



THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024

Registered number: 01984863

Charity number: 293721



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

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THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)
COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2024

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

Trustees	Mr C J F Andrews Mr A L White Dr B N Jameson Mrs J H Yeates Mr J D Burt Mrs A J L Clements (resigned 16 October 2024) Mrs E P Bleazard (resigned 21 February 2024) Ms H Hart (resigned 21 February 2024) Ms J Carroll (deceased 9 October 2023)
Company registered number	01984863
Charity registered number	293721
Registered office	Hyde Park House Mutley Plain Plymouth Devon PL4 6LF
Company secretary	Mrs J Howes
Chief executive officer	Mrs J Howes
Independent auditors	Houndiscombe Consultants Limited T/A Condry Mathias Chartered Accountants 6 Houndiscombe Road Plymouth Devon PL4 6HH

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 2024.

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 a small company under section 383 of The Companies Act 2006 and therefore a Strategic Report and Director's Report are not required.

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.

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.

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 the year ended 31 March 2024 are detailed below.

Adult Community Access Service (exc. CJIT)

- 1159 clients referred into community services
- 432 clients dropped out at referral stage
- 724 had a comprehensive assessment form completed
- 67 clients exited treatment between comprehensive assessment stage and recovery plan stage
- 650 went to tier 3
 - 164 Opiate
 - 120 Non-Opiate
 - 133 Alcohol & Non-Opiate
 - 233 Alcohol only

In total 2165 clients were open to tier 3 treatment in the year ended 31 March 2024

- 1286 Opiate
- 178 Non-Opiate
- 239 Alcohol & Non-Opiate
- 391 Alcohol only
- 71 engaged with Brief Interventions

FUNDING AND 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.

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 deficit of income over expenditure of £3,506 (2023: £150,190 surplus). This deficit is mainly attributable to the increase in repair costs due to necessary work carried out on Hyde Park House.

Within designated reserves, are reserves linked to the fixed assets of the company. 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 can be spent 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. Other designated reserves and the charitable funds represent amounts that could be liquidated quickly to settle liabilities that arise because of one-off events e.g., termination of a contract. These reserves are maintained at an amount deemed suitable to address the risks of the charity within the next 12 months. The trustees aim is to hold charitable funds of between £375,000-£450,000.

At the start of the year the charity had charitable funds of £449,792 and at the year end the charity had £458,558 of charitable funds.

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

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.

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.

FUTURE DEVELOPMENTS

The Trustees signed off the latest Strategic Business Plan in 2024 reflecting there current position and future plans. 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

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 Trustees are aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustees have 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

Houndiscombe Consultants Limited have agreed to offer themselves for appointment as auditors of the charity.

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

Mr A L White
Trustee

Date: 29 Nov 2024



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

OPINION

We have audited the financial statements of The Harbour Centre (Plymouth) for the year ended 31 March 2024 which comprises the Statement of financial activities, the Balance sheet, the Statement of cash flows, and Notes to the financial statements, including 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 2024 and of 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 and Charities SORP 2019

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 auditor 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 UK, 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 Board's 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 society's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue. Our responsibilities and the responsibilities of the Boards with respect to going concern are described in the relevant sections of this report.

OTHER INFORMATION

The Board is responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Auditor's report thereon. 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.

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

In connection with our audit of the financial statements, 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 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.

OPINION ON OTHER MATTERS AS 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 Trustee's Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- 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 where the 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' report (set out on pages 2 to 7), the Trustees (who are also the directors of the charitable company for the purpose 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.

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

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 intend to cease operations, or have no realistic alternative but to do so.

AUDITOR RESPONSIBILITIES FOR 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 auditor's 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.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below. 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 auditor's report.

