

Doorway

Report of the Trustees and unaudited Financial Statements of Doorway Wiltshire Limited for the year ended 31 March 2024



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 www.doorwayproject.org.uk

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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 2024. 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

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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 (Chairperson)	Appointed 18 November 2015
Richard Briggs	Appointed 23 November 2022
Michaeal Carter	Appointed 23 November 2022
Daniel Lewis	Appointed 23 November 2022
Amy Mitchell	Appointed 23 November 2022
Andrew Poole	Resigned 29 April 2024
Judith Ann Vosper	Appointed 30 May 2023
Stephen Abbot	Appointed 31 May 2024
David Bloomer	Appointed 14 April 2024
Hilary Dewer	Resigned 6 December 2023
Emma Sambrook	Resigned 6 December 2023

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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 CEO, the Charity employed a Support Services Manager, three Support Staff, a Football Co-ordinator, a Facilities Manager and an Administrator on part-time contracts to manage the drop-in centre and provide support services to our guests. In September 2023 Doorway appointed a Senior Services Manager.

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 CEO is appointed by the Trustees to manage the day to day operations of the Charity.

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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

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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 boundary 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 (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 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.

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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 179 drop-in sessions (2023: 148), plus 173 group sessions (2023: 136) including the women's, football, substance support, art and the newly formed men's group and allotment group. We served 3123 (2023: 2913) meals to 278 (2023: 264) individuals - with an average of 21 guests per drop-in session (2023:22).
- Guests came from towns including Calne Corsham, Bath, Malmesbury, Devizes, Warminster, Westbury, Salisbury, Swindon, Trowbridge, Melksham and the villages, with 85% (2023: 83%) 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, 33% (2023: 31%) 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 behind this.
- 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 Solutions, Probation, 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 2023 and 31 March 2024 we received income of £264,095 (2023: £227,875). There was excess of income over expenditure of £6,383 (2023: £27,135) for the year. All funds were used to provide staff and, the drop in facilities, administration offices and the upkeep of the premises.

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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.



Mark Barnett

Date: 28 November 2024

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

I report on the financial statements for the year ended 31 March 2024 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 ACCA
RiverView Portfolio Limited
Chartered Management Accountants
1 Market Hill
Calne
Wiltshire
SN11 0BT

Date: 04/12/2024

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Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the year ended 31 March 2024

	Unrestricted Funds	Designated Funds	Restricted Funds	2024	2023
	£	£	£	£	£
INCOMING RESOURCES					
Incoming grants from generated funds					
Voluntary Income	180,662			180,662	177,275
Activities for generating funds	19,502			19,502	18,086
Investment income	521			521	120
Incoming resources from charitable activities					
Guest support services and activities			63,410	63,410	32,394
Total incoming resources	200,685	-	63,410	264,095	227,875
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising and Publicity Costs	688			688	830
Charitable activities					
Guest support services and activities	119,079		63,921	183,000	130,013
Support & Management Costs	52,481	19,538		72,019	68,947
Governance costs	2,005			2,005	949
Total resources expended	174,253	19,538	63,921	257,712	200,739
Net Income/(Expenditure) for the year	26,432	(19,538)	(511)	6,383	27,136
Transfers	(98,230)	98,230	-	-	-
RECONCILIATION OF FUNDS					
Total Funds brought forward	158,117	25,534	12,451	196,102	168,966
TOTAL FUNDS CARRIED FORWARD	86,318	104,226	11,941	202,485	196,102

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Statement of Financial Position

as at 31 March 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	2	34,226	53,764
		<u>34,226</u>	<u>53,764</u>
CURRENT ASSETS			
Debtors: amounts falling due within one year	3	2,057	1,518
Cash at bank		174,487	153,191
		<u>176,544</u>	<u>154,709</u>
CREDITORS			
Amounts falling due within one year	4	(8,285)	(12,370)
		<u>(8,285)</u>	<u>(12,370)</u>
NET CURRENT ASSETS/(LIABILITIES)		<u>202,485</u>	<u>196,103</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>202,485</u>	<u>196,103</u>
NET ASSETS/(LIABILITIES)		<u>202,485</u>	<u>196,103</u>
FUNDS	6		
Unrestricted funds		86,318	155,498
Designated Funds		104,226	25,534
Restricted Funds		11,941	15,071
TOTAL FUNDS		<u>202,485</u>	<u>196,103</u>

The Charity is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2024 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 2024 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 _____ and were signed on its behalf by:

Mark Barnett

Chairperson

Notes to the Financial Statements

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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

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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

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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

	Fixture and	Leasehold	Total
Cost or valuation	£	£	£
As at 1st April 2023	30,250	57,626	87,876
Additions	-	-	-
Disposals	-	-	-
As at 31st March 2024	30,250	57,626	87,876
Depreciation			
As at 1st April 2023	(11,423)	(22,689)	(31,112)
Depreciation charge	(6,573)	(12,965)	(19,538)
Eliminate on disposal	-	-	-
As at 31st March 2024	(17,995)	(35,655)	(53,650)
Carrying amount			
As at 31st March 2024	12,255	21,971	34,226
As at 31st March 2023	18,828	34,936	53,764

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3. Debtors: amounts receivable within one year

