

# Report of the Trustees & Unaudited Financial Statements for the year end 31 March 2013 for Doorway Wiltshire Ltd.

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**Winner of the 2013 Chippenham Area Board Community Volunteer Team Award for the Doorway Cooks**

**Nominated for a 2013 Queen's Award for Voluntary Services**

**Winner of a 2013 Aviva Broker Community Fund Award for Community Spaces**

**Winner of the 2011 Wiltshire Health & Wellbeing Highly Commended Award  
for improving mental health and wellbeing**

**Winner of the 2010 Wiltshire Health & Wellbeing Award for Action to prevent alcohol and drug abuse**

Report of the Trustees  
for the Period 1 April 2012 to 31 March 2013

**REPORT**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the period 1 April 2012 to 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**INCORPORATION**

The charitable company was incorporated on 22 April 2010.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

07232063 (England and Wales)

**Registered Charity number**

1137757

**Registered office**

The Studio  
36 The Causeway  
Chippenham  
Wiltshire, SN15 3DB

**Trustees**

Canon Simon Tatton-Brown	Chair	- appointed 21.11.12
Miriam Nicholls		- appointed 22.4.10
Caroline Quarmby		- appointed 22.4.10
Dominic Cassidy		- appointed 1.11.11
Hilary Dewar		- appointed 1.11.11
Jan Darts	Treasurer	- appointed 21.11.12
Alison Reed		- appointed 21.11.12
Karen Webb	Secretary	- appointed 21.11.12
Peter Shaw		- resigned 5.2.13

**Independent Examiner**

Riverview Portfolio Ltd was appointed by the Board as the accountant for Doorway Wiltshire Ltd from 22 May 2012 and payroll provider from July 2012. Riverview was appointed as Independent Examiner by the AGM on 21 Nov 2012:

Mark Barrett FCMA  
RiverView Portfolio Limited  
Chartered Management Accountants  
1 Market Hill  
Calne, Wiltshire, SN11 0BT

**Staff** (including changes immediately after year end) :-

Chief Executive	Lisa Lewis
Administrator	Sian Cooper
Support Worker	Judy Selby-Boothroyd (1 Apr 12 to 31 Dec 12)
Assistant Support Worker	Mike Sherborne

A restructuring of the staff was brought into effect from 1 Apr 13 retaining the post of Chief Executive and Administrator, but creating a Support Services Manager post and replacing the Assistant Support Worker post with two Support Worker posts. Mike Sherborne was retained as one of the Support Workers. Kev Long was recruited for the Support Services Manager Post with effect from 1 April 13. Jon Beasley was

**Report of the Trustees  
for the Period 1 April 2012 to 31 March 2013**

recruited for the remaining Support Worker post with effect from 1 April 13 until his departure at the end of July to take up a post with Turning Point.

**GOVERNANCE AND MANAGEMENT****Governing Document**

The charity is controlled by its governing document, a Memorandum and Articles of Association, and constitutes a Charitable Company Limited by Guarantee, as defined by the Companies Act 2006. The Governing Document is available on the Doorway Wiltshire Limited website. The company was incorporated on 22 April 2010 and registered as a charity on 3 September 2010.

**Risk Management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are put in place to provide reasonable assurance against fraud and error. The Doorway Wiltshire Limited Board of Trustees has implemented an organisational risk management policy.

**Appointment of Trustees**

Of the current eight trustees, two were elected at the AGM held on 1 Nov 2011. Two trustees were re-elected at the AGM held on 21 Nov 2012. Two additional trustees were elected at the AGM held on 21 Nov 2012. Two trustees remain from the birth of the Company. One Director resigned during the year. Directors/trustees are appointed at the AGM, as set out in the Articles of Association. All members are invited to nominate directors prior to the AGM.

**Organisation**

The Board of trustees administers the Charity and meets monthly. The Chief Executive is appointed by the directors to manage the day to day operations of the Charity.

**OBJECTIVES AND ACTIVITIES****Our Values**

Doorway Wiltshire Limited accepts and values diversity in all people, and is committed to a policy of equal opportunities in all areas of its business.

We believe that time should be given to working with people who wish to fulfil their personal potential and participate fully in society but find it difficult to do so for whatever reason.

