



Doorway

Report and Financial Statements for the year ended 31 March
2021

Registered Charity number 1176552

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Report of the Trustees

The trustees of Doorway ("the charity") have pleasure in presenting their report and financial statements for the year ended 31 March 2021. The trustees confirm that the financial statements comply with the Charities Act, the Charity's Constitution 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) (effective 1 January 2015).

REFERENCE AND ADMINISTRATIVE INFORMATION

Trustees:

Fran Wilkins	Chair
Lesley Nelson	Vice-Chair
Lynn Payne	Treasurer
Susan Pearson	Secretary
Goriola O Sonola, FCCA	
James Westley	
Jim Crawshaw	
Rachael Joyce	

All Trustees have been in position since registering as a Charity on 8th January 2018 except for Rachael Joyce who was appointed on 16th January 2021.

Senior Staff Member(s)

Carol Gallagher	Chief Executive Officer
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Charity Number: 1176552

Registered Office:

25 – 27 Dugdale Street
Nuneaton
Warwickshire
CV11 5QJ

Independent Examiner:

Mairead Montague, MAAT, ACIE Associate,
Montague Accounting Services
Poachers Cottage
Brewers Lane
Badsey, Evesham
WR11 7EU

Bankers:

Barclays Bank plc
Leicester
LE87 2BB

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Doorway is constituted as a 'foundation model' Charitable Incorporated Organisation (CIO) dated 20th December 2017. The Constitution which establishes the charitable objects was registered with the Charity Commission on 8th January 2018.

Previously, Doorway was an unincorporated registered charity since 1997. A Business Plan objective led Trustees to undertake a strategic review of the charity's status and options. Becoming a CIO has enabled Doorway to have a robust constitution which is more relevant to current operational practice whilst also providing improved protection for Trustees.

Recruitment and Appointment of Management Committee

The Trustees who have served during the year are set out on page 3. The Management Committee comprises of Trustees and advisors who meet on a bi-monthly basis. This is augmented with sub-group meetings that cover other operational matters such as Human Resources, Finance, Quality Assurance and any other operational matters as deemed necessary. Sub-groups report to the full Management Committee of 11 members (8 Trustees and 3 advisors). All meetings were held virtually during this reporting period. Doorway has a Young People's Group and a representative attends Management Committee meetings to report on activities and to contribute where possible. In accordance with the Constitution, the first charity Trustees were elected for periods of 2 to 4 years and any subsequent Trustees are appointed for a period of three years.

A skills audit of Management Committee members takes place periodically to allow Doorway to identify skill shortages and enable appropriate replacements. Another Business Plan objective was to recruit new Trustees and three virtual interviews took place leading to one Trustee and one advisor appointments.

Trustee Induction and Training

Potential Trustees spend time with the Chief Executive Officer (CEO) to find out more about Doorway prior to being appointed. They also attend a Management Committee meeting as an advisor to find out more about the role of a Trustee. Some Trustees are former advisor members. All necessary paperwork, such as Trustee declaration and skills audit are completed by prospective Trustees. They are also given a job description, person specification and made aware of personal liability responsibilities of Trustees as part of the induction process. It was agreed that most of this could be done electronically and by scanning documents if necessary.

Opportunities to attend relevant Trustee training are reported to Management Committee meetings and by email. Suitable training is provided as required using local resources such as Warwickshire CAVA. Trustees use the Charity Commission website for guidance and receive regular email newsletters to maintain their awareness of current voluntary sector topics.

Organisational Structure

Management Committee is responsible for the strategic direction and policy of Doorway. The Committee has members from a variety of backgrounds such as The Skills Funding Agency, Local Authority Housing Departments, Warwickshire Leaving Care Team, higher education sector, foster carer, and voluntary sector. There is a broad mix of skills on the Management Committee and experience of working with young people is supplemented by knowledge of the voluntary sector, financial management, housing legislation and personnel management. The CEO also sits on the Committee but has no voting rights.

Trustees' Annual Report (continued)

Day to day responsibility for the provision of services and achieving objectives rests with the CEO. The CEO also ensures that the team continues to develop relevant skills and that working practices are in line with good practice and legislation. All employees of Doorway undergo a DBS check and participate annually in training via the local Safeguarding Board. Volunteers provide essential support to the wider team in all areas of work and can also access relevant training. All training during this period was provided via webinars or virtual meetings.

Related Parties

Doorway is guided by both local, regional and national policy in pursuance of Doorway's objects and seeks to influence social policy where it is relevant to do so. At a national level it can be difficult for small charities to have a big influence. Therefore Doorway is a member of national organisations, such as Homeless Link and CentrepoinT and attends regional meetings. These organisations and Warwickshire County Council provided extensive support and advice in relation to coronavirus during this period in many ways.

At a local level Doorway continues to be a member of statutory and voluntary groups which meet regularly. This enables the project to contribute to local policies, maintain an awareness of current local issues and to ensure links within the local community remain intact. Doorway has contracts, partnership agreements and service level agreements with statutory and voluntary organisations to help meet the needs of beneficiaries.

