

# Doorway

## Report of the Trustees and unaudited Financial Statements of Doorway Wiltshire Limited for the year ended 31 March 2022



Doorway Wiltshire Limited, (trading as Doorway) a Charitable Company Limited by Guarantee registered in England and Wales No. 07232063.

Registered Charity No. 1137757

Registered Office: The Citadel, Bath Road, Chippenham, Wiltshire, SN15 2AB

Telephone: 01249 445385

Web: [www.doorwayproject.org.uk](http://www.doorwayproject.org.uk)

Blog: [www.doorwayproject.wordpress.com](http://www.doorwayproject.wordpress.com)

Twitter: [www.twitter.com/doorwayproject](http://www.twitter.com/doorwayproject)

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## Report of the Trustees

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report and the unaudited Financial Statements of Doorway Wiltshire Limited (“the Charity”) for the financial year ended 31 March 2022. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

### Incorporation

The charitable company was incorporated on 22 April 2010.

### Reference and administration details

#### Registered company number

07232063 (England and Wales)

#### Registered charity number

1137757

#### Registered office

The Citadel,  
Bath Road,  
Chippenham,  
Wiltshire, SN15 2AB

### Trustees

All of the Trustees listed below have served throughout the year unless otherwise stated. The Trustees are appointed at the AGM, as set out in the Articles of Association. All Doorway members are invited to nominate directors prior to the AGM.

Mark Barnett		
Richard Briggs	Appointed 23 November 2022	
Michael Carter	Appointed 23 November 2022	
Frances Critchlow		Resigned 24 November 2021
Hilary Dewar		
Daniel Lewis	Appointed 23 November 2022	
Amy Mitchell	Appointed 23 November 2022	
Andrew Poole		
Emma Sambrook (Chairperson)		
Kayleigh Ansell Shaw	Appointed 23 April 2021	Resigned 19 October 2021
Eleanor Stirling		

## **Report of the Trustees (continued)**

### **Independent Examiner**

RiverView Portfolio Limited  
Chartered Management Accountants  
1 Market Hill  
Calne, Wiltshire, SN11 0BT

Riverview Portfolio Limited was appointed by the Board as the Accountant for Doorway Wiltshire Ltd on 22 May 2012 and Payroll Provider from July 2012. Riverview was appointed as Independent Examiner by the AGM on 20 November 2013 and at every subsequent AGM.

### **Staff**

During the year, in addition to the Director, the Charity employs a Support Services Manager, two Support Staff, a Football Co-ordinator and an Administrator on part-time contracts to manage the drop-in centre and provide support services to our guests.

### **Governance and management**

#### **Governing Document**

The Charity is controlled by its governing document, a Memorandum and Articles of Association, and constitutes a Charitable Company Limited by Guarantee, as defined by the Companies Act 2006. The Governing Document is available on the Doorway Wiltshire Limited website. The Charity was incorporated on 22 April 2010 and registered as a charity on 3 September 2010.

#### **Risk Management**

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are put in place to provide reasonable assurance against fraud and error. The Doorway Wiltshire Limited Board of Trustees has implemented an organisational risk management policy.

#### **Organisation**

The Board of Trustees administers the Charity and meets every two months. The Director is appointed by the Trustees to manage the day to day operations of the Charity.

## **Report of the Trustees (continued)**

### **Objectives and Activities**

#### **Our Values**

Doorway Wiltshire Limited accepts and values diversity in all people, and is committed to a policy of equal opportunities in all areas of its business. We believe that time should be given to working with people who wish to fulfil their personal potential and participate fully in society but find it difficult to do so for whatever reason. Service Users are known as 'Guests' rather than 'Clients', which defines the relationship we wish to achieve.

#### **Our Vision**

We believe that homeless and marginalised individuals are capable of change and will only achieve their full potential when offered a safe, supportive, empowering and non-judgemental environment - it is our vision to provide such an environment and meaningful activities which will help reverse the spiral of homelessness.

