

# **HARBOUR BIDEFORD**

**Company registration number: 07123868**

**Charity registration number: 1135311**



## **ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

**Registered Office**

**7 Queen Street  
BIDEFORD  
Devon  
EX39 2JG**

# HARBOUR BIDEFORD

## TRUSTEES' REPORT

The trustees, who are directors for the purposes of company law, present their report for the year ended 31 March 2024, in compliance with s414C of the Companies Act 2006.

### Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees	Andy Cox (Chair from 10 January 2024)
	Sarah Richards (Chair to 10 January 2024) - resigned 9 August 2024
	Andrew Tregoning (Vice Chair)
	Alan Rayner (Company Secretary)
	Richard Holwill (Treasurer) - appointed 28 April 2023
	Anne Barrett
	Maureen Farley
	John Hare
	Andrew Hedden
	Jenny Thurston
	Lorna Wyard

In addition Roger Levick served as a director (but not a trustee) from 11 May 2022 to 6 September 2023

### Structure, governance and management

#### Nature of governing document

Harbour Bideford was incorporated as a company limited by guarantee on 13 January 2010 and registered as a charity on 30 March 2010. It is governed by a Constitution adopted on 9 July 2009 and by the Articles of Association adopted on incorporation, as amended by a special resolution on 19 March 2010.

#### Recruitment and appointment of trustees

Responsibility for the appointment of new Trustees rests solely with the existing Trustees. Recruitment is based on the need for particular skills, which are assessed at interview before any appointment is made.

#### Objectives and Activities

The Charity exists to promote social inclusion and integration for the public benefit through the provision of support services and relief of needs to unemployed, homeless, vulnerable, those suffering with ill health or financial hardship and socially disadvantaged individuals who are resident in the Bideford area of Torridge. In providing such services, the Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Harbour continues to offer human contact and compassion - with the basic needs of food, warmth and provisions. In earlier days Harbour needed to respond directly to the immediate accommodation needs of homeless people but more recently specialist agencies are addressing these. Harbour is in partnership with them by acting as a referral agency - whilst retaining a holistic overview of individual client needs. It remains a place of safety, replenishment, respect and constancy - a place where a new start can begin or some respite from societal pressures can be sought.

# **HARBOUR BIDEFORD**

## **TRUSTEES' REPORT (CONTINUED)**

### **Objectives and Activities (continued)**

The Harbour Drop-in is open on a Monday and Wednesday and is staffed by Trustees and Volunteers. Our Clients, accessing the premises, are offered a hot meal and drink and take away provisions to help them during the week. We have further been developing help to others in the community on a short-term basis and have looked at other ways of utilising the premises, including working together with like-minded organisations

### **Achievements and Performance**

In the last financial year we have continued to raise adequate funds to ensure the smooth running of the Drop-In and to carry on with our sizeable property maintenance program. We would like to thank the churches, individuals and businesses who have supported us as, without this generosity, we would not be able to operate. We especially thank the Bideford Bridge Trust for their support.

In addition to operating the Drop-in we have continued to support community groups, churches and schools with food parcels, presentations, care boxes and refreshments. We also launched a Warm Space on Tuesday afternoons during the winter months; this proved popular with a number of our clients.

In addition we are trying to fully utilise the Queen Street premises by offering the space to other organisations (with aims closely aligned to those of Harbour) for the benefit of our mutual clients. This has led to Together Devon using our premises for their counselling services and needle exchange every Monday.

One of the biggest assets Harbour has is its Volunteers – they give their time freely, cheerfully, and tirelessly and are responsible for the efficient day to day running of the Drop-in. Without our Volunteers the Drop-in would be unable to function; the Trustees would like to place on record our grateful thanks to them all.

### **Financial Review**

The Trustees have adopted a policy of maintaining sufficient reserves to enable the Charity to operate for a full year in the absence of any income. This is currently calculated as a sum of £30,000.

Unrestricted income for the year amounted to £34,482 and exceeded expenditure of £19,923 by £14,558. This leaves the Charity at 31st March 2024 with unrestricted reserves of £67,360, well in excess of the minimum level referred to above. In addition restricted reserves total £894.

# HARBOUR BIDEFORD

## TRUSTEES' REPORT (CONTINUED)

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Harbour Bideford for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company 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 accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and 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 governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the trustees of the charity on 18 September 2024 and signed on its behalf by:

Andy Cox  
Chair

## **HARBOUR BIDEFORD**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HARBOUR BIDEFORD (‘THE COMPANY’)**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024, which are set out on pages 5 to 8.

#### **Responsibilities and basis of report**

As the charity’s 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**

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 Harbour Bideford 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 (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.

Martin Fishleigh FCA  
Mount Cottage, Mount Pleasant, Westleigh.

18 September 2024

# HARBOUR BIDEFORD

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March	2024			2023		
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>Income</b>						
Donations	23,991	0	23,991	17,488	0	17,488
Gift Aid - Current Year	2,346	0	2,346	1,576	0	1,576
Gift Aid - Prior Years (see Note 3)	0	0	0	1,458	0	1,458
Grants	6,800	3,500	10,300	3,000	0	3,000
Rental Income	580	0	580	0	0	0
Interest Receivable	765	0	765	92	0	92
<b>Total Income</b>	<b>34,482</b>	<b>3,500</b>	<b>37,982</b>	<b>23,614</b>	<b>0</b>	<b>23,614</b>
<b>Expenditure on Charitable Activities (see Note 4)</b>	<b>(19,923)</b>	<b>(3,496)</b>	<b>(23,419)</b>	<b>(10,082)</b>	<b>(835)</b>	<b>(10,917)</b>
<b>Net Income/(Expenditure)</b>	<b>14,559</b>	<b>4</b>	<b>14,563</b>	<b>13,532</b>	<b>(835)</b>	<b>12,697</b>
<b>Funds brought forward</b>	<b>52,801</b>	<b>890</b>	<b>53,691</b>	<b>39,269</b>	<b>1,725</b>	<b>40,994</b>
<b>Funds carried forward</b>	<b>67,360</b>	<b>894</b>	<b>68,254</b>	<b>52,801</b>	<b>890</b>	<b>53,691</b>

