

THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)

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THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

Reference and administrative details of the Charity, its trustees and advisers

Trustees	Mr C J F Andrews Ms J Carroll Ms H Hart Mr A White Dr B Jameson Mr M V Watts (resigned 1 December 2021) Mrs A Clements Mrs J Yeates Mrs E P Bleazard (appointed 1 November 2022) Mr J D Burt (appointed 11 October 2022)
Company registered number	01984863
Charity registered number	293721
Registered office	Hyde Park House Mutley Plain Plymouth Devon England PL4 6LF
Company secretary	Mrs J Howes
Chief executive officer	Mrs J Howes
Independent auditors	Bishop Fleming LLP Chartered Accountants Salt Quay House 4 North East Quay Sutton Harbour Plymouth PL4 0BN

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

(CONTINUED)

1. INTRODUCTION

The Harbour Centre (Plymouth) is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. The Board of Directors of the charity are its Trustees for the purposes of charity law and throughout this report are collectively referred to as Trustees. The Trustees present their annual report together with the audited financial statements of the organisation for the year ended 31 March 2022.

The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Charities Statement of Recommended Practice (SORP) FRS102. The organisation qualifies as small company under section 383 of The Companies Act 2006 and therefore a Strategic Report and Director's Report is not required.

2. OBJECTS

The Harbour Centre (Plymouth) implements operational policies and procedures that are in line with UK national treatment guidelines and standards for drug and alcohol treatment services. The organisation has been ISO 9001 Certified since 2015 and has a robust clinical governance and quality assurance framework.

The principal objects of the company as set out in its governing documents are:

- a) to promote the prevention of the abuse of alcohol and other substances and to assist individuals and their families suffering therefrom through the provision of services that address their multiple needs associated with recovery from addiction or dependence on substances.
- b) to help the prevention of the abuse of alcohol and other substances through the provision of education and training of professionals and volunteers in the field; and
- c) to advance the education of the public about the incidence and effect on society of the use, abuse and dependence upon alcohol and other substances.

These objects are encapsulated within Harbour's Mission Statement: Harbour supports people suffering from the harm caused by the misuse of drugs and alcohol by providing education, prevention and integrated treatment and recovery services.

3. ACTIVITIES TO ACHIEVE OBJECTS

We plan and review our strategic aims and activities through our annual business planning cycle.

Our primary activities include:

- providing substance misuse treatment to adults and young people via individual and group support sessions, which includes advice and information, psychosocial interventions, home/community detoxification, and support to engage with education, training, employment, and accommodation.
- providing support to family members affected by drug and alcohol use.
- working in partnership as part of The Plymouth Alliance in multi-agency hubs with staff from primary health, social services, mental health, police, probation, housing, and other charities to ensure that people can access the best available treatment and after care services.
- providing outreach and locality based multi-agency activity focusing on substance misuse and its prevention; and
- delivering information and training sessions to professionals and volunteers in other organisations and residents in the community.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

(CONTINUED)

4. PERFORMANCE

All data on structured treatment for adults and young people is uploaded to the National Drug Treatment Monitoring System. A snapshot of Harbour's key outputs and outcomes in 2021/22 are detailed below.

Adult Community Access Service (exc. CJIT)

- 975 clients referred into community services
- 127 clients dropped out at referral stage
- 413 had a comprehensive assessment form completed
- 19 clients exited treatment between comprehensive assessment stage and recovery plan stage
- 379 went to tier 3
- 181 Opiate
- 22 Non-Opiate
- 69 Alcohol & Non-Opiate
- 107 Alcohol only

In total 1487 clients were open to tier 3 treatment in 2021/22

- 1027 Opiate
- 89 Non-Opiate
- 139 Alcohol & Non-Opiate
- 232 Alcohol only
- 268 engaged with Brief Interventions

Sharp Young People's Service

- 120 referrals into SHARP
- 55 young people went onto receive Tier 3 interventions
- 4 Opiate
- 25 Non-Opiate
- 23 Alcohol & Non-Opiate
- 3 Alcohol only

In total 79 young people were open to tier 3 treatment with SHARP in 2021/22

- 5 Opiate
- 36 non-Opiate
- 34 Alcohol & Non-Opiate
- 4 Alcohol only

5. FUNDING & INVESTMENT

Harbour's primary activities are commissioned by Public Health and Plymouth City Council as part of The Plymouth Alliance. The organisation owns two properties, Ermington Terrace, and Hyde Park House, both of which generate unrestricted income via rental.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

(CONTINUED)

6. FINANCIAL REVIEW

The Trustees have a reasonable expectation that the company has adequate resources to continue in operation for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

The organisation has achieved a surplus of income over expenditure of £104,833. This surplus is mainly attributable to rental income.

