

OPEN DOOR EXMOUTH

(A company limited by guarantee)

Report and Financial Statements

**For the year ended
31st December 2014**

**Charity No: 1094599
Company No: 4543199**

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OPEN DOOR EXMOUTH

Legal and Administrative Information

Status and Objects

The organisation is a charitable company limited by guarantee, number 4543199, incorporated on 24th September 2002 and registered as a charity, numbered 1094599, on 14th November 2002.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company, and is governed under its Articles of Association. Under those Articles, all the original Trustees/Directors retired at the first AGM and have submitted themselves for re-election. Thereafter one-third have retired by rotation each year.

The objectives of the charity are a) to relieve persons who are in conditions of need or hardship or who are aged or sick and to relieve the distress caused thereby in Exmouth in the county of Devon and in such other parts of the United Kingdom or the world as the Trustees may from time to time see fit; and b) to advance education by such means as the Trustees may consider appropriate including by means of establishing and operating any educational establishment or establishments in the said location and in such other parts of the United Kingdom or the world as the Trustees from time to time think fit; and c) to demonstrate the Christian faith in accordance with the ethos statement appearing in the schedule hereto in the said location and in such parts of the United Kingdom or in the world as the Trustees may from time to time think fit.

Management Committee

Mr D Fulls - Chair
Mr J Wynne - Treasurer
Mr P Chalkley
Mr M Cox
Mr B Smith (retired 16/06/2014)
Mrs S Parnell (appointed 16/06/2014)
Mr S Brown (appointed 16/06/2014)

Secretary

Mrs S Parnell (appointed 16/06/2014)

Registered Office and Operation Address

Church Street, Exmouth, EX8 1PE

Independent Examiner

Bick Accountants Ltd, Chartered Accountants
18A Littleham Road, Exmouth, EX8 2QG

Bankers

CAF Bank Ltd
25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

OPEN DOOR EXMOUTH

Report of the Board of Trustees for the year ended 31st December 2014

The Trustee Board presents its report and the independently examined financial statements for the year ended 31st December 2014.

Chairman's Report

With a staff team that had doubled in size by the end of 2013, 2014 was a year of expansion and development as Open Door looked to increase its support of the local community.

January saw the launch of Open Door's fifth project, Mens Shed. It clearly met a need by being a space just for men, with an aim to support the local Littleham community, and this was proven when 90 men came through the doors to find out more during the launch. Since then it has gone from strength to strength, proving to be a lifeline to many men. The ICE project has also expanded and developed its services making it an integral part of school life by supporting hundreds of young people through its events programme, 'the hub' and the mentoring scheme.

Collaborative working between the projects increased significantly in 2014, with the Mens Shed running a workshop in the café to help engage with some of the regular café clients, and the free school meals during school holidays scheme was a great example of the ICE team and Café working together to help people in need. The Mens Shed even made the stable for the ICE team's interactive nativity!

Open Door started as a soup kitchen for the homeless nearly 20 years ago and has developed over the years by responding to where there is a need in our community. From those who initially presented as homeless, we realised that some needed a place to have contact with their children, and so the child contact centre was born. We also realised that when the café doors shut, there was still a need at night, and so Nightshift was started. The soup kitchen evolved into the community café as people started presenting with more and more complex issues. Now we still support people who are homeless, but also those with benefits issues, the unemployed, those with addictions, those with mental illness, people fleeing domestic abuse and many other issues. We took on the ICE project when we realised that if some of our clients had received more support in their youth, their difficulties in adulthood might have been avoided. And Mens Shed saw the problem of social isolation for men and addressed it with a method to help increase community spirit as well. We support many people in Exmouth and the surrounding area and will continue to do so, and to expand and develop our projects to meet the changing needs in our community, particularly as we face increasingly austere times.

Open Door Exmouth supported hundreds of people last year and we simply couldn't have done it without the hard work of our nine staff and 80 volunteers, without the financial help of our funders or without the ongoing support of the local churches and the local agencies that we work alongside. On behalf of the Board of Trustees and on behalf of each and every person who has benefitted from the support of Open Door, thank you.

Daryl Fulls
Chair, Open Door Exmouth Trustee Board

Reserves

The reserves held at the 31st December 2014 totalled £106,506 and this is broken down between Unrestricted funds of £61,628 and Restricted funds of £44,878

Unrestricted reserves are made up of donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds. These year-end reserves totalled £61,628.

