

**Charity No. 1115626**  
**Company No. 05619174**

**OPEN HANDS COVENTRY LIMITED**  
**(A company limited by guarantee)**

**TRUSTEES REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MAY 2020**

# **OPEN HANDS COVENTRY LIMITED**

## **Contents of Financial Statements**

**Year ended 31 May 2020**

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# **OPEN HANDS COVENTRY LIMITED**

**Year ended 31 May 2020**

## **Report of the Trustees**

The directors of Open Hands Coventry Ltd (“the charitable company”) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as its Trustees. The financial statements 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 in the UK and Republic of Ireland (FRS102) (updated 1 January 2019).

The Trustees present the charitable company’s report and financial statements for the year ended 31 May 2020. In the prior year the accounting period was extended by 6 months to 31 May and as such represents an 18 month accounting period.

## ***Objectives and Activities***

The purposes of the charitable company, as set out in its Memorandum of Association are:

- The provision of suitable sheltered residential accommodation to enable persons in Coventry and Warwickshire who have successfully undergone primary treatment for addiction to alcohol-containing substances to further their rehabilitation following completion of their primary stage treatment;
- To assist recovering persons in Coventry and Warwickshire formerly addicted to alcohol and alcohol-containing substances to receive appropriate advice, information, counselling and other assistance in an appropriate residential environment.
- To relieve poverty and distress among persons in Coventry and Warwickshire who are recovering from alcoholism but who are not yet fully self-supporting; and
- To promote such other charitable purposes as may from time to time be determined.

The principal activities of the charitable company in the year under review was to benefit the public by promoting the prevention of alcohol misuse and the provision of a stable and supportive recovery house for people recovering from alcoholism (and the eventual rehabilitation of those people). We also provided an extended outreach to alcoholics and their families in the local community.

To further these objects/activities we have worked with local agencies to promote, where appropriate, an abstinent approach to problem drinking based on mutual aid, via the twelve-step recovery model. Our referral routes include drug and alcohol agencies, mental health services, general hospitals; GP surgeries and homeless organisations. Clients also self-referred.

In undertaking these activities, the trustees have had due regard to the general guidance published by the Charity Commission relating to public benefit.

## ***Achievements and performance***

We receive no social funding in providing an alcohol rehabilitation programme for our clients; neither do we charge our clients for this service. Operating revenue is mainly from rental income, residents' contributions and a small number of public donations.

Generally, our client group are homeless or vulnerably housed men who wish to stop drinking and stay stopped. Many of our clients have other health issues such as mental ill-health, physical impairments and drug abuse.

Our experience has shown that it will take several years for our particular client group to complete their rehabilitation programme, to experience improvements in their physical and mental health before moving on in other areas of their lives.

The central philosophy of our rehabilitation work is the Twelve Step recovery model. Since our foundation in 2006, our work is peer lead and epitomises the concepts of The Expert Patient Programme. Residents gain recovery by mutual aid, sharing their experience, strength and hope with each other.

## OPEN HANDS COVENTRY LIMITED

Year ended 31 May 2020

### Report of the Trustees continued

Since December 2009, we have undertaken over 550 community alcohol detoxifications without incident or cost to the local health economy. Open Hands Coventry provides this as a free service to people on benefits or low incomes. We developed this service in collaboration with a local Consultant Psychiatrist specialising in addictions. The client's GP agrees to prescribe the required medication, and Open Hands Coventry facilitates the process in their supported accommodation. Open Hands Coventry Estimates that providing this free service has saved the local health economy in the region of £30,000 to £55,600 per year for the last 11 years

### *Financial review*

The charitable company's key financial objective is to ensure financial stability and continued solvency year on year so that it achieves its objectives and activities. For the financial period ended 31 May 2020 Open Hands Coventry recorded a surplus on unrestricted funds of £9,952 (2019: deficit £9,091) and the new financial year begins with a surplus on unrestricted funds of £126,096 (2019: £116,143).

The principal funding sources remain unchanged from prior years with 71% of all income being provided by resident's Housing Benefit (2019: 67%). The reliance on this income stream exposes the charity to the risk of adverse changes in the Government benefits policy. This is considered to be the principal financial risk facing the charity.

The directors have reviewed the reserves of the charity as well as the nature of the income and expenditure streams, with due consideration of the risk highlighted above. The review concluded that to allow the charity to be managed efficiently and to provide a buffer for any adverse changes in legislation, a general reserve should be maintained to cover approximately three months of operational expenditure costs. This would allow the charity to down-scale or merge with another organisation should there be any major adverse changes to the Government's benefits policy.