Free reserves are defined as unrestricted reserves not represented by fixed assets. A large part of the charity's overall reserves consists of fixed assets (such as Hyde Park House and Ermington Terrace) rather than actual bank/cash balances that it can spend immediately. The fixed asset fund represents the value of such assets and has been calculated with reference to the book value less any loans relating to the properties. It is excluded from the total value of unrestricted reserves in the calculation of free reserves. Thus, free reserves represent those assets that could be liquidated quickly to settle liabilities that arise because of one-off events e.g., termination of a contract. The Free Reserves Policy has been increased to reflect an increase in risks to the charity. The trustees aim is now to hold free reserves of between £375,000-450,000.

At the start of the year the charity had free reserves of £421,378 and at the year end the charity had £421,664 of free reserves.

An analysis of free reserves can be seen at note 17 of the financial statements

7. GOVERNANCE AND MANAGEMENT

Board of Directors

The oversight of the organisation's assets and strategic direction is the responsibility of its Trustees, whose membership on the Board is approved by vote following a robust recruitment, referencing and criminal records checking process. The Trustees elect a Chair to lead on governance and convene meetings. The Trustees have complied with their duty outlined in section 4 of the Charities Act 2006 to have due regard to public benefit guidance issued by The Charity Commission.

All Trustees engage in an induction programme that involves Trustee training on the organisation's work. The Chair of the Board and the Chief Executive Officer (CEO) coordinate this. Continued training and development are regularly reviewed and offered to the Trustees as needs are identified.

Senior Leadership Team

The CEO is responsible for the strategic management of the organisation. A Senior Leadership Team (SLT) was convened in August 2016, comprised of the CEO, the Head of Operations, and a representative senior manager from partner agency Livewell. The SLT works together to agree and action organisational priorities.

Risk Management

A risk management framework guides the decision making of the Trustees and SLT. Over the last five years the organisation has strengthened its policies and structures to manage the increasing levels of professional risk. This has been achieved primarily through the continual review and improvement of recruitment and training standards of employees at all levels.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

(CONTINUED)

8. FUTURE DEVELOPMENTS

The Trustees signed off the Strategic Business Plan for 2019/20 onwards in 2019. In light of COVID-19, The strategic vision has had to be adapted. Staff, partners, and the people who use our services have been consulted with regarding future organisational and Alliance aims. The key strategic aims included in this plan are detailed below.

What We Do

- We work as a partner in the Plymouth Alliance to support people to recognise and address the impact of alcohol and drug use so that they can improve their lives and the lives of their loved ones and make a positive contribution in their community. We do this by using approaches that are proven to enable positive and sustainable changes.
- We are careful with the funding we receive, ensuring that it is used only for the purposes that it is intended.

How We Fund It

- We finance our work through the Plymouth Alliance, through public sector contracts, fundraising and by generating our own income. This diversity of funding ensures that our work is sustainable and innovative.
- We plan our growth carefully, ensuring that we do not extend beyond what we can deliver or what is needed.

How We Promote It

- We are a voice of innovation and good practice.
- We have a recognisable brand that clearly defines the ethos of the organisation, the support that we offer, thus ensuring that people and communities have an informed choice.
- We communicate openly, providing constructive feedback and sharing good practice.

How We Resource It

- We recruit talented professionals and volunteers who are committed to making a positive contribution in the communities we serve.
- We ensure that our services are consistently of the highest quality.

