

**DEVIZES OPENDOORS**  
(a Charitable Incorporated Organisation)  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

Charity Number:- 1171841



**The Alanbrookes Group Ltd**  
**T/A JS Weeks & Co**  
**Accountants**  
**Devizes**

## **DEVIZES OPENDOORS**

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**DEVIZES OPENDOORS**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

**Charity Information**

<b>Organisation Type</b>	Charitable Incorporated Organisation
<b>Charity Number</b>	1171841
<b>Trustees</b>	John Saunders – Chairman Richard Oliver - Treasurer Iain Wallis Noel Woolrych Rachael Ross Elizabeth Evans Susan Buxton Alexandra Thomas Jonathan Hunter Karin Cardiff
<b>Charity Office</b>	The Southbroom Centre Victoria Road Devizes Wiltshire SN10 1HG
<b>Accountants</b>	The Alanbrookes Group Ltd - T/A JS Weeks & Co 10 Market Place Devizes Wiltshire SN10 1HT

## **DEVIZES OPENDOORS**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31 OCTOBER 2022**

The Trustees present their report and the accounts for the year ended 31 October 2022.

#### **Reference and Administration Details**

The charity information and list of trustees who have served during the period are detailed on page 1.

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

The appointment of trustees is governed by the Constitution of the charity. The Board of Trustees is authorised to fill vacancies arising through the resignation or death of an existing trustee or to strengthen the committee.

The Charitable Incorporated Organisation was registered at the Charities Commission on 1 March 2017 and commenced financial operations on 27 September 2017.



## **Annual Report**

### **November 2021 – October 2022**

Devizes Opendoors supports homeless and vulnerable adults towards safe and settled homes.

### **Introduction**

During the last year, Opendoors regularly provided four weekly Drop In sessions and it is what happened during those sessions that really matters. All the behind the scenes planning and preparation that has been going on has been towards providing useful and enjoyable sessions. It is the affirming support offered to local homeless and vulnerable adults that has always been central. People facing a crisis or struggling with depression should never have to face these things alone. And, the flip side of this is equally important, all guests, volunteers and staff should have the chance to contribute to the wellbeing of others.

## **DEVIZES OPENDOORS**

### **TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 OCTOBER 2022**

.....Continued

#### **Guests**

180 people have been guests at Opendoors sessions this year. Some have only come once or twice, others have become regulars, whilst many come just for the time it takes to get help sorting something out. Over the year 2,700 meals have been served, 1,500 bags of surplus supermarket food and 670 bags of clothing have been collected. The shower has been used 160 times and 70 laundry tickets have been issued.

All of this has been accompanied by friendly chatter, making the social aspect of Opendoors almost as important as the meeting of the basic needs. The volunteer-to-guest interactions have helped create a lot of great camaraderie, but a fly on the wall will also have seen that the guest-to-guest conversations have been just as important.

There have of course been tensions and disagreements. Given the difficulties many guests have been facing, this is not surprising. Many have been overwhelmed by drastic changes in their lives. Others have felt swamped by depression. It is the wholesome relationships permeating Drop In sessions which have helped people to cope. Positive conversations have led to willing collaboration, which in turn have helped to restore self-belief and the confidence to keep moving.

During the year 38 people claiming to be rough sleeping came to Opendoors sessions. We found out very little about 20 of them and then they had gone. Of the remaining 18, 5 continued as self-reliant rough sleepers. With the help of the County Rough Sleeper Team, 4 went on to hostels and 3 into B&Bs. 2 left the county, 1 returned to sofa surfing, we lost track of 2 and 1 (just 1) is now housed in Devizes.

Tracking the actions taken, the setbacks and the progress, has become more important to us as the year has progressed. We now make regular Supporters' Diary entries so that steps taken can be followed up more systematically. Uncertainties will remain, but there is now greater clarity concerning each supported guest. This is also helping to show the extent of our charitable activities, now summed up in monthly reports.

This year a start has been made in arranging group activities. For example, guests have had a chance to take part in artwork, have their hair cut and take part in a sponsored bike ride.

