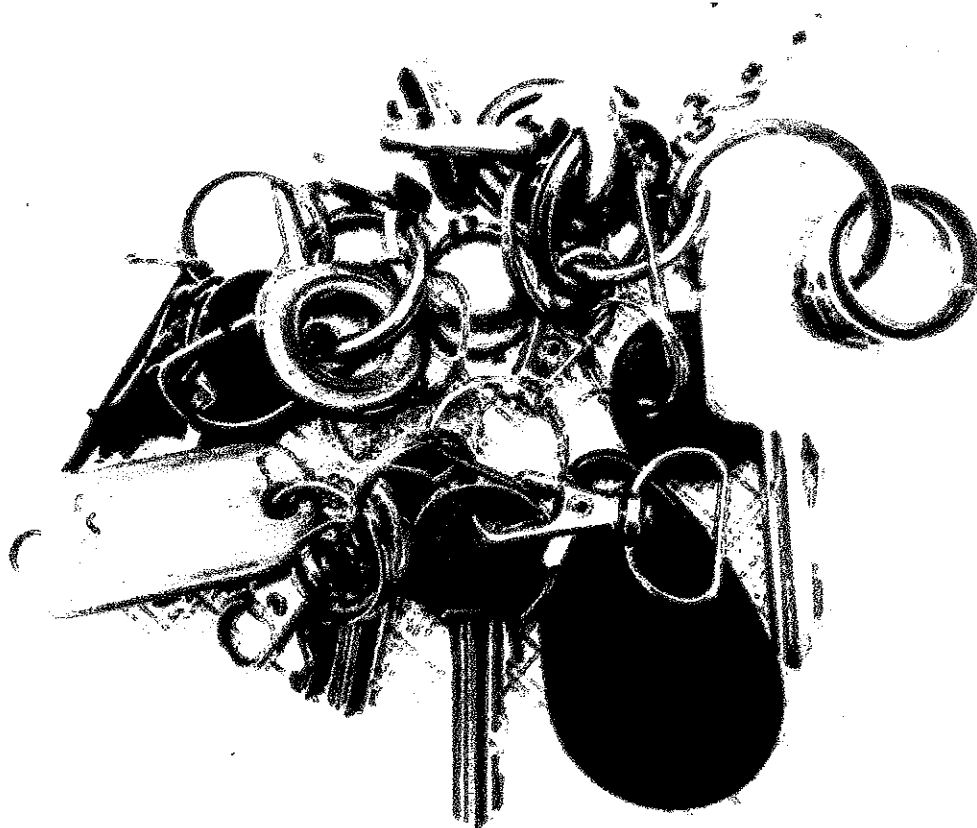


doorway

Moving on from Homelessness in North Wiltshire

Report of the Trustees and unaudited Financial
Statements of Doorway Wiltshire Limited for
the year ended 31 March 2019



Doorway Wiltshire Limited, (trading as Doorway) Charitable Company Limited by Guarantee registered in England and Wales
No. 07232063.

Registered Charity No. 1137757

Registered Office: Station Hill House, Station Hill, Chippenham, Wiltshire, SN15 1EQ

Telephone: 01249 445385

Web: www.doorwayproject.org.uk

Blog: www.doorwayproject.wordpress.com

Twitter: www.twitter.com/doorwayproject

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Report of the Trustees

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report and the unaudited Financial Statements of the Charity for the period 1 April 2018 to 31 March 2019. 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 administration details

Registered company number

07232063 (England and Wales)

Registered charity number

1137757

Registered office

Station Hill House
Station Hill
Chippenham
Wiltshire SN15 1EQ

Trustees

Mark Barnett
Frances Critchlow
Hilary Dewar
Joanna Kitching
Miriam Nicholls
Andrew Poole
Emma Sambrook (Chair)
Eleanor Stirling

Appointed 23 April 2019
Resigned 14 November 2018

Independent Examiner

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

Riverview Portfolio Limited was appointed by the Board as the Accountant for Doorway Wiltshire Ltd on 22 May 2012 and Payroll Provider from July 2012. Riverview was appointed as Independent Examiner by the AGM on 20 November 2013 and at every subsequent AGM.

Report of the Trustees (continued)

Staff

In addition to the Chief Executive, the charity employs a Support Services Manager, three Support Staff, a Football Co-ordinator and an Administrator on part-time contracts to manage the drop-in centre and provide support services to our guests.

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

All of the Trustees listed above have served throughout the year unless otherwise stated. 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 Trustees to manage the day to day operations of the Charity.

Report of the Trustees (continued)

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 Ltd 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 in forums designed give services 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

- 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.

Report of the Trustees (continued)

Our Achievements and Public Benefits

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 2019, but summarised below:

- Doorway Wiltshire Ltd continues to be the key agency in Chippenham and North Wiltshire for homeless and marginalised young people and adults;
- During the year, we have provided 95 drop in sessions, served 3,479 meals to 214 individuals - a similar amount to last year - with an average of more than 32 individuals per session. Around 83% of guests stayed in Chippenham the night prior to the drop-in, with some guests coming from as far away as Bath, Trowbridge, Swindon, and Salisbury;
- 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. When asked at their first visit, 38% of guests stated that the primary reason for homelessness is relationship breakdown but this isn't the full story as in many cases there were a number of complex reasons;
- 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 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, women's group and football) and to contribute to our website and to our community blog which gives them a 'voice' locally and beyond;
- We have 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. 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 drug & alcohol and health & welfare agencies. Partnerships add value to the service we provide at no extra cost to Doorway;
- 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 is good 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 life of the Charity.