Risk Management

The Trustees examined the major strategic, business and operational risks which Doorway faces and confirmed that systems have been established to enable regular reports to be produced so that necessary steps can be taken to lessen the risks. A Business Risk Management Plan is in place and is reviewed as necessary, otherwise annually in October. Internal control risks are minimised by the implementation of procedures for authorisation of all financial transactions. Procedures are in place to ensure compliance with health and safety of staff, volunteers, young people and visitors.

In March 2020 the Business Risk Management Plan was reviewed and an additional risk assessment was written to meet the challenges of dealing with the coronavirus pandemic. Doorway has worked throughout as homelessness is classed as an essential service through a combination of home and office based working on a rota system. Vaccine take up was high with 94% of the team having had both vaccinations. The risk assessment was updated to meet the changing lockdown criteria and no-one who tested positive had contracted it in the workplace.

OBJECTIVES AND ACTIVITIES

Overview

The objects of Doorway in accordance with our constitution are:

"To relieve hardship, need and distress among young people in the County of Warwickshire and surrounding counties (including specifically the areas covered by Coventry City Council; Tamworth Borough Council; Lichfield District Council; Hinckley & Bosworth Borough Council; Birmingham City Council and East Staffordshire Borough Council), in particular those between 16 and 25 years who are homeless or threatened with homelessness."

Trustees' Annual Report (continued)

The main objectives for the year are shaped by the strategic aims of Doorway's Business Plan and are reviewed annually. Our Business Plan vision and mission statements and our aim and objectives reflect that at the heart of Doorway's work is an ethos and commitment to work with each young person individually to meet their specific need.

Doorway Vision & Mission statement:

- Our vision is to reduce youth homelessness and minimise its impacts by ensuring that all young people have a decent place to live, a productive fulfilling purpose, satisfying relationships with others and good health to enjoy them.
- Our mission is to give homeless young people a future through advice, accommodation options, support and life skills development.
- Our aim is to make sure that vulnerable, homeless young people can look forward with optimism, raise their aspirations and improve their quality of life.

Doorway's Business Plan Objectives:

- To prevent youth homelessness and the exclusion that embeds it.
- To increase access to safe and secure accommodation for young homeless people to alleviate homelessness and exclusion.
- To promote a personalised approach to young people's housing and personal development needs.
- To influence policy that affects homeless and excluded people.

Doorway looks to achieve its strategic aims by working in partnership both formally and informally with many organisations in order to provide a wide range of options for young people. There are three distinct services which help young people in different ways: Advice Service, Support Service and Development Service. These have been developed as appropriate to meet the young people's changing needs or legislation and details of all services can be found on Doorway's website.

Summary of the main activities undertaken for the public benefit

Advice Service

The Advice Service is the first point of contact for all young people accessing Doorway's services either at the Drop-in Centre or at regular outreach sessions around the County. Many young people on our waiting list are living a transient lifestyle, going between extended family and friends for two or three nights at a time and can be described as the 'hidden homeless.' This service undertakes the following activities:

- Referrals: these are received from a wide variety of organisations, self-referrals account for approximately 51% of referrals received. Referrals and signposting to other organisations ensure a range of options are available to young people, although these are becoming fewer in the current economic climate.
- Outreach sessions for young people: to improve accessibility to the service, particularly in rural areas and to meet increased demand. These were suspended as many of the venues we use were closed throughout the reporting period and we responded by undertaking detailed telephone conversations to ascertain young people's situations.
- Advice to young people: this is mostly around housing and welfare benefit issues. Advocacy and other general advice is also given as required.

Trustees' Annual Report (continued)

- Providing emergency accommodation via seven units of accommodation called "Tom's Place" funded by Tom's Fund in the areas of Nuneaton, Stratford upon Avon and Atherstone: Intensive support is provided while we try and resolve their housing and income situation and find them long-term secure accommodation.
- Financial Capability training: helping young people to budget efficiently and be able to better manage their money.
- Maintains Doorway's waiting list: for accommodation and/or support.
- Mediation & Prevention: where possible to remain in the family home or retain tenancies.
- Delivers New Home Workshops: to understand what is entailed in managing a tenancy and living independently.
- Manages our rent account system: we receive rent payments, Universal Credit and Housing Benefit to pay to our landlords.
- Volunteer management.
- Support young people whilst on the waiting list: low level support is given to young people regarding benefits, alternative accommodation and resolving tenancy issues if threatened with homelessness by a landlord.

Statistics: In 2020/21 the Advice Service received 319 referrals and 51% of these were self-referrals. The main reason for homelessness was being evicted by parents and 78 referrals were for 16-17 year olds. Young people participated virtually where possible in our New Homes Workshop.

Quality: The Advice Service was awarded with the Advice Quality Standard in February 2021 following an external audit by the Recognising Excellence and remains current for a period of 2 years.

Funding: The National Lottery Community Fund, Warwickshire County Council, Lloyds Bank Foundation, Nuneaton & Bedworth Borough Council and smaller grants all partially funded different aspects of the Advice Service during the accounting period.