EXTENT TO WHICH THE AUDIT WAS CONSIDERED CAPABLE OF DETECTING IRREGULARITIES, INCLUDING FRAUD

Irregularities, including fraud, are instances of noncompliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

As part of our audit planning, through discussions with management, we obtained an understanding of the legal and regulatory framework that is applicable to the charitable company and the sector in which it operates to identify the key laws and regulations affecting the charitable company. The key laws and regulations we identified were health and safety, and employment laws. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements, primarily the Companies Act 2006, the Charities Act 2011, the reporting frameworks FRS102 and Charities SORP 2019, and the terms and conditions attached to material grants received by the charity. We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

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 might be fundamental to the charitable company's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charitable company for fraud. The laws and regulations we considered in this context for the UK operations were requirements imposed by the health & social care act, health & safety legislation, employment legislation and General Data Protection Regulations (GDPR).

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

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustees and other management and inspection of regulatory and legal correspondence, if any. We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of funding and grant income, and the override of controls by management.

Our audit procedures to respond to these risks included enquiries of management, sample testing on the posting of accounting entries, reviewing accounting estimates for biases, substantive testing of key income streams, substantive testing of development expenditure and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance 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 Auditor's 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

JM Hillier

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John Hillier FCA (Senior Statutory Auditor)

For and on behalf of Houndiscombe Consultants Limited, Statutory Auditor

T/A Condry Mathias Chartered Accountants
6 Houndiscombe Road
Plymouth
Devon
PL4 6HH

Dated: 02 Dec 2024

THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024

	Note	Restricted Funds 2024 £	Unrestricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
INCOME FROM:					
Donations and legacies	4	-	27,942	27,942	9,506
Investments	5	-	69,084	69,084	53,998
Charitable activities	6	64,058	2,598,665	2,662,723	2,548,844
TOTAL INCOME		64,058	2,695,691	2,759,749	2,612,348
EXPENDITURE ON:					
Raising funds		-	105,312	105,312	89,991
Charitable activities	7	62,352	2,595,591	2,657,943	2,372,167
TOTAL EXPENDITURE		62,352	2,700,903	2,763,255	2,462,158
NET MOVEMENT IN FUNDS		1,706	(5,212)	(3,506)	150,190
RECONCILIATION OF FUNDS:					
Total funds brought forward		-	1,724,861	1,724,861	1,574,671
Net movement in funds		1,706	(5,212)	(3,506)	150,190
Releases between funds		(1,706)	1,706	-	-
TOTAL FUNDS CARRIED FORWARD		-	1,721,355	1,721,355	1,724,861

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

The notes on pages 15 to 28 form part of these financial statements.

THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET
AS AT 31 MARCH 2024

	Note	2024 £	2023 £
FIXED ASSETS			
Tangible assets	12	1,062,796	1,052,693
Investment property	13	217,500	217,500
		<u>1,280,296</u>	<u>1,270,193</u>
CURRENT ASSETS			
Debtors	14	187,312	226,621
Cash at bank and in hand		661,702	819,699
		<u>849,014</u>	<u>1,046,320</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year	15	(192,485)	(297,972)
NET CURRENT ASSETS		<u>656,529</u>	<u>748,348</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,936,825</u>	<u>2,018,541</u>
Creditors: amounts falling due within one year	16	(215,470)	(293,680)
TOTAL NET ASSETS		<u>1,721,355</u>	<u>1,724,861</u>
CHARITY FUNDS			
Restricted funds	17	-	-
Unrestricted funds	17	1,721,355	1,724,861
TOTAL FUNDS		<u>1,721,355</u>	<u>1,724,861</u>

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 L White
Trustee

Date: 29 Nov 2024

The notes on pages 15 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 2024

		2024	2023
		£	£
CASH FLOWS FROM OPERATING ACTIVITIES	Note		
Net cash (used in)/from operating activities	20	(110,964)	(20,939)
CASH FLOWS FROM INVESTING ACTIVITIES			
Rents and income from investments		69,084	53,998
Purchase of tangible fixed assets		(44,886)	-
NET CASH PROVIDED BY INVESTING ACTIVITIES		24,198	53,998
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayments of borrowing		(71,231)	(15,939)
NET CASH USED IN FINANCING ACTIVITIES		(71,231)	(15,939)
CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR		(157,997)	17,120
Cash and cash equivalents at the beginning of the year		819,699	802,579
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR		661,702	819,699

The notes on pages 15 to 28 form part of these financial statements.

