

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 2021

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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 2021.

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
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.

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. 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 were suspended due to the Covid-19 pandemic. 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.

£25,496 in Restricted Funds was made available by various bodies. These funds are shown in the restricted funds reserves. During the period under review an element of the salary payments were funded by the Government Furlough scheme.

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. During the closure of the centre due to the pandemic a takeaway and delivery meal service was made available. The café, run from Liden Library, was closed in March 2020 due to the Covid-19 pandemic and has not yet re-opened.

From 23 March 2020 the Centre was temporarily closed due to the Covid-19 pandemic. The Centre reopened on 8th June 2020, but with reduced hours and then had to close again early in the New Year, subsequently reopening on 15th February 2021, but with reduced members and staffing hours; during these closures some staff were either furloughed or part furloughed.

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 aspires 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 trustees of the Charity. Employed members of staff carry out day to day management and operational requirements 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 as at 31st March 2021 to operate until January 2022.

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 2021

	Note	Unrestricted funds General £	Restricted funds	Total funds 2021 £	Total funds 2020 £
Income					
Donations and grants	2	64,160	25,496	89,656	40,753
Charitable activities	5				
Fees and membership		7,106		7,106	27,622
Lunches		4,945		4,945	3,871
Other trading activities	3				
Fundraising		3,675		3,675	13,162
100 Club		438		438	821
Friday Café		490		490	1,395
Odey's Café		73		73	5,898
Investment Income	4	827		827	444
Total Income		81,724	25,496	107,210	93,966
Expenditure					
Raising funds		2,950		2,950	1,481
Odey's Café		-		-	-
Charitable activities	5	94,369		94,395	98,407
Other	6	6,544		6,544	8,118
Total expenditure		103,863	-	103,889	108,006
				3,321	-14,040
Net income					
Total funds brought forward				85,977	100,017
Total funds carried forward				82,656	85,977

THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

Statement of Financial Position

as at 31 March 2021

	Notes	2021 £	2020 £
Non-current assets			
Tangible fixed assets	7	1,537	2,275
		<u>1,537</u>	<u>2,275</u>
Current assets			
Debtors	8	2,674	2,093
Cash at bank and in hand		85,687	82,543
Prepayments and accrued income	9	-	-
		<u>88,361</u>	<u>84,636</u>
Current liabilities			
Creditors: amounts falling due within 1 year	10	600	934
		<u>600</u>	<u>934</u>
Net current assets		<u>87,761</u>	<u>83,702</u>
Net assets		<u>89,298</u>	<u>85,977</u>
Funded by			
General funds		66,298	62,977
Designated funds: 3 months' running costs		23,000	23,000
Total funds		<u>89,298</u>	<u>85,977</u>

For the year ended 31 March 2021, 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 2021

	2021 £	2020 £
Cash flows from operating activities		
Net income /(expenditure)	3,321	(14,040)
Adjustments for:		
Depreciation charge	800	821
(Increase)/ Decrease in Debtors	(581)	793
Increase/(Decrease) in Creditors	(334)	934
Prepayments and accrued income	-	-
	(115)	2,548
	3,206	(11,492)
Cash flows from investing activities		
Purchase of equipment	(62)	-
	(62)	-
Net increase / (decrease) in cash		
	3,144	(11,492)
Cash at bank and in hand at the beginning of the year	82,543	94,035
Cash at bank and in hand at year end	85,687	82,543

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 2021 ("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

	2021	2020
	£	£
Gifts	53,307	17,386
Grants	36,350	23,367
	<u>89,657</u>	<u>40,753</u>

Of the £89,657 received in 2021, £25,497 was restricted funds and £64,160 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

	2021	2020
	£	£
Income from other trading activities		
Fundraising	3,675	13,162
100 Club	438	821
Friday Café	490	1,395
Odey's Café	73	5,898
	<u>4,676</u>	<u>21,267</u>

All income in 2021 from Other Trading Activities was unrestricted (2020: All unrestricted).

Notes to the Financial Statements (continued)

4. Investment income

All of the Charity's £827 (2020: £444) investment income in 2021 arises from money held in interest bearing deposit accounts.

5. Analysis of expenditure on charitable activities

	2021	2020
	£	£
Expenditure on charitable activities		
Premises costs	15,084	14,900
Support costs	88,205	92,506
Governance costs	600	600
	108,006	108,006

6. Analysis of other expenditure

Other expenditure includes bank charges of £61 (£60 last year), reimbursing volunteer travel expenses of £179 (£1,703 last year) and members' singing, mindfulness and fitness sessions of £1,468 (£1,907 last year).

7. Fixed Assets

	2021	2020
	£	£
Opening balance	2,275	3,096
Acquisitions	62	-
Depreciation	(800)	(821)
Closing balance	1,537	2,275
Fixed assets at cost	4,000	3,938
Accumulated depreciation	(2,463)	(1,663)

8. Debtors

Of the £2,674 all amounts are in respect of attendance fees and associated debts.

9. Prepayments and accrued income

There are no prepaid or accrued income amounts (2020 £Nil)

10. Creditors

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

11. Analysis of governance and support costs

THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

Notes to the Financial Statements (continued)

	General support	Governance	Total
	£	£	£
Salaries and staff related costs	73,552	-	73,552
General office	14,053	600	14,653
	87,605	600	88,205

12. Analysis of staff costs

	2021	2020
	£	£
Salaries	69,998	74,606
PAYE & National Insurance costs	2,644	2,640
Pension costs	822	2,598
Staff insurance costs	88	1,593
Staff training costs	-	368
Total staff costs	73,552	81,80

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:

	2021	2020
Administration	4	4
Cook	1	1
Activity co-ordinators	3	3
Café manager	-	1
Volunteer support workers	10	10
Volunteer trustees	5	5
	23	24

THE OPEN DOOR CENTRE (SWINDON & DISTRICT) LIMITED

Notes to the Financial Statements (continued)

13. Related Party Transactions – Grants and Significant Donations Received

Swindon Rotary	02/04/2020	£1,000
Pilkington Trust	08/04/2020	£1,000
Local Giving	16/04/2020	£500
Zurich Community Trust	27/04/2020	£10,000
Wiltshire Community Fund	29/04/2020	£4,323
Swindon Rotary	22/05/2020	£314
Walter Guinness	26/05/2020	£1,000
T E Connectivity Swindon	27/05/2020	£788
Swindon Rotary	29/05/2020	£250
Swindon Rotary	18/06/2020	£10,000
Edward Gosling Foundation	26/06/2020	£4,200
Albert Hunt Trust	10/07/2020	£1,000
Zurich Community Trust	29/07/2020	£10,000
National Lottery	31/07/2020	£10,000
AMMCO Charitable Trust	05/08/2020	£500
Mid Counties Co-Op	29/09/2020	£2,000
Nationwide	07/10/2020	£500
Zurich Community Trust	19/10/2020	£10,400
Sported UK	23/10/2020	£4,150
Swindon Rotary	01/12/2020	£750
David Solomon Charitable Trust	01/12/2020	£1,000
Swindon Rotary	21/12/2020	£1,000
BMW Swindon	22/01/2021	£500
Boshier Hinton Foundation	08/02/2021	£1,474
Personal Donation (Anonymous)	18/03/2021	£250
		<u>£76,899</u>