Support Service

The aim of the Support Service is to help young people maintain their tenancies, achieve independent living and break the cycle of repeated homelessness. To achieve this, the following activities are undertaken:

- Referrals: these are received via Doorway's Advice Service for support in Doorway, private landlord, local authority or registered social landlord accommodation.
- Doorway and private landlord accommodation: Doorway provides support to young people in this accommodation and works closely with landlords to maximise tenancy sustainment.
- Move in: starter packs provided (from donations), setting up home, help understanding the basic rights and obligations of tenancies and assistance in setting up and maintaining utilities and explanation of various types of bill payment.
- Support discussion: this covers accommodation issues; budgeting, education, training and work; social skills, energy efficiency, emotional well-being and accessing healthcare provision.
- Support plan: this is developed jointly with the young person using the Homeless Outcomes Star (HOS) and goals are set to achieve this. Addressing their individual needs in this way increases the likelihood of them achieving positive outcomes.
- Support and guidance during transitional or difficult periods and on-going support where necessary.
- Referral to counselling and care services to meet specific need.
- Positive outcomes: Once settled in accommodation young people are able to progress in other areas in their lives such as Jobwise, our employability course. This explores the barriers that young people face when trying to find employment and workshops include

Trustees' Annual Report (continued)

theory such as CV and interview skills and how to apply for jobs. This is then complemented by proactive practical tasks such as mock interviews, telephone skills and confidence building. Jobwise also helps identify any additional training, education or work experience opportunities for them.

- Partnership working: Support Workers maintain strong links with other organisations, such as training providers, Children's Services, Probation, CAB, Job Centre Plus, Housing Departments, Linking Futures, National Careers Service, Colleges, Princes Trust, drug counselling services, alcohol and mental health services. This helps to provide a range of resources so that young people can move on positively in their lives.
- Move on: Support Workers look for indicators which show that a young person is living independently and ready to move on (e.g. property cleanliness, regular rent payments, positive activities and effective budgeting.) This is also indicated by the HOS as young people achieve their goals.

Statistics: In 2020/21 a total of 101 young people were supported in accommodation. This figure reflects inward and outward movement. Of the 44 young people leaving the service, 86% moved on in a positive way by reconciling and returning to live with family or sustaining move-on accommodation. At the end of March 2021 Doorway was supporting 61 young people.

Quality: Doorway is sub-contracted by St Basils to deliver part of Warwickshire County Council's floating support contract and is compliant with contract quality requirements.

Funding: St Basils (Service Level Agreement), BBC Children in Need and small grants all funded different aspects of the Support Service.

Development Service

This service is aimed at raising awareness of youth homelessness issues, preventing homelessness, developing independent living skills and increasing health and wellbeing. We therefore run projects which address all of these issues such as:

- Young People's Group (YPG): this group meets monthly and alternates between activities and planning meetings. The group provides peer support for young people who may be socially isolated and not have the financial resources to participate in social activities.
- Lifewise Skills Programme: this is administered by Centrepont for use by their partners with young people and is accredited by AQA. On completion of the Lifewise Course young people will have a legacy of skills, knowledge, social resilience and contacts that enable them to continue growing and maturing as they become young adults, able to sustain a tenancy, be economically independent and be healthy and active as young citizens in their communities.
- Cooking Sessions: teaching young people on low incomes to shop for and cook healthy food.
- Steps to Independent Living (STIL): Course for young people leaving care to develop new skills.
- Sexual Health workshops: to increase young people's awareness of sexual health, i.e. contraception and sexually transmitted diseases.
- Weekly gardening sessions: helps to improve both physical and mental health and teach young people new skills.
- Youth Homelessness Prevention Programme: this is delivered in local secondary schools upon request. The Programme raises an awareness of homelessness issues, explores the difficulties of living alone and pupils know where to go if they are experiencing problems.
- Any projects identified by young people during consultation on areas they want help with.
- As most venues were closed we undertook one to one sessions, held virtual meetings and group walks in local parks. Covid-19 Awareness, Caring for Ourselves and Internet Safety AQA modules were also undertaken to minimise the impact of coronavirus upon wellbeing.
- Encouragement to volunteer at various fundraising events held.

Trustees' Annual Report (continued)

Statistics: There were 43 Lifewise modules accredited to 22 young people during 2020/21. 6 young people participated in Jobwise and 35 in total participated in various other activities organised by Doorway, such as Boxing Clever and crafts.

Quality: Doorway holds Warwickshire's Gold Award for Involvement. Doorway also holds Young People First's Gold Award for Quality Assurance.

Funding: The National Lottery Community Fund, WCC and small grants such as the Women and Girls Fund (administered by the Heart of England Community Foundation) funded this service.