#### **Our Mission Statement**

To realise this vision, Doorway Wiltshire Ltd will strive to:

- Provide a warm, safe, non-judgemental environment;
- Train staff to engage with guests and form professional boundaried relationships;
- Use these relationships to promote growth in guests self-esteem, confidence and aspirations;
- Provide information, support and, where necessary, practical help that will empower people to make and act on informed choices arrived at by themselves;
- Provide activities which are likely to enhance guests' skills and raise self-confidence as a first step towards changing their lives;
- Encourage and empower guests to become involved in the running of the organisation and in forums designed give services users a voice;
- Promote the needs of homeless and marginalised people locally thereby helping to reduce discrimination towards them and influencing the local community to become more supportive and less judgemental.

#### **Our Key Objectives**

- Work, via our drop-in facilities, with individuals above the age of 16 (and their families and friends where appropriate) who are homeless or at risk of homelessness, exclusion or disadvantage because of their lifestyles, and to support the resolution of any issues they may have with substance abuse;
- Provide activities which help individuals to develop life skills in literacy, numeracy, IT and to gain self-esteem, confidence, and a sense of wellbeing through meaningful recreational pursuits, thereby, enabling them to move on in their lives away from dependency into self-sufficiency via employment, education or training;
- Signpost guests towards housing, social care and mental and physical health services
- Advocate on guests' behalf to local and national government to improve their lives through policy change;
- Raise local awareness of the needs of the homeless and socially excluded people, and increase the ownership of the project by the community;
- Generate funds for all of the above by charitable or commercial means.

## Report of the Trustees (continued)

### Our Achievements and Public Benefits

The Trustees confirm that they have complied with section 4 of the Charities Act 2006, to have due regard to the Charity Commissioners general guidance on Public Benefit, 'Charities and Public Benefit' and the outcomes are summarised below:

- Doorway Wiltshire Ltd continues to be the key agency in Chippenham and North Wiltshire for homeless and marginalised young people and adults;
- During the year we provided 125 session (2021: 100) sessions, served 1,331 (2021: 1,222) meals to 164 (2021: 158) individuals - with an average of 17 guests per session (2021:15). Guests came from towns including Corsham, Bath, Malmesbury, Devizes, Warminster, Westbury, Salisbury, Swindon, Trowbridge, Melksham and the villages, with 85% (2021: 87%) coming from Chippenham.
- Our work benefits not only the individuals who attend the drop-in but also the wider community, as guests are supported to move on in their lives away from substance dependency and reliance on welfare benefits and services. When asked at their first visit, 45% (2021: 45%) of guests stated that the primary reason for homelessness is relationship breakdown but this isn't the full story as in many cases there were a number of complex reasons;
- Our unique position means that we are regularly consulted by Wiltshire Council, the media and other agencies for information and statistics about our client group, although information on individual guests is not revealed;
- Our guests are encouraged to engage in social activities designed to build skills and self-confidence as preparation for moving on (e.g. music, creative writing, women's group and football) and to contribute to our website and to our community blog which gives them a 'voice' locally and beyond;
- We have our own programme of one to one support, helping guests to identify and work towards achieving positive changes they wish to make in their lives. Our aim is to reduce recurring homelessness amongst guests who have tenancies but lack basic life skills;
- We work closely with other agencies including the Police, Housing Options, Turning Point and health & welfare agencies.
- Our very effective community engagement programme promotes the needs of homeless and marginalised people locally, thereby helping to reduce discrimination against them, and also generates support for the positive work we do;
- Funding security is good with regular monthly donations by the public in addition to donations from Churches, Corporate bodies, and other charitable sources;
- We have excellent staff with a superb body of volunteers and a standard of good practice established over the life of the Charity.

### Funding and Support

Between 1 April 2021 and 31 March 2022 we received income of £165,693 (2021: £171,033). This represents a 3% decrease (2021: 55% increase) on income over the previous year. As a result of continued support from the general public and businesses in the form of donations, there was excess of income over expenditure of £9,025 (2021: £68,737) for the year. All funds were used to provide staff and, the drop in facilities, administration offices and the refurbishment of the new premises of Doorway Wiltshire Limited.

### Reserves Policy

Doorway Wiltshire Limited holds a designated fund in a separate deposit account to ensure there are sufficient funds for 2 months operation without a drop-in and an orderly winding up of the Charity if the situation ever arose, satisfying Charity Commission guidelines for a charity of this type. Reserves are also held for those costs accrued against un-invoiced expenditure.