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) 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 and the Charity continues as a going concern.

2. ACCOUNTING POLICIES (continued)

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.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

The rental income is recognised in accordance with the lease agreements in place. The income received is adjusted through deferred and accrued income when receipt of the monies is paid in arrears or in advance of the period it is occupied.

Donations and 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 where applicable.

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.

2. ACCOUNTING POLICIES (continued)

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.

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 in a segregated bank account in its name, on behalf of a group of charities, collectively known as The Alliance. The Alliance receives grant money from the local council to be used to achieve joint objectives of the individual charities. The local council dictated that a nominated charity of the group must assist with the administration of The Alliance which includes paying the individual charities their portion of the total funding. The split of funds is not dictated by the Charity and the Charity is not permitted to use the funds for any other purpose. Accordingly, this cash is not recognised as an asset 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. ACCOUNTING POLICIES (continued)

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 objectives of the Charity. The entire balance is comprised of property held as tangible fixed assets, accounted for in accordance with the tangible fixed asset policy, in line with the Charities SORP. The property is leased out to a third party for a nominal amount only as the use to which the property is put is in furtherance of Harbour's own charitable objectives.

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 - Cash belonging to The Alliance is held by the charitable company on behalf of the associated organisation. These funds do not belong to the charitable company and are therefore not included within the financial statements. The charity do receive funds from this organisation, only on approval from them as a whole which is then accounted for in line with the income policy.

4. INCOME FROM DONATIONS AND LEGACIES

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations	-	27,942	27,942	9,506
TOTAL 2023	-	9,506	9,506	

5. INVESTMENT INCOME

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Rental income	-	60,739	60,739	52,319
Investment income	-	8,345	8,345	1,679
	<u>-</u>	<u>69,084</u>	<u>69,084</u>	<u>53,998</u>
TOTAL 2023	<u>-</u>	<u>53,998</u>	<u>53,998</u>	

6. INCOME FROM CHARITABLE ACTIVITIES

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Core funding	64,058	1,788,699	1,852,757	1,787,647
Other funding	-	13,084	13,084	12,732
Sharp funding	-	258,427	258,427	188,825
Training courses	-	16,454	16,454	8,640
Supplementary Drug and Alcohol Treatment grant	-	308,001	308,001	230,000
Rough Sleeping Drug and Alcohol Treatment grant	-	214,000	214,000	321,000
	<u>64,058</u>	<u>2,598,665</u>	<u>2,662,723</u>	<u>2,548,844</u>
TOTAL 2023	<u>-</u>	<u>2,548,844</u>	<u>2,548,844</u>	

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Direct charitable expenditure 2024 £	Governance costs 2024 £	Total funds 2024 £	Total funds 2023 £
Charitable expenditure	2,612,358	45,585	2,657,943	2,372,167
TOTAL 2023	<u>2,315,032</u>	<u>57,135</u>	<u>2,372,167</u>	

8. GOVERNANCE COSTS

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Auditors' remuneration	-	7,600	7,600	8,330
Auditors' non-audit costs	-	1,900	1,900	2,220
Company secretarial and professional fees	-	1,411	1,411	1,236
Wages and salaries	-	32,974	32,974	41,214
Pension costs	-	1,700	1,700	4,135
	-	45,585	45,585	57,135
TOTAL 2023	-	57,135	57,135	

9. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE

	Staff costs 2024 £	Depreciation 2024 £	Other costs 2024 £	Total funds 2024 £	Total funds 2023 £
Expenditure on property investment management	26,492	-	78,820	105,312	89,991
COSTS OF RAISING FUNDS	26,492	-	78,820	105,312	89,991
Direct charitable expenditure	2,109,138	34,783	468,437	2,612,358	2,315,032
Governance costs	34,674	-	10,911	45,585	57,135
CHARITABLE ACTIVITIES	2,143,812	34,783	479,348	2,657,943	2,372,167
TOTAL EXPENDITURE	2,170,304	34,783	558,168	2,763,255	2,462,158
TOTAL 2023	1,913,602	32,866	515,690	2,462,158	

10. NET INCOME/(EXPENDITURE)

	2024	2023
	£	£
This is stated after charging:		
Depreciation of tangible fixed assets: - owned by the charity	34,783	32,866
Auditors' remuneration - audit	7,600	8,330
Auditors' remuneration - other services	1,900	2,220
	<u>44,283</u>	<u>43,416</u>

During the year, no Trustees received any remuneration (2023: £Nil).

During the year, no Trustees received any benefits in kind (2023: £Nil).

During the year, no Trustees received any reimbursement of expenses (2023: £Nil).

11. STAFF COSTS

	2024	2023
	£	£
Wages and salaries	1,939,621	1,631,199
Social security costs	155,016	143,952
Contribution to defined contribution pension schemes	75,667	138,451
	<u>2,170,304</u>	<u>1,913,602</u>

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

	2024	2023
	No.	No.
Full-time	53	46
Part-time	29	26
	<u>82</u>	<u>72</u>

The number of employees whose salary costs (excluding employer pension costs and NI) exceeded £60,000 was:

	2024	2023
	No.	No.
In the band £60,001 - £70,000	1	1
In the band £70,001 - £80,000	1	-
In the band £80,001 - £90,000	-	-

Key Management Costs

All Trustees and secretaries 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 benefits such as employer pension costs, in respect of these individuals is £75,132 (2023: £71,350).

12. TANGIBLE FIXED ASSETS

	Freehold Property £	Office Equipment £	Total £
COST OR VALUATION			
At 1 April 2023	1,653,050	180,990	1,834,040
Additions	-	44,886	44,886
At 31 March 2024	<u>1,653,050</u>	<u>225,876</u>	<u>1,878,926</u>
DEPRECIATION			
At 1 April 2023	622,890	158,457	781,347
Charge for the year	17,707	17,076	34,783
At 31 March 2024	<u>640,597</u>	<u>175,533</u>	<u>816,130</u>
NET BOOK VALUE			
At 31 March 2024	<u>1,012,453</u>	<u>50,343</u>	<u>1,062,796</u>
At 31 March 2023	<u>1,030,160</u>	<u>22,533</u>	<u>1,052,693</u>

A net book value amount of £495,000 (2023: £495,000) is included within freehold property which represents a building used as a programme related investment.

13. INVESTMENT PROPERTY

	£
VALUATION	
At 31 March 2023 and 31 March 2024	<u>217,500</u>

This entire balance relates Hyde Park House which has split use, being partly used by the Charity itself and partly rented out to third parties. The value above represents the element let out to the third parties. The valuation was made by the Trustees, on an 'open market in existing use' basis. The element of the property used for investment purposes is considered to have an original cost of £197,958. This has been estimated by trustees based upon a proportion of the original cost of the property as a whole, updated for subsequent valuation reports.

14. DEBTORS

	2024 £	2023 £
DUE WITHIN ONE YEAR		
Trade debtors	21,545	29,962
Other debtors	5,373	12,114
Prepayments and accrued income	160,394	184,545
	<u>187,312</u>	<u>226,621</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2024	2023
	£	£
Bank loans	20,376	13,397
Trade creditors	23,100	37,608
Other taxation and social security	40,234	46,172
Other creditors	69,275	54,629
Accruals and deferred income	39,500	146,166
	<u>192,485</u>	<u>297,972</u>

The above balance of bank loans is secured against the freehold and investment property held by the charity. The aggregate carrying values of the asset secured is £1,229,953 (2023: 1,247,660).

	2024	2023
	£	£
Deferred income at 1 April 2023	13,194	79,010
Resources deferred during the year	4,663	13,194
Amounts released from previous periods	(13,194)	(79,010)
	<u>4,663</u>	<u>13,194</u>

Included within the deferred income balance at the year end are funds received in advance in respect of The Alliance totalling £4,663. Amounts released from 2023 during the year include funds received in advance in respect of Safer Streets totalling £13,194.

16. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	2024	2023
	£	£
Bank loans	215,470	293,680
	<u>215,470</u>	<u>293,680</u>

Included within the above are amounts falling due as follows:

	2024	2023
	£	£
BETWEEN ONE AND TWO YEARS		
Bank loans	<u>20,376</u>	<u>13,397</u>
BETWEEN TWO AND FIVE YEARS		
Bank loans	<u>195,094</u>	<u>40,092</u>
OVER FIVE YEARS		
Bank loans	<u>-</u>	<u>240,191</u>

THE HARBOUR CENTRE (PLYMOUTH)
(A COMPANY LIMITED BY GUARANTEE)
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16. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR (continued)

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

	2024	2023
	£	£
Payable or repayable by instalments	-	240,091
	<u>-</u>	<u>240,091</u>

The balance above is made up of one loan. The loan is repayable over 120 months from drawdown at a fixed interest rate of 4.44% per annum.

The above balance of bank loans is secured against the freehold and investment property held by the charity. The aggregate carrying values of the asset secured is £1,229,953 (2023: 1,247,660).

17. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Fixed Asset Fund	745,616	-	-	81,334	826,950
Investment Property	217,500	-	-	-	217,500
Sinking Fund	58,850	-	(26,670)	10,000	42,180
Business Development	63,103	-	(54,963)	-	8,140
Hardship Fund	40,000	-	-	-	40,000
Hyde Park House Repair	150,000	-	(11,870)	-	138,130
	<u>1,275,069</u>	<u>-</u>	<u>(93,503)</u>	<u>91,334</u>	<u>1,272,900</u>
GENERAL FUNDS					
Charitable Funds	449,792	2,695,691	(2,607,400)	(89,628)	448,455
TOTAL UNRESTRICTED FUNDS	<u>1,724,861</u>	<u>2,695,691</u>	<u>(2,700,903)</u>	<u>1,706</u>	<u>1,721,355</u>
RESTRICTED FUNDS					
Charitable Restricted Funds	-	64,058	(62,352)	(1,706)	-
TOTAL OF FUNDS	<u>1,724,861</u>	<u>2,759,749</u>	<u>(2,763,255)</u>	<u>-</u>	<u>1,721,355</u>

17. STATEMENT OF FUNDS (continued)

DESIGNATED FUNDS

Fixed assets/Investment property

In previous years, Charity funds have been used to purchase premises at Ermington Terrace, Plymouth, and other fixed assets that are shown in the Balance Sheet. The initial costs of these assets are allocated by transfers from the General Funds and subsequently, depreciation is charged against this fund over their estimated 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 from/(to) the General Funds to represent the net impact of loan repayments, depreciation and capital purchases in the year.

Sinking Fund

This fund is set aside for the maintenance of the rental property and is funded by annual contributions from tenants of the property, including the charity.

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 economic climate.

Hyde Park House Repair

This fund is to be used to carry out large one off repairs to Hyde Park House not covered by the Sinking Fund contributions from tenants.

RESTRICTED FUNDS

Naloxone

Funding received to provide Naloxone to users. This is relevant to the comparative years results. There was no amount brought forward or carried forward in the year ended 31 March 2024, nor any movement within the period.

17. STATEMENT OF FUNDS (continued)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Fixed Asset Fund	762,543	-	(32,866)	15,939	745,616
Investment Property	217,500	-	-	-	217,500
Sinking Fund	48,850	-	-	10,000	58,850
Business Development	81,994	-	(18,891)	-	63,103
Hardship Fund	40,000	-	-	-	40,000
Hyde Park House Repair	-	-	-	150,000	150,000
	<u>1,150,887</u>	<u>-</u>	<u>(51,757)</u>	<u>175,939</u>	<u>1,275,069</u>
GENERAL FUNDS					
Charitable Funds	421,664	2,612,348	(2,408,281)	(175,939)	449,792
	<u>421,664</u>	<u>2,612,348</u>	<u>(2,408,281)</u>	<u>(175,939)</u>	<u>449,792</u>
TOTAL UNRESTRICTED FUNDS	<u>1,572,551</u>	<u>2,612,348</u>	<u>(2,460,038)</u>	<u>-</u>	<u>1,724,861</u>
RESTRICTED FUNDS					
Naloxone	2,120	-	(2,120)	-	-
	<u>2,120</u>	<u>-</u>	<u>(2,120)</u>	<u>-</u>	<u>-</u>
TOTAL OF FUNDS	<u>1,574,671</u>	<u>2,612,348</u>	<u>(2,462,158)</u>	<u>-</u>	<u>1,724,861</u>

18. SUMMARY OF FUNDS

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
Designated funds	1,275,069	-	(93,503)	91,334	1,272,900
General funds	449,792	2,695,691	(2,607,400)	(89,628)	448,455
Restricted funds	-	64,058	(62,352)	(1,706)	-
	<u>1,724,861</u>	<u>2,695,691</u>	<u>(2,700,903)</u>	<u>1,706</u>	<u>1,721,355</u>

18. SUMMARY OF FUNDS (continued)

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 April 2022	Income	Expenditure	Transfers in/out	Balance at 31 March 2023
	£	£	£	£	£
Designated funds	1,150,887	-	(51,757)	175,939	1,275,069
General funds	421,664	2,612,348	(2,408,281)	(175,939)	449,792
Restricted funds	2,120	-	(2,120)	-	-
	<u>1,574,671</u>	<u>2,612,348</u>	<u>(2,462,158)</u>	<u>-</u>	<u>1,724,861</u>

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2024	Total funds 2024
	£	£
Tangible fixed assets	1,062,796	1,062,796
Investment property	217,500	217,500
Current assets	849,014	849,014
Creditors due within one year	(192,485)	(192,485)
Creditors due in more than one year	(215,470)	(215,470)
	<u>1,721,355</u>	<u>1,721,355</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2023	Total funds 2023
	£	£
Tangible fixed assets	1,052,693	1,052,693
Investment property	217,500	217,500
Current assets	1,046,320	1,046,320
Creditors due within one year	(297,972)	(297,972)
Creditors due in more than one year	(293,680)	(293,680)
	<u>1,724,861</u>	<u>1,724,861</u>

20. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2024	2023
	£	£
Net income for the year (as per Statement of Financial Activities)	(3,506)	150,190
ADJUSTMENTS FOR:		
Depreciation charges	34,783	32,866
Rents and income from investments	(69,084)	(53,998)
(Increase)/Decrease in debtors	39,309	(213,477)
Increase/ (Decrease) in creditors	(112,466)	63,480
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	(110,964)	(20,939)

21. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2024	2023
	£	£
Amount held at bank	661,135	819,531
Cash in hand	567	168
TOTAL CASH AND CASH EQUIVALENTS	661,702	819,699

22. ANALYSIS OF CHANGE IN NET DEBT

	At 1 April 2023	Cash flows	At 31 March 2024
	£	£	£
Cash at bank and in hand	819,699	(157,997)	661,702
Debt due within 1 year	(13,397)	(6,979)	(20,376)
Debt due after 1 year	(293,680)	78,210	(215,470)
	512,622	(86,766)	425,856

23. 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 £75,667 (2023: £138,451). Contributions totalling £11,512 (2023: £13,708) were payable to the fund at the balance sheet date and are included in creditors.

24. 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 Harbour Centre (Plymouth) at 31 March 2024.

25. CONTROLLING PARTY

The Charity is controlled by the Trustees.