Funding and Support

Between 1 April 2018 and 31 March 2019 we received income of £77,979 represented by:

- £15,250 in restricted grants;
- £14,495 in general donations from various sources;
- £6,050 from Churches;
- £18,750 from Trusts;
- £6,840 in business donations;
- £6,554 in standing order donations;
- £9,906 in online donations;
- £134 interest from deposits.

This represents a 19.3% decrease on income over the previous year, mainly as a result of the biennial Sleep-out fundraising event not being held in the year. There was deficit of income over expenditure of £ (9,663) for the year (2018: £10,996 surplus). All funds were used to provide and staff the drop in facilities, and administration offices of Doorway Wiltshire Limited.

Report of the Trustees (continued)

Reserves Policy

Doorway Wiltshire Limited holds a designated fund in a separate deposit account to ensure there sufficient funds for 2 months operation without a drop-in and an orderly winding up of the Charity if the situation ever arose, satisfying Charity Commission guidelines for a charity of this type. Reserves are also held for those costs accrued against un-invoiced expenditure.

Strategic and future plans

Strategic

- Continue to ensure that the services which currently form the core activities of the organisation are of the highest quality and are fully funded;
- Continue our work to reduce recurring homelessness amongst guests who have tenancies;
- Continue to develop our work with local businesses to increase awareness and opportunities for sponsorship;
- Continue to develop additional opportunities which have been identified to meet needs, but which are not currently being addressed;
- 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 both 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 online donations 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 interest;
- 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.



Emma Sambrook

Date: 25 September 2019

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

I report on the financial statements for the year ended 31 March 2019 as set out on pages 9 to 16.

Respective responsibilities of Trustees and examiner

The Trustees (who are also the directors of the company 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

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 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

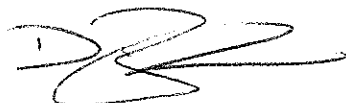
Basis of the Independent examiner's report

My examination was carried out in accordance with 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 statement below.

Independent examiner's report

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

- Accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- The accounts do not accord with such records:
- Where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102), and
- Any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.



Daniel Farthing MAAT CIMA Adv Dip Ma
RiverView Portfolio Limited
Chartered Management Accountants
1 Market Hill
Calne
Wiltshire
SN11 0BT

Date: 16/10/2019

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 March 2019

	Unrestricted funds £	Restricted funds £	2019 £	2018 £
INCOMING RESOURCES				
Incoming grants from generated funds				
Voluntary incomes	59,182	-	59,182	69,738
Activities for generating funds	3,413	-	3,413	15,890
Investment income	134	-	134	32
Incoming resourcing from charitable activities				
Guest support services and activities	-	15,250	15,250	10,976
Total incoming resources	62,729	15,250	77,979	96,636
RESOURCES EXPENDED				
Costs of generating funds				
Fundraising and publicity costs	(374)	-	(374)	(105)
Charitable activities				
Guest support and other services	(60,284)	(11,031)	(71,315)	(70,386)
Support and management costs	(15,070)	-	(15,070)	(14,269)
Governance costs	(883)	-	(883)	(880)
Total resources expended	(76,611)	(11,031)	(87,642)	(85,640)
Transfer between funds	(20,000)	20,000	-	-
Net (expenditure)/income for the year	(33,882)	24,219	(9,663)	10,996
RECONCILIATION OF FUNDS				
Total funds brought forward	89,902	109	90,011	79,015
TOTAL FUNDS CARRIED FORWARD	£56,020	£24,328	£80,348	£90,011

**Statement of Financial Position
as at 31 March 2019**

	Notes	2019 £	2018 £
Current Assets			
Debtors: amounts receivable within one year	2	2,245	3,616
Cash at bank		79,288	87,899
TOTAL CURRENT ASSETS		<u>81,533</u>	<u>91,515</u>
Current Liabilities			
Amount falling due within one year	3	(1,185)	(1,504)
TOTAL CURRENT LIABILITIES		<u>(1,185)</u>	<u>(1,504)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>£80,348</u>	<u>£90,011</u>
FUNDS			
	4		
Unrestricted funds		30,860	64,876
Designated funds		25,160	25,026
Restricted funds		24,328	109
TOTAL FUNDS		<u>£80,348</u>	<u>£90,011</u>

**Statement of Financial Position
as at 31 March 2019 (continued)**

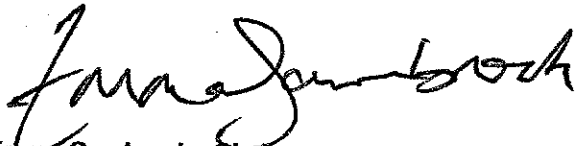
The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

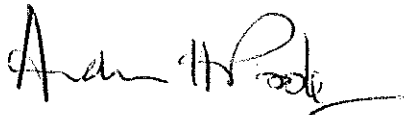
The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of the financial statements.