## Report of the Trustees (continued)

### Strategic and future plans

#### Strategic

- Continue to ensure that the services which currently form the core activities of the organisation are of the highest quality and are fully funded;
- Continue our work to reduce recurring homelessness amongst guests who have tenancies;
- Continue to develop our work with local businesses to increase awareness and opportunities for sponsorship;
- Continue to develop additional opportunities which have been identified to meet needs, but which are not currently being addressed;
- Actively seek new partnerships which will enhance our services to guests;
- Maintain a high and positive profile for Doorway and increase local 'ownership' and commitment to support the project.

#### Funding

- Continue to research and apply for charitable funding both locally and nationally;
- Build relationships with local statutory and voluntary agencies to achieve local partnerships and short to medium term grant funding;
- Explore possibilities for government funding;
- Be alert to new funding streams generally;
- Exploit opportunities for business sponsorship;
- Increase income and contributions in kind from the community via our Community Engagement programme;
- Increase planned giving by online donations and from gift-aided donations.

#### Volunteers

- Maintain a positive profile in the community - so that potential volunteers are aware of what we do and are inspired to apply to join the team, including the Board of Trustees;
- Recruit volunteers from all sectors of the community;
- Ensure that each volunteer has a role appropriate to his/her skills and interest;
- Maintain high standards of induction and training;
- Ensure each volunteer has a clear job description, appropriate support and clear lines of accountability;
- Ensure that volunteers feel valued and well supported;
- Involve volunteers in discussions on the planning and delivery of services;
- Pay all reasonable expenses incurred by volunteers;
- Provide references for volunteers applying for paid or other posts if requested.



Emma Sambrook

Date: 23 November 2022

## Independent Examiner's report to the Trustees of Doorway Wiltshire Limited

I report on the financial statements for the year ended 31 March 2022 as set out on pages 9 to 16.

### Respective responsibilities of Trustees and examiner

The Charity's Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

Having satisfied myself that the Charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

### Basis of the Independent examiner's report

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking 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 accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's report

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

- Accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- The accounts do not accord with such records;
- Where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102), and
- Any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.



**Jonathan Addicott MAAT**  
RiverView Portfolio Limited  
Chartered Management Accountants  
1 Market Hill  
Calne  
Wiltshire  
SN11 0BT

Date: 05/12/2022



**Statement of Financial Activities**  
**(Incorporating an Income and Expenditure Account)**  
**for the year ended 31 March 2022**

	Unrestricted funds £	Restricted funds £	2022 £	2021 £
<b>INCOMING RESOURCES</b>				
<b>Incoming grants from generated funds</b>				
Voluntary incomes	123,756	-	123,756	118,147
Activities for generating funds	10,897	-	10,897	-
Investment income	21	-	21	82
<b>Incoming resourcing from charitable activities</b>				
Guest support services and activities	-	31,019	31,019	52,804
<b>Total Incoming resources</b>	<b>134,674</b>	<b>31,019</b>	<b>165,693</b>	<b>171,033</b>
<b>RESOURCES EXPENDED</b>				
<b>Costs of generating funds</b>				
Fundraising and publicity costs	(2,539)	-	(2,539)	(325)
<b>Charitable activities</b>				
Guest support and other services	(35,569)	(59,217)	(94,786)	(86,081)
Support and management costs	(59,154)	-	(59,154)	(13,948)
Governance costs	(189)	-	(189)	(1,942)
<b>Total resources expended</b>	<b>(97,451)</b>	<b>(59,217)</b>	<b>(156,668)</b>	<b>(102,296)</b>
<b>Net income/(expenditure) for the year</b>	<b>37,223</b>	<b>(28,198)</b>	<b>9,025</b>	<b>68,737</b>
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>	<b>131,006</b>	<b>28,936</b>	<b>159,942</b>	<b>91,205</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>£168,229</b>	<b>£738</b>	<b>£168,967</b>	<b>£159,942</b>

**Statement of Financial Position**  
**as at 31 March 2022**

	Notes	2022 £	2021 £
<b>Fixed Assets</b>			
Tangible assets	2	73,302	-
<b>Current Assets</b>			
Debtors: amounts receivable within one year	3	1,518	2,621
Cash at bank		109,440	159,187
<b>TOTAL CURRENT ASSETS</b>		<b>110,958</b>	<b>161,808</b>
<b>Current Liabilities</b>			
Amount falling due within one year	4	(15,293)	(1,866)
<b>TOTAL CURRENT LIABILITIES</b>		<b>(15,293)</b>	<b>(1,866)</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>£168,967</b>	<b>£159,942</b>
<b>FUNDS</b>	5		
Unrestricted funds		142,815	25,614
Designated funds		25,414	105,393
Restricted funds		738	28,935
<b>TOTAL FUNDS</b>		<b>£168,967</b>	<b>£159,942</b>

The Charity is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2022 relating to small companies.