How We Involve

- We build, deliver, and review our services alongside the people and communities we serve.
- We put community engagement at the core of our support, with aim to reduce isolation and increase opportunities.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

(CONTINUED)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

select suitable accounting policies and then apply them consistently;
observe the methods and principles of the Charities SORP (FRS 102);
make judgments and accounting estimates that are reasonable and prudent;
state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

The auditors, Bishop Fleming LLP, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:



Mr A White

Trustee

Date: 19 December 2022

THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HARBOUR CENTRE (PLYMOUTH)

OPINION

We have audited the financial statements of The Harbour Centre (Plymouth) (the 'charity') for the year ended 31 March 2022 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

OTHER INFORMATION

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HARBOUR CENTRE (PLYMOUTH)
(CONTINUED)

OPINION OF OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HARBOUR CENTRE (PLYMOUTH)
(CONTINUED)

AUDITORS RESPONSIBILITIES OF THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We have considered the nature of the sector, control environment, and financial performance;
- We have considered the results of enquiries with management and the Trustees in relation to their own identification and assessment of the risks of irregularities within the Charity;
- We have reviewed the documentation of key processes and controls and performed walkthroughs of transactions to confirm that the systems are operating in line with documentation;
- We have obtained and reviewed the Charity's documentation of their policies and procedures relating to:
 - o Identifying, evaluation and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - o Detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
 - o The internal controls established to mitigate risks of fraud or non-compliance with laws and regulations;
- We have considered the matters discussed among the audit engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we have considered the opportunities and incentives that may exist within the Charity for fraud and identified the highest area of risk to be in relation to income recognition, with a particular risk in relation to the funds held as custodian. In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override.

We have also obtained an understanding of the legal and regulatory frameworks that the Charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Charities Act 2011, Charity SORP 2019, UK Companies Act, FRS 102, the Federation of Drugs and Alcohol Professionals and the terms and conditions attaching to material grants received by the Charity.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the Charity's ability to operate or avoid a material penalty. These included the Health & Social Care Act, data protection legislation, health and safety regulations, and employment legislation.

Our procedures to respond to risks identified included the following:

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Enquiring of management in relation to actual and potential claims or litigation;
- Performing analytical procedures to identify unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Reviewing board meeting minutes;
- Performing detailed transactional testing in relation to the recognition of revenue with a particular focus around the core grant funding agreement and the funds held as custodian; and

THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HARBOUR CENTRE (PLYMOUTH)
(CONTINUED)

- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in accounting estimates are indicative of potential bias; and evaluating the business rationale of significant transactions that are unusual or outside the normal course of business.

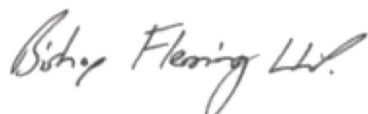
We also communicated identified laws and regulations and potential fraud risks to all members of the engagement team and remained alert to possible indicators of fraud or non-compliance with laws and regulations throughout the audit.

As a result of the inherent limitations of an audit, there is a risk that not all irregularities, including a material misstatement in the financial statements or non-compliance with regulation, will be detected by us. This risk increases the further removed compliance with a law and regulation is from the events and transactions reflected in the financial statements, given we will be less likely to be aware of it, or should the irregularity occur as a result of fraud rather than a one-off error, as this may involve intentional concealment, forgery, collusion, omission, or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Pamela Tuckett FCA DChA (Senior statutory auditor)

for and on behalf of

Bishop Fleming LLP

Chartered Accountants

Statutory Auditors

Salt Quay House

4 North East Quay

Sutton Harbour

Plymouth

PL4 0BN

Date: 20 December 2022

THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
INCOME FROM:					
Donations and legacies	4	-	20,759	20,759	-
Charitable activities	6	-	2,145,639	2,145,639	1,918,757
Investments	5	-	52,413	52,413	55,046
TOTAL INCOME		-	2,218,811	2,218,811	1,973,803
EXPENDITURE ON:					
Raising funds		-	101,407	101,407	75,340
Charitable activities	7	5,000	2,007,571	2,012,571	1,841,153
TOTAL EXPENDITURE		5,000	2,108,978	2,113,978	1,916,493
NET MOVEMENT IN FUNDS		(5,000)	109,833	104,833	57,310
RECONCILIATION OF FUNDS:					
Total funds brought forward		7,120	1,462,718	1,469,838	1,412,528
Net movement in funds		(5,000)	109,833	104,833	57,310
TOTAL FUNDS CARRIED FORWARD		2,120	1,572,551	1,574,671	1,469,838

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 14 to 28 form part of these financial statements.

THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:01984863

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible assets	12	1,085,559	1,086,032
Investment property	13	217,500	217,500
		<u>1,303,059</u>	<u>1,303,532</u>
CURRENT ASSETS			
Debtors	14	13,144	41,859
Cash at bank and in hand		802,579	700,453
		<u>815,723</u>	<u>742,312</u>
Creditors: amounts falling due within one year	15	(236,069)	(194,333)
		<u>579,654</u>	<u>547,979</u>
NET CURRENT ASSETS			
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,882,713</u>	<u>1,851,511</u>
Creditors: amounts falling due after more than one year	16	(308,042)	(381,673)
		<u>1,574,671</u>	<u>1,469,838</u>
TOTAL NET ASSETS			
CHARITY FUNDS			
Restricted funds	17	2,120	7,120
Unrestricted funds	17	1,572,551	1,462,718
		<u>1,574,671</u>	<u>1,469,838</u>
TOTAL FUNDS			

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

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Mr A White
Trustee
Date: 19 December 2022

The notes on pages 14 to 28 form part of these financial statements.

THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net cash used in operating activities	180,669	114,732
CASH FLOWS FROM INVESTING ACTIVITIES		
Dividends, interests and rents from investments	52,413	55,046
Purchase of tangible fixed assets	(36,613)	-
NET CASH PROVIDED BY INVESTING ACTIVITIES	15,800	55,046
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayments of borrowing	(94,343)	(35,686)
NET CASH USED IN FINANCING ACTIVITIES	(94,343)	(35,686)
CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR	102,126	134,092
Cash and cash equivalents at the beginning of the year	700,453	566,361
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	802,579	700,453

The notes on pages 14 to 28 form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. GENERAL INFORMATION

The Charity is a company limited by guarantee. The members of the Charity are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

The Charity was incorporated in the United Kingdom. Details regarding the Charity's information can be seen on the Charity information page

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Harbour Centre (Plymouth) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

2.3 GOING CONCERN

The accounts have been prepared on the going concern basis. The Trustees consider that the Charity has sufficient resources available to meet all commitments as they fall due. The COVID 19 pandemic had an impact on fundraising in the financial year, however the Charity continues to take actions to address this impact, and management are confident that all liabilities will be met as they fall due and the the Charity continues as a going concern.

2.4 INCOME

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. ACCOUNTING POLICIES (continued)

2.5 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

2.6 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.7 TANGIBLE FIXED ASSETS AND DEPRECIATION

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following bases:

Freehold property	- 50 years
Freehold land	- Not depreciated
Office equipment	- 5 years

2.8 INVESTMENT PROPERTY

Fixed asset investments and investment property are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities incorporating income and expenditure account.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. ACCOUNTING POLICIES (continued)

2.9 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

The Charity holds cash on behalf of the associated organisation. Control of these funds is not by the Charity but by the senior leadership team of that organisation. Accordingly, this cash is not recognised in the Charity's accounts.

2.10 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.11 FINANCIAL INSTRUMENTS

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.12 PENSIONS

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.13 PROGRAMME RELATED INVESTMENTS

Programme related investments are made exclusively to further the charitable aims by funding specific activities of related tangible fixed assets of a third party which, in turn, contribute to the Charity's own charitable purposes. Property that is let out in order to further charitable aims of the Charity as well as the lessor are classified as tangible fixed assets and are accounted for in the accordance with the tangible fixed asset policy.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

3. CRITICAL ACCOUNTING ESTIMATES AND AREAS OF JUDGMENT

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results.

Critical areas of judgment:

Valuation of Investment Property - The investment property held is a percentage of the freehold property owned which is let out. The percentage of the building tenanted will impact the value of the investment aspect of the property.

Treatment of funds held for an associated organisation - Included in the Charity's bank account is cash being held on behalf of an associated organisation. Control of these funds is not held by the Charity but by the senior leadership team of that organisation.

4. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	20,759	20,759	-

5. INVESTMENT INCOME

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Rental income	52,380	52,380	54,956
Investment income	33	33	90
	52,413	52,413	55,046
TOTAL 2021	55,046	55,046	

THE HARBOUR CENTRE (PLYMOUTH)
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6. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Core funding	1,704,722	1,704,722	1,685,594
Other funding	15,419	15,419	1,842
Sharp funding	184,777	184,777	183,627
Alcohol service	54,793	54,793	30,482
Training courses	13,428	13,428	17,212
Universal Drug service	172,500	172,500	-
	<u>2,145,639</u>	<u>2,145,639</u>	<u>1,918,757</u>
TOTAL 2021	<u>1,918,757</u>	<u>1,918,757</u>	

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2022 £	Governance costs 2022 £	Total funds 2022 £	Total funds 2021 £
Charitable expenditure	<u>1,963,926</u>	<u>48,645</u>	<u>2,012,571</u>	<u>1,841,153</u>
TOTAL 2021	<u>1,795,092</u>	<u>46,061</u>	<u>1,841,153</u>	

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

8. GOVERNANCE COSTS

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Auditors' remuneration	6,905	6,905	6,080
Auditors' non-audit costs	2,220	2,220	2,220
Company secretarial and professional fees	1,425	1,425	1,518
Wages and salaries	34,891	34,891	34,135
Pension costs	3,204	3,204	2,108
	<u>48,645</u>	<u>48,645</u>	<u>46,061</u>

9. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE

	Staff costs 2022 £	Deprec'n 2022 £	Other costs 2022 £	Total funds 2022 £	Total funds 2021 £
Expenditure on property investment management	-	-	101,407	101,407	75,340
COSTS OF RAISING FUNDS	-	-	101,407	101,407	75,340
Expenditure on charitable activities	1,566,252	37,086	351,463	1,954,801	1,795,012
Expenditure on governance	38,095	-	10,550	48,645	46,141
	<u>1,604,347</u>	<u>37,086</u>	<u>463,420</u>	<u>2,104,853</u>	<u>1,916,493</u>
TOTAL 2021	<u>1,482,475</u>	<u>30,624</u>	<u>403,394</u>	<u>1,916,493</u>	

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NOTES TO THE FINANCIAL STATEMENTS
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10. NET INCOME/(EXPENDITURE)

	2022	2021
	£	£
This is stated after charging:		
Depreciation of tangible fixed assets: - owned by the charity	37,086	30,624
Auditors' remuneration - audit	6,905	6,080
Auditors' remuneration - other services	2,220	2,220
	<u>46,211</u>	<u>38,924</u>

During the year, no Trustees received any remuneration (2021: £Nil).

During the year, no Trustees received any benefits in kind (2021: £Nil).

During the year, no Trustees received any reimbursement of expenses (2021: £Nil).

11. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	1,364,262	1,283,554
Social security costs	116,134	107,432
Contribution to defined contribution pension schemes	123,951	91,489
	<u>1,604,347</u>	<u>1,482,475</u>

The average number of persons employed by the Charity during the year was as follows:

	2022	2021
	No.	No.
Full-time	38	41
Part-time	25	19
	<u>63</u>	<u>60</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2022	2021
	No.	No.
In the band £70,001 - £80,000	1	1

All Trustees and certain senior employees who have authority and responsibility for planning, directing and controlling the activities of the Charity are considered to be key management personnel as listed on page 1. Total remuneration, including employer pension contributions, in respect of these individuals is £76,581 (2021: £74,737).

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

12. TANGIBLE FIXED ASSETS

	Freehold property £	Office equipment £	Total £
COST OR VALUATION			
At 1 April 2021	1,653,050	144,377	1,797,427
Additions	-	36,613	36,613
At 31 March 2022	1,653,050	180,990	1,834,040
DEPRECIATION			
At 1 April 2021	587,465	123,930	711,395
Charge for the year	17,714	19,372	37,086
At 31 March 2022	605,179	143,302	748,481
NET BOOK VALUE			
At 31 March 2022	1,047,871	37,688	1,085,559
At 31 March 2021	1,065,585	20,447	1,086,032

A net book value amount of £495,000 (2021: £495,000) is included within freehold property which represents a building used as a programme related investment.

