

Report of the Trustees & Unaudited Financial Statements for the year end 31 March 2014 for Doorway Wiltshire Ltd.

Contents

	Page
Report of Trustees	1 to 5
Report of Independent Examiner	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 11
Detailed Statement of Financial Activities	12 to 13

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

Report of the Trustees
for the Period 1 April 2013 to 31 March 2014

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 2013 to 31 March 2014. 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

Station Hill House
Station Hill
Chippenham
Wiltshire SN15 1EQ

Trustees

Jan Darts	Acting Chair & Treasurer	- appointed 21 Nov 12
Jeremy Bray		- appointed 20 Nov 13
Dominic Cassidy		- appointed 1 Nov 11*
Hilary Dewar		- appointed 20 Nov 13
Miriam Nicholls		- appointed 20 Nov 13
Alison Reed		- appointed 21 Nov 12
Karen Webb	Secretary	- appointed 21 Nov 12
Elizabeth Blum		- appointed 20 Nov 13, resigned 31 Jan 14
Canon Simon Tatton-Brown		- resigned 20 Nov 13
Caroline Mary Quarmby		- resigned 12 July 13

* Subsequently resigned 8 May 2014

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 20 Nov 2013:

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 Services Manager	Kev Long
Support Worker	Mike Sherborne
Support Worker	Jon Beasley (1 April 13 to 31 July 13)
Support Worker	Caroline Mary Quarmby (from 2 Sep 13)

Report of the Trustees
for the Period 1 April 2013 to 31 March 2014

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 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. Following an open competition, Mary Quarmby was appointed to take up the vacant Support Worker post from 2 Sep 13. She resigned as a trustee prior to submitting her application for the post.

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 six trustees, three were re-elected at the AGM held on 21 Nov 2012; two trustees were re-elected and one was newly appointed at the AGM held on 20 Nov 2013. One trustee remains from the birth of the Company. Three trustees resigned during the year and a further trustee resigned shortly after the end of the year. The trustees are appointed at the AGM, as set out in the Articles of Association. All Doorway members are invited to nominate directors prior to the AGM.

Organisation

The Board of trustees administers the Charity and meets every two months. 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

Report of the Trustees
for the Period 1 April 2013 to 31 March 2014

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 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 complementary 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 2014, but summarised below:

- After 10 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 100 drop in sessions, served 4,609 meals to 277 individuals - an increase in activity of about 10% on last year - with an average of more than 35 individuals per session. About 88% of guests stayed in Chippenham the night prior to the drop-in, with some guests coming from as far away as Bath, Trowbridge and Swindon.
- 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 (32%), health issues (15%), and benefits (11.2% - a 2% increase on last year).
- 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 57 trained volunteers aged between 18 and 80, an increase of 26% on last year. Some volunteers have been with Doorway since the start, others use their summer break from studies to give their time.
- 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, although information on individual guests is not revealed. Our work with substance users addresses the Local Area Plan priority of action to deal with anti-social behaviour arising from drug and alcohol

Report of the Trustees
for the Period 1 April 2013 to 31 March 2014

- 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 the 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.
 - 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 ten years.

Funding and Support

Between 1 April 2013 and 31 March 2014 we received:

- £25,568 in restricted grants
- £37,801 in general donations from various sources
- £5,937 in Church donations
- £12,704 in standing order donations
- £9,586 from fundraising events
- £4,186 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.

Report of the Trustees
for the Period 1 April 2013 to 31 March 2014

- 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.
- 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.

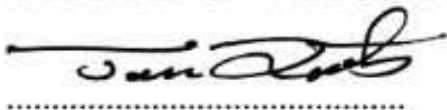
Funding

- 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, including the Board of Trustees.
- 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:



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Mr Jan Darts - Trustee

Date: 24 Sep 14

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

I report on the accounts for the year ended 31st March 2014 set out on pages seven 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: 24th September 2014

Doorway Wiltshire Limited

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ending 31st March 2014**

	Unrestricted Funds	Restricted Funds	Year Ended 31st March 2014 Total Funds	Year Ended 31st March 2013 Total Funds
INCOMING RESOURCES				
Unrestricted Donations	50,427		50,427	47,475
Unrestricted Income from Fund Raising	19,714		19,714	9,932
Investment income	73		73	66
Restricted Income		25,568	25,568	24,127
Total incoming resources	70,214	25,568	95,782	81,599
RESOURCES EXPENDED				
Fundraising and Publicity Costs	228		228	47
Charitable activities (principally a drop-in centre)	51,549	18,103	69,652	67,016
Support & Management Costs	2,764	500	3,264	10,883
Governance costs	919		919	1,295
Total resources expended	55,460	18,603	74,063	79,241
Net Income/(Expenditure) for the year	14,755	6,965	21,719	2,358
RECONCILIATION OF FUNDS				
Total Funds brought forward	37,720	3,368	41,088	38,730
TOTAL FUNDS CARRIED FORWARD	52,474	10,333	62,807	41,088