The members have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the financial statements.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 23 November 2022 and were signed on its behalf by:



**Emma Sambrook**  
Chairperson

## Notes to the Financial Statements

### 1. Accounting policies

#### *a. Accounting convention*

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard (FRS102)), the Companies Act 2006 and the requirements of Statement of Recommended Practice, Accounting and the Charities Act 2011.

#### *b. Incoming resources*

All incoming resources are included on the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy,

#### *c. Resource expended*

Expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular heading they have been allocated to activities on a basis consistent with the use of resources.

#### *d. Charitable activities*

Charitable expenditure comprises of those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### *e. Governance costs*

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the Independent examiner fees and costs linked to the management of the company.

#### *f. Taxation*

The Charity is exempt from corporation tax on its charitable activities. The Company is not registered for VAT and accordingly any irrecoverable VAT is included in the expenditure concerned.

#### *g. Fund accounting*

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purposes.

#### *h. Tangible Fixed Assets*

Fixed assets with a cost of £500 or less are not capitalised. Depreciation is provided to write off the costs of fixed assets on a straight-line basis over their expected useful lives as follows:

Leasehold improvements	Lease period
Fixture and fittings	4 years

*i. Leases*

Rentals payable under operating lease and any lease incentives are charged in the Statement of Financial Activity evenly over the period of the lease.

**2. Tangible Assets**

	<b>Fixture and Fittings £</b>	<b>Leasehold improvements £</b>	<b>Total £</b>
<b>Cost or valuation</b>			
As at 1st April 2021	-	-	-
Additions	30,250	57,626	87,876
Disposals	-	-	-
As at 31st March 2022	<u>30,250</u>	<u>57,625</u>	<u>87,875</u>
<b>Depreciation</b>			
As at 1st April 2021	-	-	-
Depreciation charge	(4,850)	(9,724)	(14,574)
Eliminate on disposal	-	-	-
As at 31st March 2022	<u>(4,850)</u>	<u>(9,724)</u>	<u>(14,574)</u>
<b>Carrying amount</b>			
As at 31st March 2022	25,400	47,902	73,302
As at 31st March 2021	-	-	-

**3. Debtors: amounts receivable within one year**

	<b>2022 £</b>	<b>2021 £</b>
Amounts held for hall hire	100	-
Prepayments and accrued income	1,418	2,621
<b>Total</b>	<b><u>£1,518</u></b>	<b><u>£2,621</u></b>

**4. Creditors: amounts falling due within one year**

	<b>2022 £</b>	<b>2021 £</b>
Accrued expenses	13,437	650
Creditors	240	135
PAYE	423	343
National Insurance	871	491
Pension liability	322	247
<b>Total</b>	<b><u>£15,293</u></b>	<b><u>£1,866</u></b>

## Notes to the Financial Statements (continued)

## 5. Operating leases

The Charity had the following future minimum lease payments under non-cancellable operating lease for each of the following periods:

<b>Buildings</b>	<b>£</b>
Within one year	22,000
Between one and five years	66,000
<b>Total</b>	<b>£88,000</b>