## HARBOUR BIDEFORD

### BALANCE SHEET AS AT 31 MARCH 2024

	2024 £	2023 £
<b>Current Assets</b>		
Debtors (see Note 7)	5,924	8,250
Cash at bank and in hand	62,728	45,684
<b>Total Income</b>	<u>68,652</u>	<u>53,934</u>
<b>Current Liabilities</b>		
Creditors - amounts falling due within one year	(398)	(243)
<b>Net Assets</b>	<u>68,254</u>	<u>53,691</u>
<b>Funds of the Charity</b>		
<b>Restricted Funds (see Note 8)</b>		
Client Aid & Maintenance Fund	600	542
Food Hygiene Courses Fund	279	279
Art & Craft Fund	15	69
	<u>894</u>	<u>890</u>
<b>Unrestricted Funds</b>	67,360	52,801
<b>Total Funds</b>	<u>68,254</u>	<u>53,691</u>

For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and

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

The financial statements on pages 5 to 8 were approved by the trustees, and authorised for issue on 18 September 2024 and signed on their behalf by:

Andy Cox  
Chair

Richard Holwill FCA  
Treasurer

# HARBOUR BIDEFORD

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 1. CHARITY STATUS

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

### 2. ACCOUNTING POLICIES

#### **Basis of preparation**

Harbour Bideford is a public benefit entity within the meaning of Financial Reporting Standard 102 (FRS102). The financial statements comply with the Charities Act 2011, applicable accounting standards under FRS102 (2019) and with the Statement of Recommended Practice Accounting and Reporting by Charities (SORP(FRS102)), and with the Companies Act 2006. The financial statements have been prepared under the historical cost convention and using the accruals and going concern bases.

#### **Recognition of income**

Incoming resources are recognised when they are receivable or when the charity's right to the income becomes legally enforceable, when the amount receivable can be measured with reasonable certainty and when it is more likely that the charity will benefit from the resource. Grants and donations are included when any pre-conditions preventing their use by the charity have been met, and Gift Aid claims are included at the same time as the donations to which they relate. Rental income is recognised when the rental is due, and investment income is included when receivable.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably.

#### **Donated Goods**

The charity receives donations of food which are either used in the kitchen or distributed to clients. The value of such goods is not included in the accounts (as either income or expenditure) as the cost of establishing it would outweigh its usefulness and the net effect is zero.

#### **Fixed Assets**

Tangible fixed assets are capitalised if they can be used for more than one year, and cost more than £5,000. Depreciation is calculated to write off the cost of such assets, less their estimated residual value, over their estimated useful life.

#### **Stock**

The value of stocks of kitchen food is considered immaterial and therefore such stock is not included as a current asset.

#### **Fund Structure**

Unrestricted Funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted Funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

### 3. GIFT AID

Gift Aid claims had not been made for several years so, unusually, last year's accounts included Gift Aid claims for the three previous years, as well as for 2022/23.



# HARBOUR BIDEFORD

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 4. EXPENDITURE ON CHARITABLE ACTIVITIES

	Year ended 31 March 2024			Year ended 31 March 2023		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	Funds £	Funds £	Funds £	Funds £	Funds £	Funds £
Kitchen Food	2,666	0	2,666	812	0	812
Client Expenses	0	415	415	0	156	156
Rent	5,000	0	5,000	5,117	0	5,117
Business Rates	308	0	308	0	0	0
Water Rates	123	0	123	250	0	250
Insurance	967	0	967	644	0	644
Light, Heat & Power	2,352	0	2,352	976	0	976
Repairs & Maintenance	5,682	828	6,510	0	679	679
Cleaning	119	0	119	106	0	106
Kitchen Equipment	397	1,750	2,147	707	0	707
Telephone & Fax	978	0	978	651	0	651
IT Costs	77	0	77	103	0	103
Office Equipment	125	450	575	0	0	0
Printing, Postage & Stationery	202	0	202	127	0	127
Trade Subscriptions	180	0	180	96	0	96
Trustee Expenses	313	0	313	61	0	61
Professional Fees	48	0	48	289	0	289
Bank Charges	111	0	111	97	0	97
Miscellaneous	275	53	328	46	0	46
<b>Total</b>	<b>19,923</b>	<b>3,496</b>	<b>23,419</b>	<b>10,082</b>	<b>835</b>	<b>10,917</b>

### 5. TRUSTEES REMUNERATION AND EXPENSES

During the year £313 (2023 £61) of expenses were reimbursed to trustees.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

### 6. TAXATION

The charity is a registered charity and is therefore exempt from taxation.

### 7. DEBTORS

	2024 £	2023 £
HMRC (Gift Aid)	728	3,034
Prepayments	5,196	5,216
	<u>5,924</u>	<u>8,250</u>

### 8. MOVEMENTS IN RESTRICTED FUNDS

	Year ended 31 March 2024			Year ended 31 March 2023		
	Client Aid & Food Hygiene	Art & Craft		Client Aid & Food Hygiene	Art & Craft	
	Maintenance £	Courses £	Fund £	Maintenance £	Courses £	Fund £
Opening Balance	542	279	69	1,377	279	69
Income	3,500	0	0	0	0	0
Expenditure	(3,442)	0	(54)	(835)	0	0
Closing Balance	<u>600</u>	<u>279</u>	<u>15</u>	<u>542</u>	<u>279</u>	<u>69</u>