Restricted reserves are made up of funds received for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs. These year-end reserves totalled £44,878 broken down as follows:

| | |
|--|---------|
| Rent Deposit Scheme to assist individuals with housing needs | £520 |
| Contact Centre: Equipment Grant | £460 |
| Youth Project Fund | £24,333 |
| Refurbishment Grant | £7,500 |
| Mens Shed | £12,065 |

The Trustees continue to monitor the level of reserves the charity holds. We aim to hold unrestricted funds to support 6 months running costs for core activities. These have been identified as £59,014

Please refer to note 8 in the notes to the accounts for a detailed breakdown of the reserves and their movement for the year.

Project Reports

Mens Shed

The Men's Shed project was set up in Littleham in January 2014 with the aim of providing facilities where men could come together and share skills, work on community projects together or simply have a chat and a cup of coffee or play a game of pool.

Based at Clayton House and open every Tuesday, Wednesday and Thursday from 10am until 4pm, Mens Shed saw 90 people through the doors on its opening information day and consistently now sees 45 to 50 men over the course of a week.

Using the fully equipped workshop, the men have learnt and shared skills working on wood work projects for the local community, from bird boxes for East Devon District Council (EDDC) to benches for Littleham School and St Johns Court and go-karts for the local children in Littleham. The facilities are excellent but as the number of 'shedders' has increased, we have found ourselves in need of a bigger premises. We are extremely grateful to EDDC for granting permission for us to build a fully functioning workshop in the grounds of Clayton House. Once the planning application has been approved, the men can begin their biggest project to date, building the new shed!

Our aim in starting this project was to reach out to men in the community who may be suffering from loneliness or depression or looking for a bit of focus in their lives. We have been very successful in achieving these aims in our first year and have many testimonies of men whose lives have been changed since coming to Men's Shed, which has been hugely encouraging. We are incredibly grateful for the hard work that John, Peter and the team of volunteers have put into establishing the Mens Shed and look

forward to seeing the project continue to thrive, with many more men's lives being transformed.

ICE

The ICE project and its work with the young people of Exmouth went from strength to strength in 2014.

In addition to the core work of RE lessons, assemblies and detached youth work, the ICE project launched a programme of events that included a charity fashion show, run entirely by the students celebrating positive self-esteem and body image; an Easter Impact Week and a Christmas Impact Week which included an interactive Nativity scene delivered to 450 students. In September, Exmouth Community College also gave ICE the use of an area which is now known as 'The Hub,' a safe and fun space for students to use during break times and lunchtimes with support available if needed. This has proven to be very popular, attracting around 40 – 60 young people per day, and being a lifeline for some of the less socially confident young people.

The ICE Project also worked collaboratively with the Café launching a Free Schools Meals Project during the summer holidays. Research showed that some students who qualify for free school meals during term time find themselves struggling during the holidays and so the Café offered a free hot meal for the student and subsidised meal for the parents or other family members. This project has continued and referrals for students who might be in need come from both the school staff and the ICE project workers.

The provision of mentoring has also continued well, supporting students struggling with issues of low self-esteem, self-harm, drug and alcohol misuse and damaging relationships. In total 45 young people have been supported through group based and 1:1 mentoring during 2014.

Thanks to Jenna, Sarah and the team of volunteers who work tirelessly to support the young people of Exmouth through the ICE project.

Nightshift

Nightshift has continued to support the Exmouth night scene, working closely with the police and CCTV teams to respond to any incidents or people in need.

In 2014, our committed team of volunteers ensured that there was a Nightshift presence on the streets from 9:30pm until 12:30pm (and as late as 3am when needed) every Saturday night and on particularly busy nights such as Carnival and New Years Eve. The teams provided support to the town, ranging from emotional support given to 23 people, 18 people were helped to sober up so they could get home safely, first aid was administered to 3 people and 2 potentially volatile situations were defused. The team also disposed of 260 bottles and returned 19 glasses to pubs, to avoid the potential danger of broken glass littering the streets.

Regular reflection and reporting takes place through our Nightshift Board meeting every six weeks and through our continued involvement in the Local Action Group, working with other local services to develop a safer community for all residents.

Thanks to all the Nightshift volunteers for their steadfast commitment to making sure that should anyone find themselves in need on a Saturday night in Exmouth, there will be a team of friendly faces willing to help.