The reserve policy at the period end equates to approximately £100,000. The charity's free reserves at the year-end show £126,096. The charitable company is in a strong financial position to achieve its objectives and activities in a sustainable way. The reserves policy will be reviewed each year. The charity is moving to a cloud-based accounting system that is now providing the trustees with more timely financial information.

Due to the nature of the charity's income, there has been only a minimal financial impact as a result of the pandemic. The residential housing has remained at capacity throughout lockdown due to restrictions on residents' movements. As we move out of lockdown there is a significant waiting list of individuals requesting assessments. As such we can reasonably expect rental incomes to remain stable for at least the next 12 months.

There has been no noticeable increase in the charity's expenditure as a result of the pandemic and the trustees forecast a surplus of less than £10k in the year to 31 May 2021.

The trustees therefore confirm that they expect the charity to be a going concern for at least the next 12 months.

## **OPEN HANDS COVENTRY LIMITED**

**Year ended 31 May 2020**

### **Report of the Trustees continued**

#### ***Structure, Governance and Management***

The charitable company was incorporated on 10 November 2005, registered as a charity on 31 July 2006 and commenced trading on 1 October 2006. The charitable company is governed by its Memorandum and Articles of Association.

The Memorandum and Articles of Association require a minimum of 3 and maximum of 10 Trustees and one Trustee must be appointed by the Archbishop of the Roman Catholic Diocese of Birmingham.

The charitable company is managed by its Trustees. Mr J McCrea is also an employee of the charity and is responsible for the day to day running of the services of the charity. He receives remuneration for the services provided as allowed for in the Memorandum and Articles of Association at a value equivalent, or less than the local market rate. A fellow Trustee Rev. A Norton is also paid for services provided to the charity, again at or below market rate.

#### ***Appointment of Trustees, Induction & Training***

The charity is still undergoing a review of its governance and management structure. Ideally the charity would look to recruit trustees who are themselves in recovery from alcohol addiction; however the charity is finding it a challenge to find such individuals that are willing to take on the increasingly difficult role of a charity trustee. The procedures for trustee selection, induction and training will be considered as part of this review.

The medium-term future (the next four years) is uncertain. The charity's primary income is from rental charges and client contributions. This income is vulnerable because of the uncertain future of supported accommodation such as ours. Consequently, the charity is finding it a problem to recruit individuals willing to take on the increasingly demanding role of a charity trustee. Another barrier is that we expect our trustees (and specific volunteers) to have an enhanced DBS. We hope, however, to appoint another trustee in the next few months.

#### **COVID-19**

So far, the charity has managed to navigate its way through the various restrictions. The residents of the main house are protecting themselves and others by abiding with the guidance laid-down by the Government.

# OPEN HANDS COVENTRY LIMITED

Year ended 31 May 2020

## Report of the Trustees continued

### *Reference and administrative details*

<b>Name:</b>	Open Hands Coventry
<b>Trustees:</b>	Mr J S McCrea Rev A Norton Mr T Menezes
<b>Charity Number:</b>	1115626
<b>Company Number:</b>	05619174
<b>Registered address:</b>	Open Hands Coventry Limited 16 Stoney Road Coventry CV1 2NP
<b>Bankers:</b>	Lloyds Bank High Street Coventry
<b>Independent Examiner:</b>	Karen Hanlan Karen Hanlan Independent Examiner Ltd 12 Waterloo Close Wellesbourne CV35 9JG

### *Small company provisions*

In preparing this report, the trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 20/08/2021 and signed on their behalf by: -

**Rev A Norton**  
**Director**

## **Statement of Trustees' responsibilities**

The Trustees (who are also directors of Open Hands Coventry Limited for the purposes of company law) 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).

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 charitable company and of the income and expenditure for that period. In preparing these financial statements the trustees are required to:-

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company 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 corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**OPEN HANDS COVENTRY LIMITED**

**Year ended 31 May 2020**

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF  
OPEN HANDS COVENTRY ('THE CHARITY')**

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 May 2020 which are set out on pages 7 to 13.

**Responsibilities and basis of report**

As the charity trustees of the Company (and also its directors 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 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 statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 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, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1) accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act;  
or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the accounting requirements of 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
- 4) 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 (FRS102).

I have no concerns and have come across no 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.