13. INVESTMENT PROPERTY

	Freehold investment property £
VALUATION	
At 1 April 2021	217,500
At 31 March 2022	217,500

The 2022 valuations were made by the Trustees, on an open market value for existing use basis.

THE HARBOUR CENTRE (PLYMOUTH)
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NOTES TO THE FINANCIAL STATEMENTS
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14. DEBTORS

	2022 £	2021 £
DUE WITHIN ONE YEAR		
Trade debtors	3,660	34,924
Other debtors	5,841	4,506
Prepayments and accrued income	3,643	2,429
	<u>13,144</u>	<u>41,859</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Bank loans	14,974	35,686
Trade creditors	28,688	46,078
Other taxation and social security	34,062	28,350
Other creditors	21,749	20,432
Accruals and deferred income	136,596	63,787
	<u>236,069</u>	<u>194,333</u>

The above balance of bank loans and overdrafts is secured against the Charity's freehold property.

	2022 £	2021 £
Resources deferred during the year	<u>79,010</u>	<u>-</u>

Included within the deferred income balance at the year end are funds received in advance in respect of Universal Drug Money totalling £57,000 (2021: £Nil) and funds received in advance from Plymouth City Council totalling £21,510 (2021: £Nil).

16. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2022 £	2021 £
Bank loans	<u>308,042</u>	<u>381,673</u>

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Included within the above are amounts falling due as follows:

	2022 £	2021 £
BETWEEN ONE AND TWO YEARS		
Bank loans	14,794	35,686
	<u>14,794</u>	<u>35,686</u>
BETWEEN TWO AND FIVE YEARS		
Bank loans	44,922	80,992
	<u>44,922</u>	<u>80,992</u>
OVER FIVE YEARS		
Bank loans	248,326	264,995
	<u>248,326</u>	<u>264,995</u>

The aggregate amount of liabilities payable or repayable wholly or in part more than five years after the reporting date is:

	2022 £	2021 £
Payable or repayable by instalments	248,326	264,995
	<u>248,326</u>	<u>264,995</u>

The balance above is made up of one loan (2021: two loans). Loan one (2021 only) was repayable over 60 months from drawdown at a fixed interest rate of 4.53% per annum, the balance of this loan was fully repaid in the year. Loan two is repayable over 120 months from drawdown at a fixed interest rate of 4.44% per annum.

The above balance for bank loans and overdrafts is secured against the Charity's freehold and investment property.

THE HARBOUR CENTRE (PLYMOUTH)
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

17. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Fixed Asset Fund	668,673	-	(37,086)	130,956	762,543
Investment Property	217,500	-	-	-	217,500
Sinking Fund	50,000	-	(11,150)	10,000	48,850
Complex Lives Tender Reorganisation	14,729	-	-	(14,729)	-
Business Development	90,438	-	(8,444)	-	81,994
Hardship Fund	-	-	-	40,000	40,000
	<u>1,041,340</u>	<u>-</u>	<u>(56,680)</u>	<u>166,227</u>	<u>1,150,887</u>
GENERAL FUNDS					
Charitable Funds	421,378	2,166,398	(1,950,891)	(215,221)	421,664
Investment Funds	-	52,413	(101,407)	48,994	-
	<u>421,378</u>	<u>2,218,811</u>	<u>(2,052,298)</u>	<u>(166,227)</u>	<u>421,664</u>
TOTAL UNRESTRICTED FUNDS	<u>1,462,718</u>	<u>2,218,811</u>	<u>(2,108,978)</u>	<u>-</u>	<u>1,572,551</u>
RESTRICTED FUNDS					
Naloxone	<u>7,120</u>	<u>-</u>	<u>(5,000)</u>	<u>-</u>	<u>2,120</u>
TOTAL OF FUNDS	<u><u>1,469,838</u></u>	<u><u>2,218,811</u></u>	<u><u>(2,113,978)</u></u>	<u><u>-</u></u>	<u><u>1,574,671</u></u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

17. Statement of funds (continued)

DESIGNATED FUNDS

Fixed assets/Investment property

In previous years, Charity funds have been used to purchase the premises at Ermington Terrace and other fixed assets that are shown in the Statement of Financial Position. The cost of these assets is charged against income over their useful life. The income is therefore not available to spend immediately. Hence, an amount equal to the net book value of fixed assets and investment properties, after deduction of mortgage creditors has been designated. A transfer has been made to represent loan repayments and capital purchases in the year.