Child Contact Centre

Over the last 12 months, 9 families have used our child contact centre, some short term and some much longer term with complex issues. 12 children have been helped to gain or regain contact with their absent parent, which is very rewarding. One of our children had not seen her father for six years and now he's back in her life in a positive way. We also had several families use us for a handover when they still needed some structure to ensure that contact in the community began and ended safely and regularly.

By the end of 2014, we had several families who had been using the child contact centre who were able to recover trust together and move on to contact in the community, which was really encouraging to see. It has meant however that we have had times when the centre has been quite quiet as we wait for more referrals to come in. This has coincided with the effects of the government cuts in legal aid resulting in less families being signposted to us because they are not going through solicitors or the court system. As a result of this we are working hard to make our services known in the community and amongst other agencies and organisations, and increasing advertising.

We have a very dedicated team of volunteers who are all very well trained as they have to complete the National Association of Child Contact Centres (NACCC) training, which consists of 9 modules. This covers subjects like safeguarding, family breakdown and recognising signs and symptoms of substance and alcohol abuse, which all have to be updated regularly. We are truly grateful for the commitment and enthusiasm our team of volunteers bring to the child contact centre.

Community Café

The Community Café had a busy year in 2014 with numbers accessing the café consistently reaching 60-70 per day, often reaching 90 during the busy summer months. We welcomed Kit Baxter as our new Chef in August and she has worked hard to deliver a delicious menu maximising on homemade dishes while also working to keep the costs down where possible. Our income has increased as a result so we are now covering our food costs and starting to cover some of the salary costs, but we are still subsidising the café project costs in order to ensure an affordable price structure for those on low incomes.

Our support work team worked with 230 clients in 2014, providing over 600 hours of support between them, an average of over 2.5 hours 1:1 support per client which indicates the often complex nature of peoples' enquiries. Of the 230 clients, 66 were homeless. The term 'homeless' includes anyone without secure housing, so they may be rough sleeping, living in a tent, car or garage, or sofa surfing. All those who were homeless received the use of showers, laundry and received clothes and bedding when needed. We also gave out 117 free hot meals to the homeless, via our Hungry & Homeless scheme. Rough sleeper numbers continue to be lower than we've seen in previous years, thanks to collaborative working between The Open Door Centre, East Devon District Council – Housing Services, and the Street Homeless Outreach Team (SHOT).

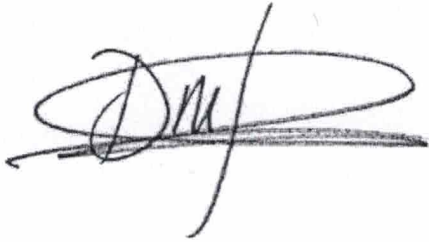
Towards the end of 2014 we saw more people coming in with benefit or budgeting issues. For those in financial crisis with no access to food, we issued a total of 346 food larder vouchers. We have also worked with people to apply for benefits, challenge utility costs and supported people through times of anxiety, whether that be providing budgeting support during benefits sanctions or unemployment, reading and understanding formal letters or encouraging people to engage with relevant services e.g. CAB, RISE (Devon Drug and Alcohol Service) and Splitz (Domestic Abuse support).

We also welcomed advisors from RISE, the Royal British Legion and the NHS to run drop in sessions from the café, to encourage clients to engage with their services.

Throughout the year we worked closely with our local CAB and other support agencies and launched www.adviceeastdevon.org.uk, a signposting website to help local people access the range of support that is available locally and to encourage agencies to signpost people across agencies to ensure that people are getting the best and most appropriate support they can. Sadly, our request for an Exmouth Job Centre was not granted but thanks to the support of Hugo Swire MP, we now meet with Exeter Job Centre Plus management staff every 6 weeks to bring to their attention any cases that need challenging and to ensure that they are dealt with promptly. This has proved to be a very productive meeting.

Thanks to all the café staff and volunteers for their ongoing hard work, and to all our customers who help us to cover costs, enabling us to continue to support those in need.

On behalf of the Board,

A handwritten signature in black ink, appearing to read 'Daryl Fulls', with a large, sweeping horizontal stroke underneath.

Daryl Fulls, Chair

16/02/2015

Independent Examiners' Report to the Trustees of the Open Door Centre Exmouth

I report on the accounts of the Open Door Centre for the year ended 31 December 2014, which are set out on pages 10 to 14.

Respective responsibilities of trustees and examiners

The charity's trustees 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 and that an independent examination is needed.

It is my responsibility to:

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

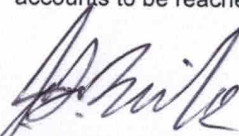
Basis of independent examiners' statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiners' 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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave 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.


