

**REGISTERED COMPANY NUMBER: 03048461 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1048919**

**TRUSTEES' REPORT AND  
AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019  
FOR  
CRAWLEY OPEN HOUSE**



**CRAWLEY OPEN HOUSE**

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for the Year Ended 31 March 2019**

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**CRAWLEY OPEN HOUSE**

**REFERENCE AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 31 MARCH 2019**

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<b>TRUSTEES</b>	J Abdool R Burrett J Higgins S Joyce M Bolton N Boxall C Hiley S Miles L Copus H Collins I Collins (appointed 19.3.19)
<b>COMPANY SECRETARY</b>	M Bolton
<b>REGISTERED OFFICE</b>	Ground Floor 1-7 Station Road Crawley West Sussex RH10 1HT
<b>REGISTERED COMPANY NUMBER</b>	03048461 (England and Wales)
<b>REGISTERED CHARITY NUMBER</b>	1048919
<b>AUDITORS</b>	Richard Place Dobson Services Limited Chartered Accountants 1-7 Station Road Crawley West Sussex RH10 1HT

## **CRAWLEY OPEN HOUSE**

### **TRUSTEES' REPORT**

**for the Year Ended 31 March 2019**

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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 year ended 31 March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The objects of the charity are to provide accommodation, support and services for those in the Crawley area suffering the effects of homelessness, unemployment, loneliness, discrimination, or other forms of social exclusion. These objects have not changed in the year. Our support is available to anyone in need, and can sometimes be as little as a meal or feeling listened to.

#### **Public benefit**

The Trustees have referred to the guidance in the Charity Commission's general guidance on Public Benefit when setting our aims and objectives and in planning out future activities. We believe that we meet the criteria for Public Benefit.

### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

The last year has been another very busy and successful one with continuing very high demand for our services. Homelessness is on the increase and we are feeling the pressure on our services. Furthermore, there has been a significant increase in the recurring demand for food parcels for local families.

This year has marked the 20<sup>th</sup> year of service at Crawley Open House by our Director Charlie Arratoon. The Trustees both past and present are indebted to Charlie for her dedication to clients, staff and supporters of Crawley Open House. Charlie has helped drive Crawley Open House into being a major support network in the South East and her vision of the future services is key in our forthcoming developments. The Trustees wish to formally thank Charlie for dedication, hard work and forward thinking through an array of circumstances.

The past year has proven unsettling for all staff due to the funding threats we were facing. Despite these circumstances, constant workload and an uncertain economy our staff have maintained their drive and high standards for which the Trustees are very grateful. We do not underestimate the tough conditions that they work in and admire how they have continue to work so diligently during these times.

#### **Riverside House**

The hostel and day centre at Riverside House is the heart of Crawley Open House where we have our 24 bed hostel and operate a 7 day-a-week day centre.

The occupancy of the hostel again exceeded 98% and it is sad that we have to turn away requests for a room every day because we are full. Over the year we provided hostel accommodation for 182 people who would otherwise have been homeless.

The day centre offers inexpensive food, hot drinks and shelter to every visitor. For those who need them, it also offers general advice, housing and resettlement support, mental health and substance misuse support and counselling, as well as a visiting doctor, chiropodist and hairdresser. More than 15,974 visits were made to the day centre during the year.

We attach great importance to helping clients find more permanent accommodation suitable to their needs, and during the year we were able to resettle 122 in this way. It was encouraging to see 52% of the hostel residents successfully moved on to longer term accommodation.

## **CRAWLEY OPEN HOUSE**

### **TRUSTEES' REPORT for the Year Ended 31 March 2019**

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#### **Move On**

Providing Move-On accommodation is a key part of our work to help people to move successfully into rented accommodation. We continue to manage three Move-On houses, providing a total of 12 bedrooms. We aim to offer the rooms for a period of 12 to 24 months at a relatively low rent, to give the occupants a chance to save for a deposit while improving their skills through education, retraining or reskilling. We were very pleased when Crawley Borough Council decided to purchase the three Move-On houses and continue leasing them to us, following the decision to sell by the previous owners. Long term, it is our aim to increase the number of Move-On houses, given the important stepping stone they provide for a hostel resident who is seeking to live independently.

#### **Local Assistance Network**

Local Assistance Network (LAN) is the scheme operated by West Sussex County Council (WSCC) to provide emergency support to local residents in times of crisis or acute need. Crawley Open House works with WSCC to deliver this service to the Crawley area.