Service Users are known as 'Guests' rather than 'Clients', which defines the relationship we wish to achieve.

**Our Vision**

We believe that homeless and marginalised individuals are capable of change and will only achieve their full potential when offered a safe, supportive, empowering and non-judgemental environment - it is our vision to provide such an environment and meaningful activities which will help reverse the spiral of homelessness.

**Our Mission Statement**

To realise this vision, Doorway Wiltshire Limited will strive to:

- Provide a warm, safe, non-judgemental environment.
- Train staff to engage with guests and form professional bounded relationships.
- Use these relationships to promote growth in guests' self esteem, confidence and aspirations.
- Provide information, support and, where necessary, practical help that will empower people to make and act on informed choices arrived at by themselves.
- Provide activities which are likely to enhance guests' skills and raise self-confidence as a first step towards changing their lives.
- Encourage and empower guests to become involved in the running of the organisation and

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for the Period 1 April 2012 to 31 March 2013

in forums designed to give service users a voice.

- Promote the needs of homeless and marginalised people locally thereby helping to reduce discrimination towards them and influencing the local community to become more supportive and less judgemental.

## **Our Key Objectives**

Doorway Wiltshire Ltd seeks to fulfil the Values, Mission, and Vision through the following objectives:

- Work, via our drop-in facilities, with individuals above the age of 16 (and their families and friends where appropriate) who are homeless or at risk of homelessness, exclusion or disadvantage because of their lifestyles, and to support the resolution of any issues they may have with substance abuse.
- Provide activities which help individuals to develop life skills in literacy, numeracy, IT and financial management and to gain self-esteem, confidence and a sense of wellbeing through meaningful recreational pursuits and therapies. Thereby, enabling them to move on in their lives away from dependency into self-sufficiency via employment, education or training.
- Signpost guests towards housing, social care and treatment options.
- Offer complimentary therapies to enhance guests' wellbeing.
- Raise local awareness of the needs of the homeless and socially excluded people, and increase the ownership of the project by the community.
- Generate funds for all of the above by charitable or commercial means.

## **OUR ACHIEVEMENTS & PUBLIC BENEFIT**

The trustees confirm that they have complied with section 4 of the Charities Act 2006, to have due regard to the Charity Commissioners general guidance on Public Benefit, 'Charities and Public Benefit'. Details are provided in the Doorway Annual Review for the year ended 31 March 2013, but summarised below:

- After 9 years of operation, Doorway Wiltshire Ltd is now the key agency in Chippenham and North Wiltshire for homeless and marginalised young people and adults
- During the year, we have provided 92 drop in sessions, served 4127 meals to 251 individuals, with an average of more than 35 individuals per session. About 86% of guests stayed in Chippenham the night prior to the drop-in.
- Our work benefits not only the individuals who attend the drop-in but also the wider community, as guests are supported to move on in their lives away from substance dependency and reliance on welfare benefits and services. Most referrals during the year have been for housing (33%) and drug and alcohol abuse (12%).
- We also provide numerous volunteering opportunities for local people who want to make a difference in our community. We have an excellent track record for recruiting and retaining high quality volunteers on whose wide diversity of skills and life experience the success of the drop-in depends. Currently we have 45 trained volunteers aged between 18 and 80.
- Our unique position means that we are regularly consulted by Wiltshire Council, the media and other agencies for information and statistics about our client group. Our work with substance users addresses the Local Area Plan priority of action to deal with anti-social behaviour arising from drug and alcohol problems and addresses a number of other issues related to harder to reach groups.
- Our guests are encouraged to engage in social activities designed to build skills and self confidence as preparation for moving on (e.g. music, creative writing and football) and to contribute to our website and to our community blog which gives them a 'voice' locally and beyond.
- We have piloted our own programme of one to one support, helping guests to identify and work towards achieving positive changes they wish to make in their lives. We have launched a training programme - Practical Housing Units - teaching skills needed to obtain and manage a tenancy. Our aim is to reduce recurring homelessness amongst guests who have tenancies but lack basic life skills.