Property Services

Doorway bought its first property, Watkins House, in Nuneaton which is a 3 bedroom house and was let for the first time at the beginning of March 2021. Doorway also provides accommodation to young people through our rent to rent scheme and the number of these units has increased significantly. This enables us to improve accommodation above the minimum standards used by landlords and provide essential items such as washing machines and vacuum cleaners. We continue to work with private landlords who are willing to accommodate young people on the understanding that they will be supported to maintain their tenancies by our Support Service. This scheme is informally managed and used primarily for young people who are in employment. Property Services key activities are:

- Regular safety inspections are undertaken for all properties in addition to HMO requirements.
- Void management.
- Repairs management.
- Liaising with landlords to set up new properties.

Statistics: Units of accommodation are 3 in Watkins House, 49 rent to rent scheme, 16 informally managed.

Quality: Houses in Multiple Occupation (HMO) are inspected by local authorities to ensure standards are attained. None of the properties Doorway uses currently require HMO licences.

Funding: Nationwide Community Grant, small grants and intensive housing management costs through housing benefit contributed to the funding of this service. Doorway also appreciated pro bono support from Cornerstone Partnership to assist in finding a suitable property.

Partnership Working

There are strong partnership links with other organisations and this helps to maintain an awareness of current trends. Other examples of partnership working to benefit young people have been referred to in the 'Related Parties' section.

Public Benefit

Trustees have regard to the Charity Commission's general guidance on public benefit and are satisfied that we provide considerable public benefit. The objectives in our Business Plan support the charity objectives of our governing document and aim to tackle the causes and consequences of youth homelessness.

The Trustees consider that the activities of Doorway (described throughout) provide benefit to homeless young people in Warwickshire. By providing a safety net and hand up out of homelessness, we help make the County of Warwickshire in which we operate a safer, more humane place for everyone. The board of Trustees regularly monitors and reviews the Charity's success in meeting its objectives and confirms that the activities of Doorway described in this document are undertaken in pursuit of its aims.

Trustees' Annual Report (continued)

Grant Making

Doorway does not make grants to beneficiaries or other charities.

Social Investment

Doorway Trustees investigated social investment in accordance with Business Plan objectives with a view to improving sustainability. A successful application was made to Homeless Link in 2018 and the investment was used to appoint a fundraiser. A further successful application was made to Homeless Link in January 2020 to add to the funds raised by the former Mayor of Nuneaton and Bedworth. This enabled the purchase, refurbishment and equipping of Watkins House.

Volunteers

Doorway worked with 26 volunteers in 2021 (54: 2020) providing 1,310 hours (1,152: 2020) valued at £11,423 (£9,458: 2020) to our charity which was really appreciated during the difficulties of lockdown. The volunteers provided much needed support with office services, particularly as receptionists in our drop-in centre. They also helped with fundraising activities, DIY and gardening. At the start of the pandemic, our drop in centre was closed so we asked volunteers not to attend and operated an appointment only system so that visitors could be seen safely. Volunteers returned during summer 2020 to help with property work, gardening and receiving donations which were numerous. This figure does not include corporate volunteers or members of the Management Committee who provide their time, expertise and technical know-how on a voluntary basis.

Achievements & Performance

Summary of the main achievements during the period

Doorway achieved a longstanding business plan objective to own a property that we could use for young people thanks to a social investment loan and fundraising by a former Mayor of Nuneaton and Bedworth Borough Council. This is a three bedroomed property and the first young people moved in during the reporting period. We appreciated the support from other organisations who worked alongside the team to ensure the house achieved HMO standards. This has been an exciting time for everyone at Doorway and we are very pleased to have this asset to help young people.

The Advice Service received 319 referrals and 51% of these were self-referrals where many young people had heard of Doorway from their peers. Our evaluations show that 94% said they would use Doorway again if they needed advice in the future.

101 young people received support. Of the 44 young people who moved on, 86% did so in a positive way and maintained independent living successfully.

Doorway's Health and Wellbeing Worker manages Lifewise where 43 AQA accreditations were awarded across a range of modules including Emotional Awareness and Caring for Ourselves. These two modules were particularly important in helping young people during lockdowns. She manages the Steps to Independent Living course for young people to help them prepare for when they leave care. She also co-ordinates Jobwise which aims to help the long-term unemployed and can be delivered by all front line staff

Young people call in to our open-access drop-in centre daily and can take a shower, find clothing, job search and property search or can just sit and chat with the volunteers and staff. During the reporting

Trustees' Annual Report (continued)

period due to coronavirus this was by appointment only and to ensure the safety of young people, volunteers and staff.

From the start of the coronavirus pandemic the team worked tirelessly to ensure that young people remain safe despite the difficulties of face to face working. We were thankful to receive many fresh food donations which were distributed through doorstep drops and also delivered craft materials this way to keep them occupied. Outside walks were undertaken with them, virtual meetings and chats through windows.

Doorway was externally audited by Recognising Excellence in February 2021 and successfully retained the Advice Quality Standard which is a quality mark that is approved by the Advice Service Alliance.

Doorway now has 52 units of accommodation including Tom's Place and those through our rent to rent scheme which helps us to provide extra facilities (e.g. washing machines, curtains) than required by legislation, creating more homely environments. A further 16 units of accommodation are available to us by the landlords we work with which are more affordable for young people in employment. This has increased the provision and type of accommodation for homeless young people in Warwickshire.