#### **Volunteers**

There are currently over 60 volunteers (this includes the 10 trustees, several of whom have been involved in the week-to-week activities). Several volunteers have left during the year, but 12 new ones have joined.

The volunteers have come in weekly, fortnightly or monthly to drop-in sessions and have helped in the kitchen or the hall. Those in the kitchen have done a great job preparing and serving a variety of cooked meals (main and sweet) four times a week.



## **DEVIZES OPENDOORS**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31 OCTOBER 2022**

.....Continued

Some volunteers in the hall have meet people's basic needs ('level one' support). One is stationed at the reception desk where guests have signed in, requested laundry tickets, collected post and booked a shower. Others have served drinks and overseen the surplus food and clothing tables. Between sessions volunteers have picked up surplus supermarket provisions and have met guests at bus stops in order to pay their fares to appointments in neighbouring towns.

Some volunteers have provided 'level two' support. This has involved talking things through with guests, making phone calls, filling in forms, sending emails and sometimes accompanying guests to meetings. About half of all guests have benefitted from level two support this year.

There are now at least seven WhatsApp groups that help volunteers know what is going on and what is needed. The Cooks WhatsApp group has been particularly active!

Besides the monthly Trustees Meetings, volunteers have also contributed to five other planning groups this year – the Operations Group, the Staff & Volunteer Development Group, the Fundraising Group, the Supporters and Befrienders Group and the Emergency Shelter Group.

### **Staff**

A new Coordinator started work in January 2022. She manages the small team of part-time staff as well as the volunteers. and has played an important part helping things run smoothly; recruiting, inducting and managing staff and volunteers; and implementing rotas and procedures for the general running of the centre. She has also helped update several policies, produced a volunteer handbook and developed the health and safety protocols. Since January, the team have added a fortnightly Women's Group alongside the usual drop-in sessions.

A new post of Centre Administrator was created in November 2021 and the post holder has been doing a great job organising provisions, premises bookings, data input, repairs and maintenance.

Our long serving Deputy Coordinator has again this year supported guests who have a wide range of needs. She has also guided the team of 'support volunteers.' Together they have helped guests get in touch or re-connect with many different agencies and assisted several guests to move into alternative accommodation and acquire furniture.

The fourth part-timer is our Cleaner. She started work in May and has been providing a valuable service.

## DEVIZES OPENDOORS

### TRUSTEES' REPORT

FOR THE YEAR ENDED 31 OCTOBER 2022

.....Continued

#### Premises

For those who love to see 'home improvements' there has been a lot to delight in during this past year.

- ☺ In January 2022 the new outside storeroom, facing the front doors, was constructed.
- ☺ In April storm-damaged fencing was repaired.
- ☺ In July a new small cycle park was created.
- ☺ In September the front doors were replaced.
- ☺ In October steel lockers were put by the cycle park.
- ☺ Five vehicle and pedestrian signs were also erected in October, pointing to the Centre.
- ☺ In November a long picnic table was installed under the trees and a robust side gate built.
- ☺ And then, in November the long-awaited replacement of the Hall and Entrance floors took place.

For all the above, we thank the various contractors, but we are also particularly grateful to the volunteer who constructed the picnic table and to the one or two volunteers who have been the backbone of the Maintenance Group and have done so much to move things forward.

#### Financial Support

Throughout the year donations of food, clothing and bedding have continued to come in. This has often been targeted to meet the needs that Opendoors has shared on Facebook. Our guests have been incredibly grateful.

Devizes people have also been very generous financially. Many groups and individuals have made one off donations, totalling £11,700.

We also have 30 people who give monthly by direct debit resulting in £6,200 in donations.

There have been a few fund-raising events this year, including a sponsored bike ride and clothing sales in the Shambles, resulting in £1,500 being added to funds.

Last but not least, Opendoors has successfully applied for several grants this year and is grateful to the following:

- ☺ Lloyds Bank Foundation (£25,000),
- ☺ The National Benevolent Fund (£8,900),
- ☺ The Lottery (£8,600)
- ☺ Wiltshire Community Foundation (£5,000)
- ☺ Devizes Area Board (£3,400).