Karen Hanlan,

Date: 20/08/2021

Member of Institute of Chartered Accountants England & Wales  
Karen Hanlan Independent Examiner Ltd  
12 Waterloo Close  
Wellesbourne  
CV35 9JG



**OPEN HANDS COVENTRY LIMITED**

**Year ended 31 May 2020**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**

	Note	Year ended 31 May 2020 £	18 months ended 31 May 2019 £
<b>Income from:</b>			
Donations and legacies	2	15,650	25,795
Charitable Activities	3	342,053	547,967
Investments		20	281
<b>Total Income</b>		<b>357,723</b>	<b>574,043</b>
<b>Expenditure on:</b>			
Charitable activities	4	347,771	583,134
<b>Total Expenditure</b>		<b>347,771</b>	<b>583,134</b>
<b>Net Income/(Expenditure) and Net Movement Funds in funds for the period</b>		<b>9,952</b>	<b>(9,091)</b>
<b>Reconciliation of funds:</b>			
Total funds brought forward		116,144	125,235
<b>Total funds carried forward</b>		<b>126,096</b>	<b>116,144</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities and all funds are un-restricted.

**OPEN HANDS COVENTRY LIMITED**  
**COMPANY NUMBER: 05619174**

**BALANCE SHEET**  
**as at 31 May 2020**

	Note	31 May 2020 £	31 May 2019 £
<b>Fixed Assets</b>			
Tangible fixed assets	5	5,322	7,549
<b>Current Assets</b>			
Debtors	7	26,082	15,041
Cash at bank and in hand		100,213	97,585
		<b>126,295</b>	112,626
<b>Liabilities</b>			
Creditors: amounts falling due within one year	8	(5,521)	(4,031)
<b>Net Current Assets</b>		<b>120,774</b>	108,595
<b>Net Assets</b>		<b>126,096</b>	116,144
<b>Funds of the charity</b>			
Unrestricted funds		126,096	116,144
Restricted funds		-	-
<b>Total charity funds</b>		<b>126,096</b>	116,144

The accompanying accounting policies and notes form part of these financial statements.

For the year ended 31 May 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Responsibilities of directors/Trustees:

(a) The members have not required the charitable company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006 - however, in accordance with section 145 of the Charities Act 2011 the financial statements have been examined by an independent examiner whose report appears on page 6.

(b) The directors/Trustees acknowledge their responsibility for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the Directors on 20/08/2021 and signed on their behalf by:

**Rev A Norton**  
**Director**

# **OPEN HANDS COVENTRY LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS**

**Year ended 31 May 2020**

### **1. Accounting Policies**

#### **Status of the company**

The charitable company is limited by guarantee, is registered in England and Wales, and does not have share capital. The liability of members is limited to £1 per member.

#### **Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (updated 1 January 2019) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Open Hands Coventry 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 note(s).

#### **Going concern statement**

The financial statements have been prepared on a going concern basis which assumes that the Charitable Company will continue to operate. The validity of this assumption is dependent upon the continuance of support from the Charitable Company's key funders and in response to the progress made by the Charitable Company in pursuing a viable budget. The Charitable Company's current business plan shows that the Charitable Company will be able to operate in the foreseeable future. Based on this understanding, the trustees believe that it remains appropriate to prepare the financial statements on a going concern basis. The financial statements do not include any adjustments, which would result from the basis of preparation being inappropriate.

#### **Funds**

Unrestricted funds are available to spend on activities that further any of the purposes of 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 and grants subject to conditions imposed by the provider or by specific terms of the appeal under which the funds were raised. The restrictive conditions are binding upon the Charitable Company.

#### **Income**

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

Income relating to future periods, as a result of donor-imposed conditions specifying the time period, has been treated as deferred income.

Income dependent on certain conditions, amounting to more than mere administrative requirements, is recognised when the conditions have been fulfilled.

#### **Donated services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charitable company of the item is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP FRS102, general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charitable company which is the amount the charitable company would have been willing to pay to obtain the services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**OPEN HANDS COVENTRY LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**

**Year ended 31 May 2020**

**1. Accounting Policies** (*continued*)

**Interest receivable**

Bank interest is shown on the basis of amounts receivable in the year.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charitable company to the expenditure. All expenditure is accounted for on an accruals basis.

**Tangible fixed assets**

Depreciation is provided at a rate calculated to write off the cost over a period of less than the estimated useful life of the assets as follows:

Office equipment & furniture	25% reducing balance
Computer equipment	33% straight line
Motor vehicle	25% straight line
Only fixed asset purchases above £500 are capitalised.	

**Cash and cash equivalents**

Cash and cash equivalents include cash at bank and in hand and short-term deposits repayable on within a three-month notice period.

**Debtors**

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

**Creditors**

Creditors 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.

**Taxation**

As a registered charity no provision is considered necessary for taxation.

**Leasing commitments**

Rentals paid under operating leases are charged to the profit and loss account on a straight-line basis over the period of the lease.