## 6. Funds

		<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Movement in funds £</b>
<b>Unrestricted funds</b>				
General funds		134,674	(126,324)	8,350
		<u>134,674</u>	<u>(126,324)</u>	<u>8,350</u>
<b>Restricted funds</b>				
<b>Donor</b>	<b>Purpose</b>			
Chippenham Area Board	Food	4,775	(4,775)	-
Chippenham Borough	Citadel improvements	15,000	(15,000)	-
Lands				
Co-op Community Grant	Football	2,119	(2,119)	-
John Laing Charitable Trust	Audio visual equipment	1,000	(427)	573
Tesco Food Funding	Food	2,625	(2,523)	102
Wessex Water	Support Staff	3,000	(3,000)	-
Wiltshire Council	Food	2,500	(2,500)	-
		<u>31,019</u>	<u>(30,344)</u>	<u>675</u>
		<b><u>165,693</u></b>	<b><u>(156,668)</u></b>	<b><u>9,025</u></b>
<i>Brought forward Restricted funds (for information only)</i>				
CFWS WCF - Covid 19 grant	Guest expenses	213	(213)	-
CFWs Tampon Tax	Women's group	2,667	(2,667)	-
CFWS Support Services	Support Services			
Manager Grant	Manager	4,118	(4,118)	-
Sutton Benger WI	Bra fitting	63	-	63
Wiltshire Council Covid-19 Winter grant	Guest expenses	290	(290)	-
Co-op Community grant	Football	1,262	(1,262)	-
Chippenham Area Board	Food	322	(322)	-
Property fund	Citadel improvements	20,000	(20,000)	-
		<u>28,935</u>	<u>(28,872)</u>	<u>63</u>

## Notes to the Financial Statements (continued)

### 6 Funds (continued)

Included within the general funds total of £134,674 the Trustees would like to bring attention to the large donations received in the year.

Donor	£
Alliance Pharma	10,000
Chippenham Mayor's Fund	2,569
David Haydon	5,000
Ladyfield Evangelist Church	1,553
Lloyds Foundation Grant	30,000
Malmesbury League of Friends	5,000
Mount Zion Church, Hullavington	1,600
St Mary's School Parents Guild	2,500
The Tony & Audrey Watson Charitable Trust	5,000
Town Council Grant Award	4,511
Wiltshire Community Foundation	5,000

**Detailed Statement of Financial Activities**  
**for the year ended 31 March 2022**

	2022 £	2021 £
<b>Incoming resources</b>		
<b>Voluntary Income</b>		
Gift Aid	5,578	8,735
Standing order donations	6,706	6,033
General public donations	12,698	8,779
Church donations	5,081	3,335
Business donations	17,536	22,592
Trust donations	57,668	39,050
Online donations	17,691	20,758
Partner food agency	-	133
Retail goods	8	1
Campaigns	-	8,347
COVID-19 grants	-	384
Hall hire	790	-
	<b>123,756</b>	<b>118,147</b>
<b>Activities for generating funds</b>		
Sleep out	7,968	-
Activities & events	2,929	-
	<b>10,897</b>	<b>-</b>
<b>Investment income</b>		
Deposit account interest	21	82
	<b>21</b>	<b>82</b>
<b>Incoming resources from charitable activities</b>		
Grants	31,019	52,804
	<b>31,019</b>	<b>52,804</b>
<b>Total incoming resources</b>	<b>£165,693</b>	<b>£171,033</b>

**Detail statement of Financial Activities**  
for the year ended 31 March 2022 (continued)

	2022 £	2021 £
<b>Resources Expended</b>		
<b>Fundraising and publicity costs</b>		
Publicity costs	2,539	325
	<u>2,539</u>	<u>325</u>
<b>Charitable activities</b>		
Wages	81,434	73,971
Other staff costs	2,742	3,504
Volunteer costs	685	539
Fundraising expenses	508	548
Food for guests	3,402	1,851
Activities for guests	2,796	561
Other services for guests	2,218	1,607
	<u>93,785</u>	<u>82,581</u>
<b>Governance costs</b>		
Independent examiner	720	720
Professional fees	(531)	1,222
	<u>189</u>	<u>1,942</u>
<b>Support and maintenance costs</b>		
Insurance	6,088	1,368
Centre costs	1,000	3,500
Communications	1,435	569
Postage and stationery	312	225
Bookkeeping and payroll	1,965	1,920
Equipment	3,861	1,610
Maintenance	3,001	-
Rent	22,679	7,018
Utilities	5,041	984
Depreciation expense	14,574	-
	<u>59,956</u>	<u>17,194</u>
<b>Finance</b>		
Bank charges	199	254
	<u>199</u>	<u>254</u>
<b>Total resources expended</b>	<u>£156,668</u>	<u>£102,296</u>
<b>Net income</b>	<u>£9,025</u>	<u>£68,737</u>