Doorway continued to work towards our objective to diversify our income sources to improve sustainability. We received many donations throughout the year especially in the lead up to Christmas which enabled us to provide all of our young people with brilliant Christmas hampers which included food items, gifts and toiletries. Corporate links were maintained with many companies in particular with Wates, Jaguar Land Rover, Lidl and Asda.

Performance against objectives set

Doorway's objectives are set through the Business Plan and these were revised following our Business Plan review. Performance is reported to each Management Committee meeting and thus monitored every two months as well as annually. The objectives also link to outcomes in accordance with grant awards. The statistics recorded earlier in this report all exceed our Business Plan objectives for direct work with our beneficiaries.

An objective to increase our portfolio by taking on more rent to rent accommodation has made more affordable accommodation available for young people. An objective in our marketing strategy was achieved which improved the use of our website and social media.

A long term Business Plan objective has been for Doorway to buy a property to provide accommodation for homeless young people. Thanks to fundraising by the Mayor of Nuneaton and Bedworth we had the resources for a deposit and put an offer on a three bedroom house in February 2020.

Performance of fundraising activities against objectives set

Within the Business Plan there is a separate Fundraising Strategy with an aim of diversifying sources of income so that our existing work is sustained and to allow for growth of new services for homeless young people. Through rent to rent, Doorway has received previously uncovered costs of managing properties thus reducing the reliance on grants for this service. Our Marketing Strategy has maintained last year's increase in social media activity and online donations. Our budget forecast at the start of the

Trustees' Annual Report (continued)

year included a prudent amount within the income budget for donations and income from fundraising events which was achieved. Doorway is registered with the Fundraising Regulator.

Financial Review

Review of the charity's financial position at the end of the period

Doorway's financial position exceeded expectations at the beginning of the period for differing reasons. Firstly, there was a temporary reduction in staff due to some people deciding upon a lifestyle change and leaving Doorway during the summer. We were fully staffed again by the beginning of November. Other changes were due to accrued income from Housing Benefit (£22,000) and the capitalisation of refurbishing our property (£23,000) which are not recognised in the income & expenditure account for 2021. Our largest income source was through rents and other sources included large and small grants, fundraising, donations, service level agreements and contracts.

Trustees have reasonable expectations that Doorway has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

Doorway's policy on reserves

It is the policy of Doorway to build unrestricted funds, which are the general reserves of Doorway in order to provide a buffer to meet unforeseen operational requirements. Reserves are also needed to cover emergency repairs to rented premises, to cover operating costs in the event of a winding up, redundancy and to cover any potential loss of income sources. The Management Committee has examined Doorway's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by Doorway should be between 3 and 6 months of budgeted expenditure. The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that there are also sufficient funds available to cover support and governance costs. The Management Committee has also considered the extent to which existing activities and expenditure could be curtailed, should such circumstances arise.

Designated Funds

Doorway's designated continuation reserves figure of a minimum of £197,500 is held to allow between 3 to 6 months operating costs in accordance with the Charities Commission recommended practice. This includes paying staff salaries and calculations for redundancy payments. Other funds have been designated to maintain our property, for specific project work to provide equipment for gardening, cooking and employment initiatives.

Plans for the Future

Doorway seeks to continually review and improve services in the most appropriate way to meet the changing needs of young people. Doorway will continue to work with partner organisations to ensure that as many options as possible are available to meet the needs of vulnerable young people. We have a fantastic workforce, both paid and voluntary, making contact and building trusting relationships with homeless young people to help them overcome challenges in their lives.

Doorway will focus upon the following areas to meet Business Plan objectives during the forthcoming year:

Trustees' Annual Report (continued)

- Continue to improve and raise standards in all accommodation used by Doorway involving young people in making decisions about their living environment.
- Develop a new business plan to guide Doorway services over a five year period to meet current and changing challenges faced by young people.
- Ongoing monitoring of Business Continuity Plans including pandemic plans.
- Doorway will continue to explore alternative methods to diversify income and fundraising remains an essential source of income.
- Volunteers are an integral part of Doorway and during the year have provided an invaluable resource in many of our service areas. We will encourage young people into volunteer activities in their local communities.

The integral plan of Doorway moving forward, is the continuous maintenance and improvement of all its existing services with greater emphasis on its Quality Management Systems which drives the organisation towards ensuring that the needs of young people are met as well as the stakeholders and the public at large.

Signed on behalf of Doorway's Trustees:

Signed  Dated 15th October 2021.

Fran Wilkins, Chair of the Trustees

Statement of Trustees' responsibilities

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of the surplus or deficit incurred by the Charity for that year. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue to exist.

The Trustees have overall responsibility for ensuring that the Charity has an appropriate system of controls, financial and otherwise.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011.

They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the Charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the Charity or for publication is reliable;
- the Charity complies with relevant laws and regulations.

