

Financial Review

Reserves

It is the policy of the charity that unrestricted funds that have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure (£23,300-£46,600). An additional provision for statutory amounts becoming due to staff and other creditors, in the event that the Company and the Charity had for any reason to cease trading, is also necessary.

The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

The Charity has sufficient funds in place to operate until June 2021.

Reserves are at an adequate level and this policy will continue in future years as well as making all practicable efforts to increase income from all sources. It should be noted that the Charity's trustees have a legal responsibility to ensure the financial health of the Charity.

THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

Statement of Trustees' Responsibilities

The following statement sets out the responsibilities of the trustees in relation to the financial statements of The Open Door Centre (Swindon & District) Limited.

Company law 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 as at the end of the financial period, and of the surplus or deficit for the financial period. In preparing those financial statements, the trustees are required to:

- Select appropriate policies and apply them consistently, subject to any material departures being disclosed and explained;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed; and
- Prepare the financial statements on the going concern basis, unless they consider that to be inappropriate.

The trustees are responsible for ensuring that the Charity keeps sufficient accounting records to disclose with reasonable accuracy the financial position of the Company, and to enable them to ensure that the financial statements comply with the United Kingdom Companies Act 1985.

They are also responsible for taking reasonable steps to safeguard the assets of the Charity and, in that context, to have proper regard to the establishment of appropriate systems of internal control with a view to the prevention and detection of fraud and other irregularities.

As far as each trustee is aware, there is no relevant audit information of which the Charities auditors are unaware.

Each trustee has taken all the steps that he or she ought to have taken as a trustee in order to make himself or herself aware of any relevant audit information and to establish that the Charity's auditors are aware of that information.

The trustees consider that they have pursued the actions necessary to meet their responsibilities as set out in this statement.

On behalf of the Board of Trustees

Chair of Trustees :

Name: Derek Fry

Date:

THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

Independent Examiners' Report

To the trustees of The Open Door Centre (Swindon & District) limited.

Respective responsibilities of Trustees and Examiner

The trustees' responsibilities 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) are set out in this Statement of Trustees' Responsibilities in the body of the Trustees Report.

You consider that the audit requirement of Section 144 Charities Act 2011 ("the Act") does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 145 (5) (b) of the Act, whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Section 130 of the Act; and
- to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or

- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Simon Brown :

Nicholas Brown Consultants Ltd
Suite H The Old Dutch Barn
Westend Offices, Stonehouse
Glos. GL10 3GE
Date:



THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

Statement of Financial Activities

as at 31 March 2020

	Note	Unrestricted funds General £	Restricted funds	Total funds 2020 £	Total funds 2019 £
Income					
Donations and grants	2	23,843	16,910	40,753	77,386
Charitable activities	5				
Fees and membership		27,622		27,622	22,871
Lunches		3,871		3,871	3,780
Other trading activities	3				
Fundraising		13,162		13,162	6,278
100 Club		821		821	770
Friday Café		1,395		1,395	1,666
Odey's Café		5,898		5,898	2,479
Investment Income	4	444		444	311
Total Income		77,056	16,910	93,966	115,541
Expenditure					
Raising funds		1,481		1,481	
Odey's Café		-		-	
Charitable activities	5	98,407		98,407	107,417
Other	6	8,118		8,118	4,705
Total expenditure		108,006	-	108,006	112,122
				-14,040	3,419
Net income					
Total funds brought forward				100,017	96,598
Total funds carried forward				85,977	100,017

Note : details for fund raising costs are not available for 2019

THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

Statement of Financial Position

as at 31 March 2020

	Notes	2020 £	2019 £
Non-current assets			
Tangible fixed assets	7	2,275	3,096
		<u>2,275</u>	<u>3,096</u>
Current assets			
Debtors	8	2,093	2,883
Cash at bank and in hand		82,543	94,035
Prepayments and accrued income	9	-	3
		<u>84,636</u>	<u>96,921</u>
Current liabilities			
Creditors: amounts falling due within 1 year	10	934	-
		<u>934</u>	<u>-</u>
Net current assets		<u>83,702</u>	<u>96,921</u>
Net assets		<u>85,977</u>	<u>100,017</u>
Funded by			
General funds		62,977	74,017
Designated funds: 3 months' running costs		23,000	26,000
Total funds		<u>85,977</u>	<u>100,017</u>