Sinking Fund

Fund set aside for the maintenance of property.

Complex Lives Tender Reorganisation

This represents funds set aside for potential reorganisation costs as a result of the Complex Lives Tender.

Business Development

This represent funds for training, consultancy and social enterprise activities.

Hardship Fund

This represents a fund set up to provide support for employees and clients suffering Hardship in the current challenging climate.

RESTRICTED FUNDS

Naloxone

Funding received to provide Naloxone to users.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

17. Statement of funds (continued)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Fixed Asset Fund	663,611	-	(30,624)	35,686	668,673
Investment Property	217,500	-	-	-	217,500
Sinking Fund	40,000	-	-	10,000	50,000
Complex Lives Tender Reorganisation	14,729	-	-	-	14,729
Business Development	91,000	-	(562)	-	90,438
	<u>1,026,840</u>	<u>-</u>	<u>(31,186)</u>	<u>45,686</u>	<u>1,041,340</u>
GENERAL FUNDS					
Charitable Funds	354,111	1,918,757	(1,804,233)	(47,257)	421,378
Investment Funds	18,723	55,046	(75,340)	1,571	-
	<u>372,834</u>	<u>1,973,803</u>	<u>(1,879,573)</u>	<u>(45,686)</u>	<u>421,378</u>
TOTAL UNRESTRICTED FUNDS	<u>1,399,674</u>	<u>1,973,803</u>	<u>(1,910,759)</u>	<u>-</u>	<u>1,462,718</u>
RESTRICTED FUNDS					
Naloxone	<u>12,854</u>	<u>-</u>	<u>(5,734)</u>	<u>-</u>	<u>7,120</u>
TOTAL OF FUNDS	<u><u>1,412,528</u></u>	<u><u>1,973,803</u></u>	<u><u>(1,916,493)</u></u>	<u><u>-</u></u>	<u><u>1,469,838</u></u>

THE HARBOUR CENTRE (PLYMOUTH)
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

18. SUMMARY OF FUNDS

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Designated funds	1,041,340	-	(56,680)	166,227	1,150,887
General funds	421,378	2,218,811	(2,052,298)	(166,227)	421,664
Restricted funds	7,120	-	(5,000)	-	2,120
	<u>1,469,838</u>	<u>2,218,811</u>	<u>(2,113,978)</u>	<u>-</u>	<u>1,574,671</u>

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds	1,026,840	-	(31,186)	45,686	1,041,340
General funds	372,834	1,973,803	(1,879,573)	(45,686)	421,378
Restricted funds	12,854	-	(5,734)	-	7,120
	<u>1,412,528</u>	<u>1,973,803</u>	<u>(1,916,493)</u>	<u>-</u>	<u>1,469,838</u>

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	-	1,085,559	1,085,559
Investment property	-	217,500	217,500
Current assets	2,120	813,603	815,723
Creditors due within one year	-	(236,069)	(236,069)
Creditors due in more than one year	-	(308,042)	(308,042)
TOTAL	<u>2,120</u>	<u>1,572,551</u>	<u>1,574,671</u>

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NOTES TO THE FINANCIAL STATEMENTS
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19. ANALYSIS OF NET ASSETS BETWEEN FUNDS (continued)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	-	1,086,032	1,086,032
Investment property	-	217,500	217,500
Current assets	7,120	735,192	742,312
Creditors due within one year	-	(194,333)	(194,333)
Creditors due in more than one year	-	(381,673)	(381,673)
TOTAL	7,120	1,462,718	1,469,838

20. PENSION COMMITMENTS

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £56,675 (2021: £54,657). Contributions totalling £11,748 (2021: £10,432) were payable to the fund at the balance sheet date and are included in creditors.

21. RELATED PARTY TRANSACTIONS

The Harbour Centre (Plymouth) has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the The Harbour Centre (Plymouth) at 31 March 2022.

22. CONTROLLING PARTY

The Charity is controlled by the Trustees.