**OPEN HANDS COVENTRY LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**Year ended 31 May 2020**

**2. Income from donations and legacies**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Donations	<b>2,650</b>	6,295
Gifts-in-kind – rent for main house	<b>13,000</b>	19,500
	<b>15,650</b>	25,795

**3. Income from charitable activities**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Housing benefit payments	<b>254,252</b>	386,191
Contributions from organisations	<b>41,060</b>	95,374
Contributions from beneficiaries	<b>46,741</b>	66,402
	<b>342,053</b>	547,967

**4. Expenditure on charitable activities**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Volunteers expenses	<b>6,675</b>	7,669
Repairs, maintenance & equipment	<b>21,200</b>	40,617
Costs of running supported accommodation	<b>236,859</b>	370,755
Support payments to beneficiaries	<b>11,900</b>	25,098
Loans converted to support payments to beneficiaries	<b>-</b>	2,469
Education and counselling support	<b>8,853</b>	26,311
Costs of managing the organisation (including staff costs)	<b>47,314</b>	82,180
Motor expenses and travel	<b>10,707</b>	23,954
Depreciation	<b>2,227</b>	2,227
Professional fees	<b>636</b>	454
Independent Examination (incl. £300 for accountancy services)	<b>1,400</b>	1,400
	<b>347,771</b>	583,134

**OPEN HANDS COVENTRY LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**

**Year ended 31 May 2020**

**5. Tangible Fixed Assets**

	Equipment £	Motor Vehicle £	Total £
<b>Cost</b>	<b>9,520</b>	<b>28,149</b>	<b>37,669</b>
At beginning of year			
Additions	-	-	-
Disposals	-	(3,943)	(3,943)
	<hr/>	<hr/>	<hr/>
At end of year	<b>9,520</b>	<b>24,206</b>	<b>33,726</b>
	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>			
At beginning of year	<b>9,167</b>	<b>20,953</b>	<b>30,120</b>
Charge for the year	<b>212</b>	<b>2,015</b>	<b>2,227</b>
Eliminated on disposal	-	(3,943)	(3,943)
	<hr/>	<hr/>	<hr/>
At end of year	<b>9,379</b>	<b>19,025</b>	<b>28,404</b>
	<hr/>	<hr/>	<hr/>
<b>Net Book Value</b>			
At 31 May 2020	<b>141</b>	<b>5,181</b>	<b>5,322</b>
	<hr/>	<hr/>	<hr/>
At 31 May 2019	353	7,196	7,549
	<hr/>	<hr/>	<hr/>

**6. Staff Costs**

	2020 £	2019 £
Wages and salaries	<b>36,812</b>	50,808
National insurance	<b>300</b>	-
JRS Grant	<b>(1,037)</b>	-
	<hr/>	<hr/>
	<b>36,075</b>	50,808
	<hr/>	<hr/>

There were two employees during the period (2019 – Two).

No employee received remuneration of £60,000 or more.

Over the year to 31 May 2020 Mr J S McCrea, a trustee of the charity, received remuneration totalling £31,625 (18 months to 31 May 2019: £43,275 which equates to £28,850 annualised).

Over the year to 31 May 2020 Rev A Norton, a trustee of the charity, received fees relating to support services provided to the charity totalling £nil (18 months to 31 May 2019: £3,660 which equates to £2,440 annualised). Such payments were made in accordance with the Charitable Company's Memorandum and Articles of Association.

**OPEN HANDS COVENTRY LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**

**Year ended 31 May 2020**

Over the year to 31 May 2020, two trustees of the charity were reimbursed travelling expenses totalling £3,663 (18 months to 31 May 2019: £3,939 which equates to £2,626 annualised). Such expenses are only reimbursed to trustees for travel relating to the day-to-day operation of the charity.

**7. Debtors**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Deposits receivable	<b>9,350</b>	10,025
Loans receivable	<b>1,612</b>	1,429
Prepayments	<b>3,129</b>	3,587
Accrued income	<b>11,991</b>	-
	<hr/> <b>26,082</b> <hr/>	<hr/> 15,041 <hr/>

**8. Creditors: Amounts falling due within one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Social Security and Other Taxes	-	-
Accruals	<b>5,521</b>	4,031
	<hr/> <b>5,521</b> <hr/>	<hr/> 4,031 <hr/>

**9. Operational Premises**

The company operates from premises owned by the Catholic Archdiocese of Birmingham on a rent free basis, an estimate of the rent that would be payable at market rates is included as a gift in kind.

**10. Related party transactions**

In addition to payments to Trustees as detailed in note 6, the following related party transactions are noted:

Trustee Rev Timothy Menezes is also a Trustee of the Birmingham Diocesan Trust who own the premises at Stoney Road which are provided free of charge to the charity to provide supported accommodation to its clients. The value of this 'gift in kind' has been included in these accounts (see note 9).

In the year to 31 May 2020 the Charity received Trustee donations totalling £1,350 (2019 - £2,200).

**11. Controlling interests**

The charity is controlled by the Trustees.