Mr James Bick FCA
For and on behalf of Bick Accountants Ltd
Chartered Accountants.
18A Littleham Road
Exmouth
EX8 2QG

Date.....27/4/15.....

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Financial Statements 31st December 2014

| Incoming Resources from generated funds | Notes | Unrestricted Funds 2014 £ | Restricted Funds 2014 £ | Total Funds 2014 £ | Total Funds 2013 £ |
|---|-------|---------------------------------|-------------------------------|--------------------------|--------------------------|
| Voluntary Income | 3 | 96,816 | 53,000 | 149,816 | 90,492 |
| Activities for generating funds | | 590 | | 590 | 1,579 |
| Incoming Resources from charitable : | 4 | 32,846 | | 32,846 | 27,970 |
| Other incoming resources | | 2,089 | | 2,089 | 568 |
| Total Incoming Resources | | 132,341 | 53,000 | 185,341 | 120,609 |
| Resources Expended | | | | | |
| Charitable Activities | 5 | 114,083 | 16,602 | 130,685 | 113,384 |
| Costs of generating voluntary income | | 7,837 | | 7,837 | 6,891 |
| Governance costs | 6 | 10,218 | | 10,218 | 11,157 |
| Total Resources Expended | | 132,138 | 16,602 | 148,740 | 131,432 |
| Movement in total funds for the year- | | | | | |
| Net Income / (Expenditure) for the year | | 203 | 36,398 | 36,601 | (10,823) |
| Total funds at 1st January 2013 | | 61,425 | 8,480 | 69,905 | 80,728 |
| Total Funds at 31st December 2014 | | 61,628 | 44,878 | 106,506 | 69,905 |

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Balance Sheet

As at 31st December 2014

| | Notes | 2014 £ | 2013 £ |
|---|-------|----------------|---------------|
| Fixed Assets | | | |
| Tangible Assets | 7 | 6,916 | 10,844 |
| Current Assets | | | |
| Prepayments | | 824 | 755 |
| Cash at Bank | | 99,658 | 74,197 |
| | | <u>100,482</u> | <u>74,952</u> |
| Creditors | | | |
| Amount falling due within one year | | | |
| Accruals | | (660) | (660) |
| Creditors | | (232) | (231) |
| Prepaid Income | | £0 | (15,000) |
| Net Current Assets | | <u>106,506</u> | <u>69,905</u> |
| Total Funds of the Charity | | | |
| Unrestricted Funds - General | 8 | 61,628 | 61,425 |
| Restricted Funds | 8 | 44,878 | 8,480 |
| | | <u>106,506</u> | <u>69,905</u> |

The directors are satisfied that the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and that no member or members have requested an audit in accordance with section 476.

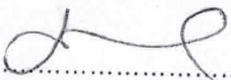
The directors acknowledge their responsibilities for:

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

The financial statements have been prepared in accordance with the provisions of the Companies Act 2006 applicable to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board on the 3rd February 2015

On behalf of the Board,


.....
John Wynne – Treasurer

24/1/15
.....
Date

Company No: 4543199

The annexed notes form part of these financial statements

OPEN DOOR EXMOUTH

Notes forming part of the financial statements for the year ended 31st December 2014

Note 1

Accounting policies

- a. The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the recommendations in *Accounting and Reporting by Charities: Statement of Recommended Practice* issued in March 2005.
- b. Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- c. Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- d. Incoming resources from investments is included when receivable.
- e. Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- f. Resources expended are allocated to the particular activity where the cost relates directly to that activity.
- g. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years. Items of equipment are capitalised where the purchase price exceeds £500.
- h. Investments held as fixed assets are re-valued at mid-market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.
- i. Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- j. Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- k. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Note 2

Taxation

The charitable company is exempt from Corporation Tax on its charitable activities.