For the year ended 31 March 2020, the company was entitled to exemption under section 477 of the Companies Act 2006 ("the Act") relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

In accordance with Section 14 of the SORP, Section D: Voluntary Disclosures and Appendix III of the FRSSE, the Charity has voluntarily prepared a Cash flow statement.

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

Derek Fry
Chairman

.....

Date.....

THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

Cash Flow Statement

for the year ended 31 March 2020

	2020 £	2019 £
Cash flows from operating activities		
Net income /(expenditure)	(14,040)	3,419
Adjustments for:		
Depreciation charge	821	792
(Increase)/ Decrease in Debtors	793	(2,586)
Increase/(Decrease) in Creditors	934	(316)
Prepayments and accrued income	-	(2)
	2,548	(2,112)
	(11,492)	1,307
Cash flows from investing activities		
Purchase of equipment	-	(3,838)
	-	(3,838)
Net increase / (decrease) in cash	(11,492)	(2,531)
Cash at bank and in hand at the beginning of the year	94,035	96,566
Cash at bank and in hand at year end	82,543	94,035

Notes to the Financial Statements

1. Accounting Policies

1.1. Basis of accounting

These financial statements aim to give a fair and true value for The Open Door Centre (Swindon & District) Ltd ("the Charity") for the year ended 31 March 2020 ("Year End").

The financial statements have been prepared under the historical cost convention, as modified by the valuation of investments, and 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 for Smaller Entities published on 16/07/14 ('the SORP'), the Financial Reporting Standard for Smaller Entities (effective January 2015) ('the FRSSE') and the Companies Act 2006 ('the Act').

1.2. Donations in kind

The charity is fortunate in the level of support it receives from its volunteers. Without this voluntary support, considerable expense would be incurred. It is not thought meaningful or practical to put a monetary value on the support but the committee is grateful to those who provide their time and expertise.

1.3. Grants

Grants receivable and payable are included in the financial statements when received or paid. Where grants are received or made for a defined period, any amounts relating to a period extending beyond the Charity's accounting date are deferred.

1.4. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

1.5. 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.

1.6. Revenue

Revenue is recognised upon the transfer of goods or completion of a service with another legal entity or individual where the revenue can be measured reliably and is under full control of the Charity. Any revenue received in relation to a service partially or not completed will be prorated accordingly.

1.7. Taxation

The charity is exempt from Corporation Tax under the provisions of section 505 Income and Corporation Taxes Act 1988. Consequently no provision for deferred taxation is required.

1.8. 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 and payroll.

THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

Notes to the Financial Statements (continued)

1.9. Debtors and prepayments

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

1.10. Depreciation

Depreciation is calculated to write off the cost, less estimated residual values, of tangible fixed assets over their expected useful lives using a 25% straight line method. The tangible fixed assets were re-valued at 31 March 2011 at zero.

1.11. Cash at bank and in hand

Cash at bank and cash in hand include all cash held in deposit accounts and monies considered reserves. Any cheques sent or received during the year that relate to the year and are not cleared into a bank are considered debtors or creditors respectively.

1.12. Creditors

Creditors are recognised where the Charity has an obligation, due from past transactions, to settle any amounts owed after trade discounts. Amounts due within a year from the date of transaction are considered current liabilities in the balance sheet and amounts due after a year are considered non-current liabilities.

2. Donations

	2020	2019
	£	£
Gifts	17,386	16,846
Grants	23,367	73,077
	<u>40,753</u>	<u>89,923</u>

Of the £40,753 received in 2020, £16,910 was restricted funds and £23,843 was unrestricted funds. The Charity benefits greatly from the involvement and support of its many volunteers, details of which are given in the annual report. In accordance with accounting policies, the economic contributions are not measured in the accounts.