	2024	2023
	£	£
Amounts held for hall hire	-	220
Prepayments and accrued income	2,057	1,298
Total	<u>£2,057</u>	<u>£1,518</u>

4. Creditors: amounts falling due within one year

	2024	2023
	£	£
Accrued expenses	4,511	10,117
Creditors	86	143
PAYE	1,231	640
National Insurance	1,674	1,016
Pension liability	667	455
Total	<u>£8,285</u>	<u>£12,370</u>

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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:

	2024	2023
	£	£
Buildings		
Within one year	22,000	22,000
Between one and five years	22,000	44,000
Total	£44,000	£66,000

6. Funds

		Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds				
General funds	DRAFT	137,275	(205,743)	(68,468)
		<u>137,275</u>	<u>(205,743)</u>	<u>(68,468)</u>
Restricted funds				
Donor	Purpose			
Wiltshire Council	Household Support Fund	13,000	(13,000)	-
National Lottery	Cost of Living Grant	31,689	(31,689)	-
Wiltshire Council	Football Project	1,746	(864)	882
Wiltshire Community Foundation	Drop-Ins	5,000	-	5,000
The Co-Op	Drop-Ins	1,986	(1,986)	-
Malmesbury League of Friends	Clinical Supervision	3,240	(1,797)	1,443
Screwfix Foundation	Maintenance	1,200	(1,200)	-
Morrison's Foundation	Allotment group	1,050	(476)	-
Chippenham Borough Land Charity	Guest expenses	4,500	(958)	3,542
		<u>63,410</u>	<u>(51,970)</u>	<u>11,441</u>
		<u>200,685</u>	<u>(257,713)</u>	<u>(57,028)</u>
<i>Brought forward Restricted funds (for information only)</i>				
Women's Group Funding	Women's Group	357	(140)	217
John Laing Charitable trust	Audio visual equipment	573	(573)	-
Anonymous Donation	Food	90	(90)	-
Wiltshire Council	Support Worker Funding	3,525	(3,525)	-
WCF	Drop-ins	5,396	(5,396)	-
The Co-Op	Food	2,189	(2,189)	-
Art Group Fund	Art Group	322	(39)	283
		<u>12,451</u>	<u>(11,951)</u>	<u>500</u>
<i>Carried forward Restricted funds (for information only)</i>				
		<u>75,861</u>	<u>(63,921)</u>	<u>11,941</u>

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Notes to the Financial Statements (continued)

6a. Reserves Policy

Following a period of growth, in line with the company strategy, Doorway has restructured its reserves to better reflect the next stage of development. A risk-based review of the company's operations and funding suggests that a target level of free reserves of between £80,000 and £100,000 is appropriate to allow sound governance. Beyond this Doorway has also established 3 designated reserves to drive future development. These include:

1. £5,000 to examine and improve EDI (Ethnicity diversity and inclusion) awareness, and thereby ensure service delivery is fully sensitive to its requirements.
2. £15,000 to improve IT and data systems. A key deliverable here is a database to better track added value interventions for our guests.
3. £50,000 to explore and establish, more geographically widespread service delivery.

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Detailed Statement of Financial Activities for the year ended 31 March 2024

	2024 £	2023 £
Incoming resources		
Voluntary Income		
Gift Aid	6,522	3,257
Standing order donations	7,510	6,511
General public donations	18,826	25,159
Church donations	7,041	3,644
Business donations	19,891	17,365
Trust donations	77,828	86,250
Online donations	22,304	26,005
Partner food agency	128	48
Retail goods	-	235
Campaigns	7,714	3,859
Hall hire	12,898	4,942
	180,662	177,275
Activities for generating funds		
Sleep out	16,146	4,391
Activities & events	3,356	13,695
	19,502	18,086
Investment income		
Deposit account interest	521	120
	521	120
Incoming resources from charitable activities		
Grants	63,410	32,394
	63,410	32,394
Total incoming resources	£264,095	£227,875

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Detail statement of Financial Activities for the year ended 31 March 2024 (continued)

	2024 £	2023 £
Resources Expended		
Fundraising and publicity costs		
Publicity costs	688	830
	<u>688</u>	<u>830</u>
Charitable activities		
Wages	153,963	111,476
Other staff costs	9,412	5,451
Volunteer costs	810	1,622
Fundraising expenses	394	1,028
Food for guests	6,025	4,875
Activities for guests	2,040	2,406
Other services for guests	10,356	3,155
	<u>183,000</u>	<u>130,013</u>
Governance costs		
Independent examiner	720	720
Professional fees	1,285	229
	<u>2,005</u>	<u>949</u>
Support and maintenance costs		
Insurance	7,717	7,474
Centre costs	-	-
Communications	2,461	1,691
Postage and stationery	433	748
Bookkeeping and payroll	1,665	2,078
Equipment	2,888	1,724
Maintenance	7,209	7,200
Rent	17,600	17,600
Utilities	12,385	10,769
Depreciation expense	19,538	19,538
	<u>71,896</u>	<u>68,822</u>
Finance		
Bank charges	123	125
	<u>123</u>	<u>125</u>
Total resources expended	<u>£257,712</u>	<u>£200,739</u>
Net income	<u>£6,383</u>	<u>£27,136</u>

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