Independent Examiner's Report to the Trustees of Doorway

I report to the trustees on my examination of the accounts of Doorway ('the Charity') for the period ended 31 March 2021 which are set out on pages 15 to 27.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable 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 can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1) accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or

2) the accounts do not accord with those records; or

3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed M. Montague. Dated 19-10-21

Mairead Montague, BA (Hons) Accounting & Finance, MAAT, ACIE Associate

Statement of financial activities (incorporating an income & expenditure account)

		Unrestricted funds	Restricted funds	Total	Total
		£	£	£	£
	Notes	2021	2021	2021	2020
Income:					
Donations and legacy		40,609	-	40,609	66,358
Charitable activities	2	554,887	226,352	781,239	787,289
Other trading activities		-	-	-	-
Investment		307	-	307	606
Other		-	-	-	-
Gift in kind	3	17,823	-	17,823	16,939
Total Income		613,625	226,352	839,977	871,191
Expenditure:					
Raising funds		9,167	7,745	16,912	26,711
Charitable activities		479,778	231,777	711,555	723,553
Other - Gift in kind		17,823	-	17,823	16,939
Total Expenditure	4	506,768	239,522	746,290	767,203
Net income/(expenditure)		106,857	(13,170)	93,687	103,988
Total funds brought forward		251,783	81,458	333,241	229,253
Transfers between funds	**	67,582	(67,582)	-	-
Other recognised gains/(losses):		-	-	-	-
Total funds carried forward	14	426,222	706	426,928	333,241

****Transfers** - includes small under/over spends which are absorbed by the general funds, £67,751 is the transfer of the Mayors fund for the purchase of the Bucks Hill property

Balance sheet

	Note	2021 £	2020 £
Fixed assets			
Tangible assets			
<i>total fixed assets</i>	7	147,699	2,449
Current assets			
Debtors	8	42,178	26,093
Cash at bank and in hand		341,992	437,782
<i>total current assets</i>		384,170	463,875
Liabilities			
Creditors:			
amounts falling due within one year	9	(45,562)	(50,278)
Net current assets		338,608	413,597
Creditors:			
amounts falling due after one year	10	(59,379)	(82,805)
Net assets		426,928	333,241
The funds of the charity			
Unrestricted income funds	11	226,275	226,352
Designated	11	199,947	199,416
Restricted income funds	11	706	629
<i>total funds</i>		426,928	426,396

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

Approved by the Trustees and signed on their behalf by:

Signed  Dated 15th October 2021

Fran Wilkins, Chair of the Trustee

Notes to the accounts

1. Accounting policies

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 Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102). The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

Doorway meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis which assumes that the Charity will continue to operate. The validity of this assumption is dependent upon the continuance of support from the Charity's key grant funders and in response to the progress made by the Charity in pursuing a viable budget including the obtaining of further grants and other funds. The Charity's current business plan shows that the Charity 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.

Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

Gifts and donated goods

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to the expenditure. All expenditure is accounted for on an accrual's basis. Resources classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with use of the resources. In particular, where members of staff are involved in charitable work, fund raising and administration, salary and related costs have been apportioned between these activities on a basis consistent with the use of these resources.

Notes to the accounts (continued)

Governance costs

All costs involving the public accountability of Doorway and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

Fundraising

Public fundraising is undertaken through activities in the local community to raise awareness as well as generate income. Doorway used social investment to appoint a fundraiser working 0.8 FTE per week. There are no commercial partnerships or professional fundraisers involved with Doorway.

Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets with a cost exceeding £300 over their expected useful lives on a straight-line basis.

The rates applicable are:

Fixtures & fittings	20%
Office equipment & computers	33%

Fund accounting

Details of the nature and purpose of each fund are set out in note 13.

When a grant or donation is given to Doorway for a specific purpose, then those funds are treated as restricted funds. All expenditure incurred during the period relating to those specific purposes are charged to that account, and all monies unspent at the end of the period are carried forward as restricted funds.

Leasing

Rentals payable under operating leases are charged against income on a straight-line basis over the lease term.

Pension costs

Doorway pays contributions towards defined contribution pension schemes for its staff. The contributions are paid to pension providers nominated by each member of staff. The contributions are charged to the Statement of Financial Activities in the same period as the respective salary. There were no outstanding or prepaid contributions at the balance sheet date.

VAT

Irrecoverable VAT is included in the cost of those items to which it relates, in accordance with standard accounting practice.

Taxation

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

Notes to the accounts (continued)