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for the Period 1 April 2012 to 31 March 2013

- We work closely with other agencies including the Police, Housing Options and specialist health and welfare agencies. Partnerships add value to the service we provide at no extra cost to Doorway.
- Our Chief Executive works in senior schools within the National Curriculum to raise awareness of the realities of homelessness and life on the streets including violence, addiction and prostitution, aiming to reduce preventable homelessness among young people resulting from conflict at home.
- Our very effective community engagement programme promotes the needs of homeless and marginalised people locally, thereby helping to reduce discrimination against them, and also generates support for the positive work we do.
- Funding security has improved with regular monthly donations by the public, in addition to donations from Churches, Corporate bodies, and other charitable sources. We have excellent staff with a superb body of volunteers and a standard of good practice established over nine years.

**Funding and Support**

Between 1 April 2012 and 31 March 2013 we received:

- £24,127 in restricted grants
- £27,111 in general donations from various sources
- £9,639 in Church donations
- £10,790 in standing order donations
- £6,269 from fundraising events
- £3,663 raised by Friends of Doorway

All these funds were used to provide and staff the drop in facilities, and staff the administration of Doorway Wiltshire Ltd.

**Reserves Policy**

Doorway Wiltshire Limited holds a contingency fund in a separate deposit account which ensures statutory redundancy money for Staff and sufficient for 2 months operation without a drop-in, satisfying Charity Commission guidance for a charity of this type. Reserves are also held for those costs accrued against long term un-invoiced expenditure.

**STRATEGIC PLANNING & FUTURE PLANS**

**Strategic**

- Continue to ensure that the services which currently form the core activities of the organisation are of the highest quality and fully funded.
- Continue to develop additional opportunities which have been identified to meet needs, but which are not currently being addressed: community gardening project; complementary therapies to include auricular acupuncture.
- Continue to review and develop the Moving On programme so that it can evolve to include more guests with differing levels of support.
- Continue to run our AQA accredited training programme - Practical Housing Units - teaching skills needed to obtain and manage a tenancy. Our aim is to reduce recurring homelessness amongst guests who have tenancies but lack basic life skills.
- Investigate and research opportunities for drop-in sessions in other nearby towns ie Malmesbury and Calne.
- Investigate and research the possibility of a multi-agency outreach project.
- Investigate and research opportunities for a community centre offering a service for the increasing numbers of Doorway guests who have been affected by the current economic climate. We believe that there are also a significant number of individuals who are not currently accessing our services.

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- Continue to develop our work with schools and colleges to reduce preventable homelessness among young people and to dispel prejudice which leads to the victimisation of homeless people
- Continue to develop our work with local businesses to increase awareness and opportunities for sponsorship.
- Actively seek new partnerships which will enhance our services to guests.
- Maintain a high and positive profile for Doorway and increase local 'ownership' and commitment to support the project.

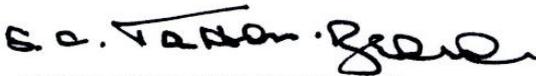
**Funding**

- Continue to research and apply for charitable funding, locally and nationally.
- Build relationships with local statutory and voluntary agencies to achieve local partnerships and short to medium term grant funding.
- Explore possibilities for government and EU funding.
- Be alert to new funding streams generally.
- Exploit opportunities for business sponsorship.
- Exploit opportunities created by the Friends of Doorway.
- Increase income and contributions in kind from the community via our Community Engagement programme.
- Increase planned giving by standing order and from gift-aided donations.

**Volunteers**

- Maintain a positive profile in the community - so that potential volunteers are aware of what we do and are inspired to apply to join the team.
- Recruit volunteers from all sectors of the community.
- Ensure that each volunteer has a role appropriate to his/her skills and interests.
- Maintain high standards of induction and training.
- Ensure each volunteer has a clear job description, appropriate support and clear lines of accountability.
- Ensure that volunteers feel valued and well supported.
- Involve volunteers in discussions on the planning and delivery of services.
- Pay all reasonable expenses incurred by volunteers.
- Provide references for volunteers applying for paid or other posts if requested.

ON BEHALF OF THE BOARD:



.....  
Canon Simon Tatton-Brown - Trustee

Date: 18 September 2013

**Independent Examiner's Report to the Trustees of Doorway Wiltshire Limited**

I report on the accounts for the year ended 31st March 2013 set out on pages six to thirteen.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present 'a true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

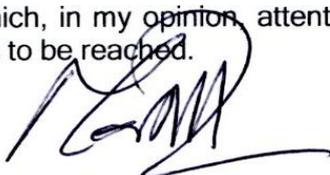
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Barrett FCMA  
RiverView Portfolio Limited  
Chartered Management Accountants  
1 Market Hill  
Calne  
Wiltshire  
SN11 0BT

Date: 4th September 2013

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ending 31st March 2013**

	Unrestricted Funds	Restricted Funds	Year Ended 31st March 2013 Total Funds	Year Ended 31st March 2012 Total Funds
<b>INCOMING RESOURCES</b>				
Unrestricted Donations	47,475		47,475	43,555
Unrestricted Income from Fund Raising	9,932		9,932	15,250
Investment income	66		66	44
Restricted Income		24,127	24,127	13,965
	<hr/>			
<b>Total incoming resources</b>	57,472	24,127	81,599	72,814
<b>RESOURCES EXPENDED</b>				
Fundraising and Publicity Costs	47		47	76
Charitable activities (principally a drop-in centre)	46,257	20,759	67,016	60,799
Support & Management Costs	10,883		10,883	6,835
Governance costs	1,295		1,295	2,543
	<hr/>			
<b>Total resources expended</b>	58,482	20,759	79,241	70,253
<b>Net Income/(Expenditure) for the year</b>	(1,010)	3,368	2,358	2,561
<b>RECONCILIATION OF FUNDS</b>				
<b>Total Funds brought forward</b>	38,730	-	38,730	36,169
	<hr/>			
<b>TOTAL FUNDS CARRIED FORWARD</b>	37,720	3,368	41,088	38,730
	<hr/>			

**Balance Sheet  
at 31st March 2013**

	Notes	2013	2012
<b>CURRENT ASSETS</b>			
Debtors: amounts falling due within one year	2	790	3,166
Cash at bank		50,181	40,645
		<hr/>	<hr/>
		50,971	43,811
 <b>CREDITORS</b>			
Amounts falling due within one year	3	(9,882)	(5,081)
		<hr/>	<hr/>
		(9,882)	(5,081)
 <b>NET CURRENT ASSETS/(LIABILITIES)</b>		<hr/>	<hr/>
		41,089	38,730
 <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<hr/>	<hr/>
		41,089	38,730
 <b>NET ASSETS/(LIABILITIES)</b>		<hr/>	<hr/>
		41,089	38,730
 <b>FUNDS</b>			
Unrestricted funds	4	23,406	24,424
Designated Funds		14,314	14,306
Restricted Funds		3,368	-
<b>TOTAL FUNDS</b>		<hr/>	<hr/>
		41,088	38,730

**Balance Sheet - continued**  
at 31st March 2013

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ending 31st March 2013.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2013 in accordance with Section 476 of the Companies Act 2006.

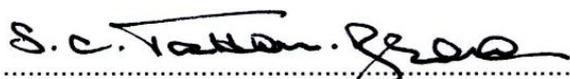
The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of the affairs of the charitable company at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating the financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Small Entities (effective 2008).

The financial statements were approved by the Board of Trustees on 4th September 2013 and were signed on its behalf by:

  
.....

Canon Simon Tatton-Brown - Trustee

  
.....

Jan Darts - Trustee

**Notes to the Financial Statements**  
for the year ended 31st March 2013**1. ACCOUNTING POLICIES****Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Small Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Governance costs**

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the Independent examiner fees and costs linked to the management of the charity.

**Taxation**

The charity is exempt from corporation tax on its charitable activities. The company is not registered for VAT and accordingly any irrecoverable VAT is included in the expenditure concerned.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Tangible Fixed Assets**

Fixed assets with a cost of £500 or less are not capitalised.

**Notes to the Financial Statements - continued**  
for the year ended 31st March 2013

	2013	2012
<b>2. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
Prepayments and Accrued Income	£ 790	£ 3,166

**3. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Accrued Expenses	£ 9,882	£ 5,081
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**4. FUNDS**

	Incoming Resources	Resources Expended	Movement in Funds	
<b>Unrestricted Funds</b>				
General Fund	57,472	(58,482)	(1,010)	
<b>Restricted Funds</b>				
<b>Donor</b>	<b>Purpose</b>			
South West Foundation	Tuesday Women's Group	9,228	(5,860)	3,368
Zurich	CEO Salary	3,000	(3,000)	-
Zurich	Food	399	(399)	-
WC Rough Sleeper Fund	Drop-in rent, food, etc	3,000	(3,000)	-
Community Foundation	Assistant Support Worker	8,000	(8,000)	-
St Andrews Church	Staff Counselling/Mentoring	500	(500)	-
		<u>24,127</u>	<u>(20,759)</u>	<u>3,368</u>
<b>TOTAL FUNDS</b>		<u><u>81,599</u></u>	<u><u>(79,241)</u></u>	<u><u>2,358</u></u>

**4a. FUNDS GENERAL**

Included within the General Funds total of £57,472, the trustees would like to bring attention to the large donations received in the year to 31st March 2013:

<b>Donor</b>	<b>Value</b>
G Lawrence	5,000
The Kathleen Hannay Memorial Charity	2,000
Guy Neely (ICIC Foundations)	2,000
Friends of Doorway Spring Fair	1,793
C&P Medical	1,500
John Lewis PLC	1,100
Sue Reed Sponsored Thames Walk	1,094
Chippenham & District Wheelers	1,058
St Paul's Church	1,041
Cost Cutter, Chippenham	1,000
	<u><u>17,586</u></u>

**Detailed Statement of Financial Activities**  
for the year ended 31st March 2013

	2013	2012
<b>INCOMING RESOURCES</b>		
<b>Unrestricted Donations</b>		
Gift Aid	1,587	4,293
Standing Order Donations	10,790	7,094
General Public Donations	14,537	6,701
Church Donations	9,639	7,611
Business Donations	7,211	6,159
Trust Donations	2,250	10,518
Online Donations	1,065	818
Other Donations	397	361
	<hr/> 47,475	<hr/> 43,555
<b>Unrestricted Income from Fund Raising</b>		
Sleep Out	1,019	10,575
Activities & Events	3,129	2,248
Street Collections	1,721	2,072
Other Fundraising Events	277	355
Friends of Doorway	3,663	-
Talks	124	-
	<hr/> 9,932	<hr/> 15,250
<b>Investment Income</b>		
Deposit Account Interest	66	44
	<hr/> 66	<hr/> 44
<b>Restricted Income</b>		
Grants	24,127	13,965
	<hr/> 24,127	<hr/> 13,965
<b>Total incoming resources</b>	<hr/> <b>81,599</b>	<hr/> <b>72,814</b>

**Detailed Statement of Financial Activities  
for the year ended 31st March 2013**

	2013	2012
<b>RESOURCES EXPENDED</b>		
<b>Fundraising and Publicity Costs</b>		
Publicity Costs	47	76
	<u>47</u>	<u>76</u>
<b>Charitable activities</b>		
Wages	50,827	41,132
Other Staff Costs	937	794
Volunteer Costs	2,818	2,186
Pastoral Support	45	70
Food for Guests	3,533	3,547
Activities for Guests	8,524	10,358
Other Services for Guests	332	2,712
	<u>67,016</u>	<u>60,799</u>
<b>Governance costs</b>		
Independent Examiner	1,160	2,543
Professional Fees	135	-
	<u>1,295</u>	<u>2,543</u>
<b>Support and Management Costs</b>		
Insurance	870	1,159
Office rent	2,400	1,125
Telephone	1,650	1,819
Postage and stationery	1,189	1,071
Bookkeeping and payroll	1,401	674
Equipment	281	349
Salvation Army Centre rent & associated costs	2,579	608
Utilities	480	-
	<u>10,851</u>	<u>6,805</u>
<b>Finance</b>		
Bank Charges	32	30
	<u>32</u>	<u>30</u>
<b>Total resources expended</b>	<u><u>79,241</u></u>	<u><u>70,253</u></u>
<b>Net Income</b>	<u><u>2,358</u></u>	<u><u>2,561</u></u>