These financial statements have been prepared in accordance with the provisions applicable to small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 25 September 2019 and were signed on its behalf by:



Emma Sambrook - Chairperson



Andrew Poole - Treasurer

Notes to the Financial Statements

1. Accounting policies

a. Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard (FRS102)), the Companies Act 2006 and the requirements of Statement of Recommended Practice, Accounting and the Charities Act 2011.

b. 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,

c. Resource 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 heading they have been allocated to activities on a basis consistent with the use of resources.

d. Charitable activities

Charitable expenditure comprises of 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.

e. 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 company.

f. 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.

g. Fund accounting

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

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

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

h. Tangible Fixed Assets

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

Notes to the Financial Statements (continued)

2. Debtors: amounts receivable within one year

	2019 £	2018 £
Prepayments and accrued income	<u>£2,245</u>	<u>£3,616</u>

3. Creditors: amounts falling due within one year

	2019 £	2018 £
Accrued expenses	596	837
Creditors	120	128
PAYE	246	331
National Insurance	138	177
Pension liability	85	31
Total	<u>£1,185</u>	<u>£1,504</u>

4. Funds

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General funds	<u>62,729</u>	<u>(76,720)</u>	<u>(13,991)</u>
	62,729	(76,720)	(13,991)
Restricted funds			
Donor			
CFWS Wiltshire Community Foundation			
SSM salary	5,000	(5,000)	-
CFWS Tampon tax			
Women's group	5,000	(1,358)	3,642
Chippenham Town Council			
Community			
Laundry equipment	980	(294)	686
Lansdowne Lodge			
Women's group	270	(270)	-
Wessex Water			
Football	1,000	(1,000)	-
Zurich Community Trust			
CEO salary	<u>3,000</u>	<u>(3,000)</u>	-
	15,250	(10,922)	4,328
Brought forward Restricted funds (for information only)			
Wiltshire Council			
Guest Support	109	(109)	-
Total movement of funds	<u>£78,088</u>	<u>£(87,751)</u>	<u>£(9,663)</u>

Notes to the Financial Statements (continued)

4 Funds (continued)

Included within the general funds total of £62,729 the Trustees would like to bring attention to the large donations received in the year

Donor	£
CD Fencing Limited	1,165
CFWS	5,000
K Hannay Memorial Charity	2,000
Nationwide Building Society	1,591
St Augustine's Catholic College	1,079
St Paul's Church, Chippenham	1,263
The New Inn, Upper Seagry	2,342
The Tony & Audrey Watson Charitable Trust	5,000
Vera Outhwaite Charitable Trust	2,000
Wiltshire Community Foundation	6,000
Zurich Community	3,000

**Detailed Statement of Financial Activities
for the year ended 31 March 2019**

	2019 £	2018 £
Incoming resources		
Voluntary Income		
Gift Aid	5,590	6,611
Standing order donations	6,554	6,114
General public donations	14,305	23,387
Church donations	6,050	8,503
Business donations	6,840	3,698
Trust donations	9,750	6,109
Online donations	9,906	15,022
Partner food agency	186	181
Retail goods	1	112
	<hr/> 59,182	<hr/> 69,737
Activities for generating funds		
Sleep out	37	13,585
Activities & events	2,426	1,444
Street collections	950	782
Friends of Doorway	-	80
	<hr/> 3,413	<hr/> 15,891
Investment income		
Deposit account interest	134	32
	<hr/> 134	<hr/> 32
Incoming resources from charitable activities		
Grants	15,250	10,976
	<hr/> 15,250	<hr/> 10,976
Total incoming resources	<hr/> £77,979	<hr/> £96,636

**Detail statement of Financial Activities
for the year ended 31 March 2019 (continued)**

	2019 £	2018 £
Resources Expended		
Fundraising and publicity costs		
Publicity costs	374	105
	<hr/> 374	<hr/> 105
Charitable activities		
Wages	57,933	56,544
Other staff costs	1,310	1,248
Volunteer costs	1,841	1,572
Friends of Doorway	20	121
Pastoral support	27	1
Food for guests	3,280	3,408
Activities for guests	2,262	2,862
Other services for guests	742	629
	<hr/> 67,415	<hr/> 66,385
Governance costs		
Independent examiner	720	720
Professional fees	163	160
	<hr/> 883	<hr/> 880
Support and maintenance costs		
Insurance	1,403	1,328
Centre costs	3,900	4,000
Communications	1,858	1,428
Postage and stationery	641	650
Bookkeeping and payroll	1,875	1,905
Equipment	1,253	1,200
Rent	7,018	6,820
Utilities	965	876
	<hr/> 18,913	<hr/> 18,207
Finance		
Bank charges	57	63
	<hr/> 57	<hr/> 63
Total resources expended	<hr/> £87,642	<hr/> £85,640
Net (loss)/income	<hr/> £(9,663)	<hr/> £10,996