Balance Sheet
at 31st March 2014

	Notes	2014	2013
CURRENT ASSETS			
Debtors: amounts falling due within one year	2	292	790
Cash at bank		62,782	50,181
		<hr/>	<hr/>
		63,075	50,971
 CREDITORS			
Amounts falling due within one year	3	(266)	(9,882)
		<hr/>	<hr/>
		(266)	(9,882)
 NET CURRENT ASSETS/(LIABILITIES)		<hr/>	<hr/>
		62,808	41,089
 TOTAL ASSETS LESS CURRENT LIABILITIES		<hr/>	<hr/>
		62,808	41,089
 NET ASSETS/(LIABILITIES)		<hr/>	<hr/>
		62,808	41,089
 FUNDS	4		
Unrestricted funds		33,862	23,406
Designated Funds		18,614	14,314
Restricted Funds		10,333	3,368
TOTAL FUNDS		<hr/>	<hr/>
		62,808	41,088

Doorway Wiltshire Limited

Balance Sheet - continued

at 31st March 2014

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ending 31st March 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2014 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

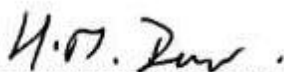
(b) preparing financial statements which give a true and fair view of the state of the affairs of the charitable company at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to 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 24th September 2014 and were signed on its behalf by:



Mr Jan Darts - Trustee



Mrs Hilary Dewar - Trustee

Notes to the Financial Statements
for the year ended 31st March 2014**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 2014

2014 2013

2. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Prepayments and Accrued Income	292	790
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3. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Accrued Expenses	180	9,882
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4. FUNDS

	Incoming Resources	Resources Expended	Movement in Funds
Unrestricted Funds			
General Fund	70,214	(55,460)	14,755
Restricted Funds			
Donor	Purpose		
Wiltshire Police & Crime Commissioner	9,000	(4,069)	4,931
Chippenham Borough Lands	5,000	(4,750)	250
Community Foundation for Wilts & Swindon	4,818	(1,437)	3,381
Lloyds Bank	3,000	(2,457)	543
Co-operative Investment Fund	1,500	(522)	978
Sovereign Housing	1,000	(1,000)	-
South West Foundation	750	(500)	250
South West Foundation	500	(500)	-
South West Foundation		(3,368)	(3,368)
	25,568	(18,603)	6,965
TOTAL FUNDS	95,782	(74,063)	21,720

4a. FUNDS GENERAL

Included within the General Funds total of £70,214, the trustees would like to bring attention to the large donations received in the year to 31st March 2014:

Donor	Value
Friends of Doorway Spring Fair	3,071
R F Trustee Co Ltd	2,000
Guy Neely (ICIC Foundation)	2,000
Cost Cutters Chippenham	2,000
Friends Valuation Day	1,130
Chippenham Lions Club	1,000
Chippenham Harriers	1,000
Waitrose	955
	13,201

Detailed Statement of Financial Activities
for the year ended 31st March 2014

	2014	2013
INCOMING RESOURCES		
Unrestricted Donations		
Gift Aid	3,968	1,587
Standing Order Donations	12,704	10,790
General Public Donations	12,184	14,537
Church Donations	5,937	9,639
Business Donations	4,271	7,211
Trust Donations	7,050	2,250
Online Donations	3,792	1,065
Other Donations	521	397
	<hr/> 50,427	<hr/> 47,475
Unrestricted Income from Fund Raising		
Sleep Out	9,018	1,019
Activities & Events	4,145	3,129
Street Collections	1,782	1,721
Other Fundraising Events	568	277
Friends of Doorway	4,186	3,663
Talks	15	124
	<hr/> 19,714	<hr/> 9,932
Investment Income		
Deposit Account Interest	73	66
	<hr/> 73	<hr/> 66
Restricted Income		
Grants	25,568	24,127
	<hr/> 25,568	<hr/> 24,127
Total incoming resources	<hr/> 95,782	<hr/> 81,599

Detailed Statement of Financial Activities
for the year ended 31st March 2014

	2014	2013
RESOURCES EXPENDED		
Fundraising and Publicity Costs		
Publicity Costs	228	47
	<u>228</u>	<u>47</u>
Charitable activities		
Wages	57,841	50,827
Other Staff Costs	753	937
Volunteer Costs	3,575	2,818
Friends of Doorway	274	-
Pastoral Support	400	45
Food for Guests	3,716	3,533
Activities for Guests	2,688	8,524
Other Services for Guests	406	332
	<u>69,652</u>	<u>67,016</u>
Governance costs		
Independent Examiner	720	1,160
Professional Fees	199	135
	<u>919</u>	<u>1,295</u>
Support and Management Costs		
Insurance	1,167	870
Office rent	(4,800)	2,400
Telephone	1,467	1,650
Postage and stationery	1,321	1,189
Bookkeeping and payroll	988	1,401
Equipment	330	281
Office Equipment < £500	994	-
Salvation Army Centre rent & associated costs	2,641	2,579
Utilities	(960)	480
	<u>3,149</u>	<u>10,851</u>
Finance		
Bank Charges	115	32
	<u>115</u>	<u>32</u>
Total resources expended	<u><u>74,063</u></u>	<u><u>79,241</u></u>
Net Income	<u><u>21,719</u></u>	<u><u>2,358</u></u>