3. Other trading activities

	2020	2019
	£	£
Income from other trading activities		
Fundraising	13,162	6,278
100 Club	821	770
Friday Café	1,395	1,666
Odey's Café	5,898	2,479
	<u>21,267</u>	<u>11,193</u>

THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

Notes to the Financial Statements (continued)

All income in 2020 from Other Trading Activities was unrestricted (2019: All unrestricted).

4. Investment income

All of the Charity's £75 (2019: £311) investment income in 2020 arises from money held in interest bearing deposit accounts.

5. Analysis of expenditure on charitable activities

	2020	2019
Expenditure on charitable activities	£	£
Pemises costs	14,900	16,222
Support costs	92,506	95,166
Governance costs	600	734
	108,006	112,122

6. Analysis of other expenditure

Other expenditure includes bank charges of £60 (£60 last year), reimbursing volunteer travel expenses of £1,703 (£2,670 last year) and members' singing, mindfulness and fitness sessions of £1,907 (£1,975 last year).

7. Fixed Assets

	2020	2019
	£	£
Opening balance	3,096	50
Acquisitions	-	3,838
Depreciation	(821)	(792)
Closing balance	2,275	3,096
Fixed assets at cost	3,938	3,938
Accumulated depreciation	(1,663)	(842)

During the year a warming cabinet was purchased for generating trade income for the charity in order to support fundraising activities. This asset has been depreciated at 20% per year with no retained value and a full charge in the year of purchase.

8. Debtors

Of the £2,093 all amounts are in respect of attendance fees.

9. Prepayments and accrued income

Last year's £3 arose due to interest owed on cash held in deposit bearing accounts.

10. Creditors

THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

Notes to the Financial Statements (continued)

The Creditors at the year end relate to Accountancy (£600) and PAYE (£334).

11. Analysis of governance and support costs

	General support	Governance	Total
	£	£	£
Salaries and staff related costs	81,805	-	81,805
General office	10,701	600	11,301
	92,506	600	93,106

12. Analysis of staff costs

	2020	2019
	£	£
Salaries	74,606	73,443
National Insurance costs	2,640	6,435
Pension costs	2,598	4,505
Staff insurance costs	1,593	2,414
Staff training costs	368	128
Total staff costs	81,805	86,925

The Charity is an equal opportunities employer

No employee had earnings in excess of £60,000.

No remuneration or expenses were paid to any Trustee of the charity.

The charity's staff were employed in the following categories:

	2020	2019
Administration	4	4
Cook	1	1
Activity co-ordinators	3	4
Café manager	1	-
Volunteer support workers	10	13
Volunteer trustees	5	5
	24	27

Notes to the Financial Statements (continued)

13. Related Party Transactions – Grants and Significant Donations Received

Wiltshire Commuinity Foundation	01/07/2019	5,000
Charities Trust	17/07/2019	500
Local Giving (Magic Little Grant)	18/09/2019	500
Wiltshire Community Foundation	31/10/2019	3,000
Bailey Thomas	08/11/2019	5,000
Walter Guinness	20/11/2019	1,000
Kentwood Choir	17/12/2019	2,167
Lawn Community Centre	03/02/2020	1,500
Arval	21/02/2020	1,700
Souter Charitable Trust	20/03/2020	2,000
Sir Jules Thorn Charitable Trust	20/03/2020	1,000
		<hr/>
		23,367
		<hr/>

THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

Independent Examiners' Report

To the trustees of The Open Door Centre (Swindon & District) limited.

Respective responsibilities of Trustees and Examiner

The trustees' responsibilities 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) are set out in this Statement of Trustees' Responsibilities in the body of the Trustees Report.

You consider that the audit requirement of Section 144 Charities Act 2011 ("the Act") does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 145 (5) (b) of the Act, whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Section 130 of the Act; and
- to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Simon Brown : 

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Date: