

# OPEN DOOR - ST ALBANS

## Report of the Directors For the Year end 31 March 2018

The Directors present their report with the financial statements for the Company<sup>1</sup> for the year ended 31 March 2018.

### **PURPOSES AND AIMS**

The Charity's purpose, as set out in the objects contained in the Company's Memorandum of Association, is the relief of those in need, by reason of homelessness or other causes of vulnerability. The principal activity of the Company in the year under review was that of fundraising for the relief of financial need and the provision of accommodation for the homeless in Hertfordshire. The Charity works in partnership with Hightown Housing Association (Hightown), which operates and manages the services provided at Open Door.

Open Door – St Albans is a registered charity (reg no 1028528) and company limited by guarantee (no 02868633).

### **How our activities deliver Public Benefit**

The Open Door – St. Albans Charity contributes to the running costs of the Open Door Homelessness Service at 8 Bricket Road, St. Albans. The service benefits from grants from Hertfordshire County Council's Housing-related Support grant, and St Albans City and District Council.

The Service regularly gives single accommodation to up to 12 people each night. The facilities are available either by agency referral or by self-referral. Open Door also provides daytime drop-in services which offer support and advice, including on housing, health care, and the services available from other relevant agencies. In severe weather, 5 temporary beds for homeless people are provided, funded by St Albans City and District Council.

The Charity supports the Open Door homelessness service through grants for specific purposes which supplement the public funding. In 2017/18 our grants have included funding for a part-time volunteer coordinator responsible for the promotion and supervision of volunteering and for charitable giving, and also to pay for breakfast for those staying in the Service. Our volunteers make an important contribution to the success of the project. In particular they prepare and serve lunch at the drop-in, and also provide residents with a hot evening meal. Volunteers also provide services for individuals, such as helping those for whom English is a second language, and a number of local businesses give practical help from the donation of food to working to improve the facilities provided and to enhance the environment for residents.

The Charity pays for maintenance and improvements at Bricket Road, and during 2016/17 we have used fundraising income to give grants for an air conditioning unit and for other general maintenance and equipment.

The Charity also funds a regular counselling service for those staying at Open Door, and pays rent and services for people in need who have nowhere to stay and have no

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<sup>1</sup> The Company is a registered charity (number 1028528). In this report, the Company is referred to on occasion as 'the Charity'.

access to benefits or other public funds, to give an opportunity for staff to find them a place to go.

There are still people sleeping rough in St Albans, many of whom have limited options for moving on both because there is a serious shortage of suitable accommodation, and/or because of their particular circumstances and issues. In 2016/17 the Charity continued to fund the Safe Streets Outreach Service which has operated from Open Door since 2011, with the aim of helping rough sleepers to lead a more settled way of life.

Following an approach from churches in central St Albans concerned about levels of rough sleeping, the Charity established and underwrote funding for a Winter Beds project, overseen by a management group comprising trustees and other representatives, to provide volunteer- run bed and breakfast on nights when the temperature fell below freezing. Trinity URC kindly offered their premises which were used between January and April: in total 61 overnight places were provided.

The Charity's funding benefits the direct recipients of the services provided at Open Door, and also has indirect impacts on the wider community. We encourage charitable giving by local people, whether through volunteering or through fundraising and donations. Many of our supporters and fundraisers are young people, who want to help homeless and vulnerable people.

Our support for Open Door over many years has helped improve the lives of homeless people, by enabling them to address their personal issues and to develop their skills. They are thus able to play a fuller part in the local community, and to live more settled lives.

The task of moving residents on remains difficult, due to the closure of some alternative local facilities, the decisions by others to impose a 'local connection' rule, and the high cost and/or lack of affordable housing in either the public or private sectors. There are also increasing numbers of homeless people with no access to public funds for support.

To help address these issues, the Charity is exploring ways of supporting homeless people move into more settled living arrangements and employment: we are currently researching local needs and provision by other charitable and statutory agencies, to identify where we may best direct our support.

## **DIRECTORS**

The Directors for the year ending March 2018 were:

Kerry Pollard  
Joan Bailey CBE (to October 2017)  
Peter Graham  
Lindsey McLeod (Treasurer)  
Jacqueline Button (Secretary, from September 2017)  
Lucy Gaygusuz (from September 2017)  
Simon Carver (from September 2017)  
Richard Upton (from March 2018)

The Directors have complied with the duty laid out in Section 4 of the Charities Act 2011.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the Board:

Kerry Pollard

Date: October 2018

## **Independent examiner's report to the Directors of Open Door – St Albans**

To assist you to fulfil your duties under the Companies Act 2006, I have examined the financial statements of the Company for the year ended 31 March 2018. These comprise the Profit and Loss Account, Balance Sheet and related notes, and are compiled from the books and records and information provided to me.

This report is made to the Company's Board of Directors, as a body, and comprises those financial statements and matters agreed for this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors as a body, for my work or for this report.

These statements are compiled in accordance with the requirements of the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities.

Susan Ailles  
September 2018

**OPEN DOOR – ST ALBANS**

**INCOME & EXPENDITURE ACCOUNT**  
For the year ended 31 March 2018

	Notes	2017/18 £	2016/17 £
Donations Received		71,924	50,695
less Expenditure on services		<u>(43,081)</u>	<u>(65,287)</u>
		28,843	(14,592)
less Other Operating costs		<u>(2,451)</u>	<u>(692)</u>
<b>OPERATING SURPLUS/(DEFICIT)</b>	2	<b>26,392</b>	<b>(15,284)</b>
Interest receivable		<u>644</u>	<u>1,017</u>
<b>SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>27,036</b>	<b>(14,267)</b>
Tax on deficit on ordinary activities	3	-	-
<b>SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR AFTER TAXATION</b>		<b>27,036</b>	<b>(14,267)</b>
Retained surplus brought forward		<u>315,025</u>	<u>329,292</u>
<b>RETAINED SURPLUS CARRIED FORWARD</b>		<b><u>342,061</u></b>	<b><u>315,025</u></b>

**OPEN DOOR – ST ALBANS**

**STATEMENT OF FINANCIAL ACTIVITIES**

Year ended 31 March 2018

	<b>Unrestricted Funds</b>		<b>Unrestricted Funds</b>	
	<b>Year ended 31.3.18</b>		<b>Year ended 31.3.17</b>	
	General	Development & Maintenance Fund	General	Development & Maintenance Fund
	£	£	£	£
<b>INCOMING RESOURCES</b>				
Donations Received	64,674		50,695	
Legacy	7,250		-	
Investment income	644		1,017	
	<u>72,568</u>	<u>-</u>	<u>51,712</u>	<u>-</u>
<b>RESOURCES USED</b>				
Homeless support activities	9,010		2,614	
Grants for Housing costs and Homeless Support Administration	34,071		62,673	
Fundraising costs	2,419		652	
	32		40	
	<u>45,532</u>	<u>-</u>	<u>65,979</u>	<u>-</u>
<b>NET INCOMING / (OUTGOING) RESOURCES</b>	27,036		(14,267)	
Fund Balances brought forward	253,583	61,442	267,850	61,442
Transfers				
<b>FUND BALANCES CARRIED FORWARD</b>	<u>280,619</u>	<u>61,442</u>	<u>253,583</u>	<u>61,442</u>

## OPEN DOOR – ST ALBANS

### BALANCE SHEET as at 31 March 2018

	Notes	31 March 2018 £	31 March 2017 £
<b>CURRENT ASSETS:</b>			
Cash and deposits		348,782	322,531
Debtors		6,709	6,250
<b>LIABILITIES:</b>			
amounts falling due within one year	4	(13,430)	(13,755)
<b>NET ASSETS</b>		<b>342,061</b>	<b>315,025</b>
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<b>RESERVES:</b>			
General Fund	6	280,619	253,583
Development & Maintenance Fund		61,442	61,442
<b>TOTAL RESERVES</b>		<b>342,061</b>	<b>315,025</b>

The Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the Company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The Directors acknowledge their responsibilities for:

- ensuring that the Company keeps accounting records which comply with Section 386 of the Companies Act 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 396 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

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Approved by the Board on .....

## OPEN DOOR – ST ALBANS

### NOTES TO THE FINANCIAL STATEMENTS

Year Ended 31 March 2018

#### 1 Accounting Policies

The financial statements have been prepared under the historical cost convention and in accordance with the SORP 2015 Accounting and Reporting by Charities. Turnover represents the gross value of donations received. Donations for housing costs are all made to Hightown Housing Association Ltd in support of the Open Door Homelessness Service at 8,Bricket Road, St Albans.

#### 2 Operating Surplus/ (Deficit)

The operating surplus for the year ended 31 March 2018 is £27,036. There were no reporting fees for accountancy, and no directors' emoluments or other benefits accruing to Directors.

#### 3 Taxation

The Company is a registered charity with no trading activities, and therefore not subject to corporation tax.

#### 4 Debtors and Creditors:

The following debtors and creditors were held at 31 March.

	31.3.18 £	31.3.17 £
Debtors:		
Gift Aid tax reclaimed	2,438	2,485
Hightown – Housing costs	3,766	3,765
Sponsorship – 2017 Sleepout	505	
Creditors:		
Hightown -Housing costs	12,562	12,353
Other Services – Counselling	364	250
Winter Beds Project	504	900
Sleep Out Management - funds held on behalf of other participating charities	-	252

#### 5 Company Status

The Company is limited by guarantee and does not have a share capital.

#### 6 General Reserves

Movements on General Reserves are as shown in the Statement of Financial Activities. The balance on the General Fund at 31 March 2018 was £280,619, and on the Development and Maintenance Fund was £61,442.

#### Reserves Policy

It is the Charity's policy to aim to have sufficient funds in its General Fund to cover at least the expenditure commitments for the following year. The General Fund is held to support the day to day needs of homeless people staying at Open Door, or to enable the Charity to give grants for other activities or projects which support homeless and vulnerable people, within the terms of our charitable purposes and our statutory powers.

The Charity also holds a Development and Maintenance Fund account to provide for the long-term maintenance, refurbishment and development of 8 Bricket Road, which is leased to Hightown Housing Association by St Albans City and District Council at a peppercorn rent. This Fund stands at £61,442 as at 31 March 2017, and will be reserved to provide exclusively for the long-term maintenance, refurbishment and development of 8 Bricket Road. This represents around 50% of the projected costs of the Hightown maintenance cost profile for 2017 – 2039. Together with Hightown, the Charity keeps under review the plans for long-term maintenance, refurbishment and development of 8 Bricket Road, to ensure that sufficient funds are being held to keep the building maintained to the standard achieved following its redevelopment, completed in 2010, bearing in mind the wear and tear the use of the building inevitably involves. Given these future needs and the level of general funds, improvements and maintenance works carried out in 2016/17 have been met from general fundraising and legacy income. The higher level of general reserves is due to a series of exceptional circumstances since 2010. During this period the Charity has benefited from reductions in the net annual running costs of the Open Door services, largely due to increased income from higher occupancy; and from some unplanned grant income to support certain specific services provided at Open Door.

The Directors' reserves policy in recent years has reflected their concern that a service that relies so heavily on public sector grants risks losing funding in a time of economic restraint. Open Door is a valued public service and its public funding has held up well despite government cuts since 2010. Grants have indeed been reduced and refocused in recent years, in part to get better outcomes and better value for money for funders, but there has also been recognition that Open Door provides essential support to vulnerable single homeless people and merits continued public funding. In addition, individuals staying overnight at Open Door benefit from a housing benefit entitlement which covers the basic cost of their room. The Open Door Service did suffer a cut in its Housing Related Support Grant in January 2017, and in the present economic climate, with the various policy and funding changes being introduced and/or under consideration, there can be no certainty that it will continue to benefit from current levels of public funding.

Since 2015 the Charity has funded services at Open Door on the basis of applications from Hightown for specific grant support. This has given the Charity the scope to use its reserves to fund and support new services, either at or away from Open Door, with Hightown and/or in conjunction with other charitable organisations, aimed at helping vulnerable people in St Albans, particularly the homeless. Our aim is to support activities which help vulnerable people change their lives for the better, and to find suitable short or long term housing solutions which meet their particular needs.

During 2017/18 we have helped fund the Winter Beds project to provide 5 additional severe weather beds in a local church.

We will draw on reserves as we develop the portfolio of new projects and grants in the future months and years, and will also extend our fundraising activities to support new ventures if appropriate.