2. Income charitable activities

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Contracts				
St Basils	94,984	-	94,984	91,330
WCC Young Peoples Homeless Support	-	-	-	14,180
WCC Independent Living Skills	1,047	-	1,047	5,790
	<u>96,031</u>	<u>-</u>	<u>96,031</u>	<u>111,300</u>
Large grants				
Big Lottery Fund	-	56,748	56,748	62,603
BBC Children in Need	-	37,908	37,908	37,565
Heart of England Community Foundation	-	-	-	15,704
Lloyds Bank Foundation	-	24,000	24,000	24,000
Nuneaton & Bedworth Borough Council	-	10,000	10,000	10,000
Mayor's Fund	-	-	-	68,051
Nationwide Community Grant	-	-	-	35,580
Homesless Link Grant	-	-	-	8,750
Henry Smith	-	41,700	41,700	16,350
Heart of England Emergency Fund	-	30,000	30,000	-
Royal London	10,000	-	10,000	-
Homeless Link - Social Improvement	-	6,000	6,000	-
	<u>10,000</u>	<u>206,356</u>	<u>216,356</u>	<u>278,602</u>
Small grants				
Screwfix Grant	-	5,000	5,000	-
Edgar Lawley	-	1,500	1,500	-
Women & Girls	-	4,496	4,496	4,495
Field Family Trust	-	3,000	3,000	3,000
Warwickshire Police	-	3,000	3,000	-
Baron Davenport's Charity	-	1,500	1,500	1,250
Norton Foundation	-	-	-	268
Tesco Covid	-	500	500	-
Cadbury Grant	-	-	-	750
Tesco Christmas Fund	-	1,000	1,000	3,000
Other	-	-	-	-
	<u>-</u>	<u>19,996</u>	<u>19,996</u>	<u>12,763</u>
Other				
Housing benefit and management charges	448,856	-	448,856	384,623
Totals	<u>554,887</u>	<u>226,352</u>	<u>781,239</u>	<u>787,289</u>

Notes to the accounts (continued)

3. Gift in kind

	2021	2020
	£	£
Food: Starter pack items and Christmas hampers		
Sundry: Prizes, clothing, donated goods, equipment & books		
	<u>17,823</u>	<u>16,939</u>

4. Expenditure charitable activities

	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Total Funds £	
Raising funds					
Staff costs	9,011	7,626	16,637	25,205	
Office and support costs	156	119	275	1,505	
Publicity	-	-	-	-	
Total	9,167	7,745	16,912	26,711	
Charitable expenditure					
Advice, information & support					
Staff costs	177,936	182,398	360,334	372,366	
Office and support costs	291,888	38,252	330,140	316,050	
Insurance	1,504	720	2,224	1,825	
Gifts in Kind	17,823	-	17,823	16,939	
Total	489,152	221,370	710,522	707,180	
Governance costs					
Staff costs	1,739	9,306	11,045	29,147	
Office and support costs	2,207	240	2,447	1,311	
Depreciation	2,873	670	3,544	1,080	
Accountancy and system support	1,630	190	1,820	1,774	
Total	8,449	10,407	18,856	33,313	
Total resources expended	506,768	239,522	746,290	767,203	
Summary of costs	Staff £	Other £	Gift in kind £	2021 £	2020 £
Charitable expenditure:					
Raising funds	16,637	275	-	16,912	26,711
Charitable expenditure	360,334	332,365	17,823	710,522	707,180
Governance costs	11,045	7,811	-	18,856	33,313
Total	388,016	340,451	17,823	746,290	767,203

Notes to the accounts (continued)

5. Funds received as an agent

As the charity is acting as an agent, the values are not recognised the income in the Statement of Financial Activities or the Balance Sheet

Name of party	Related party	Amount received		Amount paid out		Balance held at period end	
		2021 £	2020 £	2021 £	2020 £	2021 £	2020 £
Landlord's rented property	No	69,083	67,294	65,719	112,357	8,941	5,577
		<u>67,294</u>	<u>114,181</u>	<u>65,719</u>	<u>112,357</u>	<u>8,941</u>	<u>5,577</u>

Note: As the charity is acting as an agent, the balances are not recognised within the income in the Statement of Financial Activities or the Balance Sheet.

6. Staff costs & numbers

	2021 £	2020 £
Wages and salaries	343,701	374,076
Social security costs	28,094	33,093
Other pension costs	<u>16,222</u>	<u>19,550</u>
	<u>388,016</u>	<u>426,718</u>

The average number of weekly employees calculated on a full time equivalent was:

Activities to generate funds	0.80	0.80
Charitable activities	<u>12.72</u>	<u>13.87</u>
	<u>13.52</u>	<u>14.67</u>

No employees had emoluments in excess of £60,000

Notes to the accounts (continued)

7. Tangible fixed assets

	Freehold Property	Equipment furniture & computers	Equipment furniture & computers	2021
	Unrestricted	Unrestricted	Restricted	Total
Cost	£	£	£	£
At the beginning of the period	-	2,409	2,875	5,284
Additions	142,967	5,826	-	148,793
Disposals	-	-	-	-
At the end of the period	142,967	8,235	2,875	154,077
Depreciation				
At the beginning of the period	-	1,108	1,727	2,835
Disposals	-	-	-	-
Charge this period	1,826	1,047	670	3,544
At the end of the period	1,826	2,155	2,397	6,379
Net book values				
At 31st March 2021	141,141	6,080	478	147,699

8. Debtors

	2021	2020
	£	£
Trade Debtors	11,264	780
Prepayments	8,010	1,989
Accrued Income	22,904	23,324
	42,178	26,093

Notes to the accounts (continued)