## DEVIZES OPENDOORS

### TRUSTEES' REPORT

FOR THE YEAR ENDED 31 OCTOBER 2022

.....Continued

### In Conclusion

After five years as Chair of Opendoors I am now stepping down from the Trustees, happy to hand over responsibilities to a team of very competent and caring people. I would like to continue to be a volunteer, helping plan developments as well as contribute to drop-in sessions.

I suspect most of us have found the past twelve months quite troubling, what with the war in Ukraine and the cost-of-living crisis, not to mention any personal or family health issues there may have been. But despite all these, I hope that those involved in Opendoors this year have felt that, at least there, we have been caught up in a caring community that has been vibrant and life-giving. One which we have all had a chance to contribute to ... and all have benefitted from.

John Saunders January 2023

#### Financial Reserves Policy

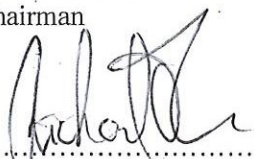
The Trustees have resolved to build and then maintain a financial reserve equivalent to three months' operating expenses

#### Approval

This report was approved by the trustees on 25 January 2023 and signed on their behalf by:



John Saunders  
Chairman



Richard Oliver  
Treasurer



## DEVIZES OPENDOORS

### Report of the Independent Examiner To The Trustees of Devizes Opendoors

I report on the accounts of the charity for the year ended 31 October 2022, which are set out on pages 5 to 10.

#### Respective Responsibilities of Trustees and Examiner

The charity's trustees 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:-

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether any particular matters have come to my attention.

#### Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the 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 of 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 Statement

In connection with my explanation, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act, and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act,have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mrs A M Cross FCCA  
The Alanbrookes Group Ltd – T/A JS Weeks & Co  
41 St John's Street  
Devizes  
Wiltshire  
5 January 2023

**DEVIZES OPENDOORS**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
<b>Incoming Resources</b>					
<b>Incoming Resources from Generated Funds:-</b>					
<i>Voluntary Income:</i>					
Donations, Grants and Gifts	2	60,938	9,837	70,775	59,812
<i>Activities for Generating Funds:</i>					
Fundraising Events		1,500	-	1,500	-
<b>Total Incoming Resources</b>		<u>62,438</u>	<u>9,837</u>	<u>72,275</u>	<u>59,812</u>
<b>Resources Expended:-</b>					
Charitable Activities	3	(62,639)	-	(62,639)	(51,877)
Governance Costs	3	(240)	-	(240)	(240)
<b>Total Resources Expended</b>		<u>(62,879)</u>	<u>-</u>	<u>(62,879)</u>	<u>(52,117)</u>
<b>Net Incoming/(Outgoing) Resources</b>		(441)	9,837	9,396	7,695
<b>Reconciliation of Funds</b>					
Total Funds Brought Forward		41,802	-	41,802	34,107
Funds transferred		-	-	-	-
<b>Total Funds Carried Forward</b>		<u>41,361</u>	<u>9,837</u>	<u>51,198</u>	<u>41,802</u>

The notes on pages 10 to 13 form an integral part of the accounts

# DEVIZES OPENDOORS

## BALANCE SHEET

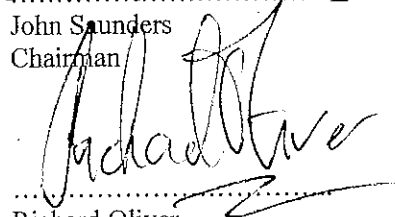
AS AT 31 OCTOBER 2022

	Notes	2022 £	2022 £	2021 £
<b>Fixed Assets</b>				
Furniture and Equipment	5		1,317	1,550
<b>Current Assets</b>				
Cash at Bank and in Hand		50,121		40,492
<b>Creditors: Amounts Falling Due Within One Year</b>	6	(240)		(240)
<b>Net Current Assets</b>			49,881	40,252
<b>Net Assets</b>			51,198	41,802
<b>Represented by:-</b>				
<b>Unrestricted Income Funds:-</b>				
General Fund			41,361	41,802
<b>Restricted Income Funds</b>				
Refurbishment Fund			9,837	-
<b>Total Funds</b>	7		51,198	41,802