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Note 3

| Voluntary Income | Unrestricted Funds 2014 | Restricted Funds 2014 | Total Funds 2014 | Total Funds 2013 |
|---------------------------------|----------------------------|--------------------------|---------------------|---------------------|
| | £ | £ | £ | £ |
| Grants from Charitable Trusts | 38,400 | 53,000 | 91,400 | 48,050 |
| Private Donations & Gift Aid | 40,193 | - | 40,193 | 26,088 |
| Income tax Recovered - Gift Aid | 2,052 | | 2,052 | 2,391 |
| Religious Establishment - Local | 16,171 | | 16,171 | 13,963 |
| | 96,816 | 53,000 | 149,816 | 90,492 |

Note 4

| Incoming Resources from Charitable Activities | Unrestricted Funds 2014 | Restricted Funds 2014 | Total Funds 2014 | Total Funds 2013 |
|---|----------------------------|--------------------------|---------------------|---------------------|
| | £ | £ | £ | £ |
| Hire of Premises | 12,590 | | 12,590 | 11,122 |
| Café Sales | 20,256 | | 20,256 | 16,848 |
| Income from Events | - | | - | - |
| | 32,846 | - | 32,846 | 27,970 |

Note 5

| Resources Expended Charitable Activities | Unrestricted Funds 2014 | Restricted Funds 2014 | Total Funds 2014 | Total Funds 2013 |
|--|----------------------------|--------------------------|---------------------|---------------------|
| | £ | £ | £ | £ |
| Wages and Salaries (See Below) | 75,112 | 7,700 | 82,812 | 60,537 |
| Youth Worker Trainee costs | 2,675 | 4,667 | 7,342 | 4,000 |
| Café Food costs | 15,984 | | 15,984 | 15,026 |
| Motor Expenses | 921 | | 921 | 251 |
| Repairs and Maintenance | 8,893 | | 8,893 | 5,641 |
| Volunteer training and expenses | 1,193 | 126 | 1,319 | 1,852 |
| General expenses | 2,863 | 4,109 | 6,972 | 17,852 |
| Depreciation | 5,857 | | 5,857 | 7,630 |
| Charitable Contributions | 585 | | 585 | 595 |
| | 114,083 | 16,602 | 130,685 | 113,384 |

Employee information:

no employee received emoluments in excess of £50,000 during the period

The average weekly number of employees during the year calculated on the basis of full time equivalent was two and a half

Note 6

| Governance Costs | Unrestricted Funds 2014 | Restricted Funds 2014 | Total Funds 2014 | Total Funds 2013 |
|------------------------------|----------------------------|--------------------------|---------------------|---------------------|
| | £ | £ | £ | £ |
| Utilities | 5,980 | | 5,980 | 5,325 |
| Printing & Stationery | 993 | | 993 | 1,179 |
| Charges & Subscriptions | 876 | | 876 | 708 |
| Computer Costs & Consumables | 557 | | 557 | 2,037 |
| Insurance | 1,092 | | 1,092 | 1,218 |
| Independent Examiner Fees | 720 | | 720 | 690 |
| | 10,218 | | 10,218 | 11,157 |

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Note 7

| Tangible Fixed Assets | Fixtures & Fittings | Equipment | Total |
|-----------------------------|---------------------|-----------|--------|
| | £ | £ | £ |
| Cost | | | |
| Opening Balance 01/01/14 | 27,787 | 13,383 | 41,170 |
| Additions in Year | - | 1,929 | 1,929 |
| Closing Balance at 31/12/14 | 27,787 | 15,312 | 43,099 |
| Depreciation | | | |
| Opening Balance 01/01/14 | 20,638 | 9,688 | 30,326 |
| Charge for the Year | 3,914 | 1,943 | 5,857 |
| Closing Balance at 31/12/14 | 24,552 | 11,631 | 36,183 |
| Net Book Value 31/12/14 | 3,235 | 3,681 | 6,916 |

Note 8

| Movement in Funds | | | | |
|---------------------------------|---------------|--------------------|--------------------|----------------|
| Restricted Funds | At 01/01/2014 | Incoming Resources | Resources Expended | At 31/12/2014 |
| | £ | £ | £ | £ |
| Rent Deposit Scheme | 520 | - | - | 520 |
| Contact Centre: Equipment Grant | 460 | - | - | 460 |
| Kitchen Refurbishment Project | - | - | - | - |
| Youth Project Fund | 7,500 | 21,500 | 4,667 | 24,333 |
| Refurbishment Project | | 7,500 | | 7,500 |
| Mens Shed | | 24,000 | 11,935 | 12,065 |
| Total Restricted Funds | 8,480 | 53,000 | 16,602 | 44,878 |
| Unrestricted Funds | | | | |
| Unrestricted Funds General | 61,425 | 132,341 | 132,138 | 61,628 |
| Total Unrestricted Funds | 61,425 | 132,341 | 132,138 | 61,628 |
| Total Funds | 69,905 | 185,341 | 148,740 | 106,506 |