9. Creditors: amounts falling due within one year

	2021	2020
	£	£
PAYE & NI, Wages & Pension	7,718	6,353
Trade creditors	1,102	346
Deferred income 9a	14,400	28,500
Social investment homeless link loans	20,621	11,846
Other creditors	-	-
Accruals	1,720	3,233
	<u>45,562</u>	<u>50,278</u>

9a. Deferred income

	2021	2020
	£	£
Movement in deferred income as follows:		
At the beginning of the period	28,500	61,692
Released to income in the year	(28,500)	(61,692)
Deferred in the year	14,400	28,500
At the end of the year	<u>14,400</u>	<u>28,500</u>

10. Creditors: amounts falling due after one year

	2021	2020
	£	£
Social investment homeless link loans	59,379	82,805
	<u>59,379</u>	<u>82,805</u>

Notes to the accounts (continued)

11. Movements in funds

	Opening				2021
Restricted	Balance	Income	Expenditure	Transfer	Closing
	£	£	£	£	Balance
					£
Children in Need	1,174	37,908	(39,005)	-	77
Lottery	-	56,748	(56,812)	64	-
NBBC HD	-	10,000	(10,000)	-	-
Mayor's Fund (Property)	67,751	-	-	(67,751)	-
Baron Davenport	-	1,500	(1,500)	-	-
Norton	131	-	-	(131)	-
Women & Girls	217	4,496	(4,713)	-	-
Field Family Trust	656	3,000	(3,656)	-	-
Warwickshire Police	-	3,000	(3,000)	-	-
Small Grant (Other)	86	500	(500)	(86)	-
Edgar Lawley	-	1,500	(1,586)	86	-
HoE Emergency Grant	-	30,000	(29,910)	(90)	-
Homeless Link - Social Investment	-	6,000	(5,996)	(4)	-
Lloyds Bank Foundation	(139)	24,000	(24,080)	219	-
Homeless Link Grant (DSA)	2,826	-	(2,826)	-	-
Nationwide Community Grant (Property)	8,737	-	(8,849)	112	-
Tesco Christmas Appeal	-	1,000	(999)	(1)	-
Henry Smith	19	41,700	(41,719)	-	-
Screwfix Grant	-	5,000	(4,371)	-	629
	81,458	226,352	(239,522)	(67,582)	706
Unrestricted					
WCVYS	346	-	(19)	-	327
Lloyds Community Fund	649	-	-	-	649
Designated Bedworth Sick & Needy	139	-	-	-	139
WCC Independent Living	-	1,048	(516)	-	532
Designated - Continuation fund	198,300	-	-	-	198,300
Unrestricted - General	52,348	612,578	(506,233)	67,582	226,275
	251,782	613,625	(506,768)	67,582	426,222
Total	333,241	839,977	(746,290)	-	426,928

Notes to the accounts (continued)

12. Transactions with trustees and connected persons

There were no transactions with any trustee during the year. No trustee or connected person received any remuneration either directly or indirectly.

13. Restricted Funds

Nuneaton and Bedworth Borough Council

The Council provides a grant to deliver specific tasks, in accordance with the Homeless Strategy.

BBC Children in Need

This grant provides funding for the post of a full-time Young Person's Support Worker and this ends in September 2021.

Lloyds Bank Foundation

This grant provides funding towards the post of a full-time Advice Service Manager and this ends in October 2021.

The National Lottery Community Fund

This was a 6 month grant provided funding for 2 Housing Needs Advisors and 2 support Workers to maintain services and provide much needed support during the pandemic.

Heart of England Community Foundation

Emergency Grant – This was to deal with the impact of the pandemic and contributed towards running costs, including the purchase of health and safety equipment such as screens and PPE products.

Nationwide Community Fund

This one year grant from July 2019 provided funding for the Supported Accommodation Manager and full running costs.

Homeless Link

This grant provides for white goods, furniture and strategy development.

Henry Smith

This grant provides funding towards the posts of Chief Executive Officer and Bookkeeper for three years from October 2019.

Notes to the accounts (continued)

14. Annual commitments under operating leases

At 31 March 2021 The charity is party to agreements for the rental of properties which have no formal period but which can be terminated by either party with an initial 6-month(s) agreement and then a 1-month(s) notice period.

	2021	2020
	£	£
Between one and five years	-	-

15. Controlling interests

Doorway is controlled by the trustees.

16. Glossary of terms

Unrestricted funds	Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objects.
Restricted funds	These are funds given to Doorway, subject to specific restrictions set by the donor, but still within the general objects of Doorway.
Deferred income:	These are amounts received by Doorway in the accounting period, for use in a future period.
Creditors:	These are amounts owed by Doorway, but not paid during the accounting period.
Debtors:	These are amounts owed to Doorway, but not received in the accounting period.
Prepayments:	These are services that Doorway has paid for in advance, but not used during the accounting period.

Notes to the accounts (continued)

17. Analysis of net assets by fund

	Unrestricted	Restricted	2021 Total
	funds	funds	funds
	£	£	£
Fixed assets	147,221	478	147,699
Net current Assets	359,001	228	359,229
Long term liabilities	(80,000)	-	(80,000)
	<u>426,222</u>	<u>706</u>	<u>426,928</u>