The accounts were approved by the Trustees on 25 January 2023 and signed on their behalf by:



John Saunders  
Chairman



Richard Oliver  
Treasurer

The notes on pages 10 to 13 form an integral part of the accounts

**DEVIZES OPENDOORS**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

**1. Accounting Policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

**1.1. Basis of Accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

**1.2. Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

**1.3. Incoming Resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Investment income is included when receivable.

**1.4. Resources Expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**1.5. Fixed Assets**

Fixed assets are stated at cost less accumulated depreciation/ Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its useful economic life, as follows:

Furniture and equipment - 15% reducing balance basis



# DEVIZES OPENDOORS

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 OCTOBER 2022

.....Continued

#### 2. Donations and Gifts

	2022 £	2021 £
Grants and donations	72,275	59,812
	<u>72,275</u>	<u>59,812</u>

#### 3. Total Resources Expended

	Charitable Activities £	Governance £	Total 2022 £	Total 2021 £
<b>Costs Directly Allocated To Activities</b>				
Food and consumables	2,190	-	2,190	787
Wages	25,915	-	25,915	20,037
Rent and premises costs	27,806	-	27,806	23,256
<b>Support Costs Allocated to Activities</b>				
Laundry	689	-	689	731
Repairs and renewals to equipment	684	-	684	328
Refuse collection	903	-	903	387
Training	213	-	213	470
Telephone and communication charges	1,179	-	1,179	355
Insurance	392	-	392	392
Postage, stationery and sundries	2,385	-	2,385	1,332
Legal and professional fees	-	-	-	3,527
Bank charges	50	-	50	-
Depreciation	233	-	233	275
Accountancy	-	240	240	240
	<u>62,639</u>	<u>240</u>	<u>62,879</u>	<u>52,117</u>

#### 4. Staff Costs and Numbers

Staff costs were as follows:	2022 £	2021 £
Wages	<u>25,915</u>	<u>20,037</u>

The average number of employees during the period was four.

**DEVIZES OPENDOORS**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2022**

.....Continued

**5. Fixed Assets**

	<b>Furniture &amp; Equipment £</b>
<b>Cost or Valuation</b>	
As at 1 November 2021	2,352
Additions	-
	<hr/>
As at 31 October 2022	2,352
	<hr/>
 <b>Depreciation</b>	
As at 1 November 2021	802
Charge for the year	233
	<hr/>
As at 31 October 2022	1,035
	<hr/>
 <b>Net Book Value:</b>	
As at 31 October 2022	1,317
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As at 31 October 2021	1,550
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**6. Creditors: Amounts Falling Due Within One Year**

	<b>2022 £</b>	<b>2021 £</b>
Trade Creditors	-	-
Accountancy	240	240
	<hr/>	<hr/>
	240	240
	<hr/>	<hr/>

# DEVIZES OPENDOORS

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 OCTOBER 2022

.....Continued

#### 7. Movement in Funds

	Balance at 01.11.2021 £	Incoming Resources £	Resources Expended £	Transfers £	Balance at 31.10.2022 £
<b>Unrestricted Funds:-</b>					
General Fund	41,802	62,438	(62,879)	-	41,361
<b>Restricted Funds:-</b>					
Refurbishment Fund	-	9,837	-	-	9,837
<b>Total Funds</b>	<u>41,802</u>	<u>72,275</u>	<u>(62,879)</u>	<u>-</u>	<u>51,198</u>

#### 8. Analysis of Net Assets between Funds

	General Fund £	Restricted Funds £	Total £
Fixed Assets	1,317	-	1,317
Current Assets	40,284	9,837	50,121
Current Liabilities	(240)	-	(240)
	<u>41,361</u>	<u>9,837</u>	<u>51,198</u>

#### 9. Trustee Remuneration and Related Party Transactions

None of the trustees received any remuneration during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