Using LAN funds, we are able to provide food parcels, gas and electricity top-ups, train and coach fares, furniture and white goods to those with an urgent need. We have also teamed up with the Crawley Easter Team to extend the number of people reached by LAN. During the year, we used LAN to help more than 600 people, with demand increasing as the year progressed. Unfortunately, WSCC has decided to greatly curtail the LAN scheme from April 2019, which means that we will receive no further funds to be used in this way. Our involvement in LAN will therefore cease when the historic funds are exhausted.

To respond to the food poverty needs of the community that the reduced LAN service will likely cause, we have partnered with the Easter Team to launch a combined food parcel provision called the Crawley Foodbank Partnership. This new service will share its resources in a storage unit available to both to increase efficiency and reduce costs.

#### **Outreach Team**

Outreach has been an important part of our work with Crawley Borough Council and WSCC during the year. We were delighted to secure funding until March 2020 for our street Outreach Team, which aims to make contact with entrenched street drinkers and people displaying anti-social behaviour to offer them help, advice and empathy. We also had continuing funding during the year from the Cragwood Fund for a Resettlement Outreach Worker, to work with clients in temporary accommodation to help them find somewhere more permanent and with clients in permanent accommodation to support them in retaining their tenancy.

Our 'Team Around the Person' (TAP) Worker roles ended in September 2018 when the funding for the positions wasn't renewed. The work that the team achieved was widely recognised as valuable by both other agencies and the clients that were supported and we were disappointed to not be able to carry on this work.

#### **Fundraising activities**

Crawley Open House is very grateful to all those who support our work with gifts of money, food, clothing and other useful items. We receive gifts from hundreds of individuals, schools, churches, community organisations, companies and charities and we are greatly encouraged by this practical support from the community in Crawley, Sussex and further afield.

We have seen the benefits of our Funding and Relationships Manager to drive fundraising opportunities and have a growing number of loyal supporters for our events and in turn their own fundraising efforts.

Last year set another new record for donations, with a total of £298,000 being received (2018 £206,000). This figure included a second donation of £44,200 received from FurniAid following that charity's decision to close and distribute its funds. We are very grateful to the trustees of FurniAid for their generosity, and we intend to use their gifts towards the planned extension of Riverside House. Donations also include gifts of food which we estimate saved us £63,000 and the estimated value of £49,000 for the many hours given by volunteers.

This year saw us launch our 1in 1000 campaign to enlist regular monthly donations of £10 per month. Despite limited marketing resources we have seen a good response and we use every event to promote this opportunity to support us in a way that enables us to better control our finances. Our aim is to enlist 1000 regular donors and are pleased to see that in

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## CRAWLEY OPEN HOUSE

### TRUSTEES' REPORT

for the Year Ended 31 March 2019

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#### ACHIEVEMENT AND PERFORMANCE

some cases the donation commitments have exceeded our expected levels of generosity.

This year saw us continue to hold events to help raise funds and awareness.

- We were again charity partners with the Run Gatwick half marathon. Over 35 runners ran to raise funds for COH including teams from St Wilfrid's School and Clearwater Recruitment, and individuals from companies and organisations including Bishops Move, CAA, Signature Aviation, PVL, Taylor Wimpey, Price Waterhouse, St John's Crawley, the Pranic Healers, and our own Tom from Open House and Neal Abdool. Between them and the on-day activities we raised over £15,000.

- A fiercely fought go-karting evening at Teamsport Crawley saw teams from 9 local companies battle it out on the track, with Vines BMW winning with Richard Place Dobson and ILG sharing the podium. ILG paid for 50% of the track costs, and helped us raise around £1,500.

- We joined forces with the YMCA to arrange a Big Sleepout in Queens Square, Crawley in March 2019. We provided the majority of the 80 or so participants with great help from local companies such as Deloitte, SAP Concur, Kilnstone Property, Taylor Wimpey and PWC and a big social media campaign. The event raised around £20,000 which was split equally with YMCA Downlink.

- Our third annual Footgolf tournament was played in good spirits in the drizzle with 15 teams raising around £1,200. New contacts were made from CGG, National Express Coaches and Crawley Town FC. We thank Gatwick Footgolf for once again providing the course for free.

Alongside these events, and despite the funding threats we are facing, we have continued to work hard to raise funds to support our goal of opening a new "Resource Centre" in 11 and 13 Stephenson Way. This project will allow us to improve our services aligned with current and future needs including increased levels of donations, as well as helping larger numbers and more diverse clients. It will also enable us to deliver more training and employability sessions enabling clients to be better prepared for finding, sustaining and retaining jobs.

To this end, we were delighted to become a charity partner of Deloitte Gatwick for the next three years, and Charity of The Year for RPD, Irwin Mitchell Solicitors, Code, ILG and Boeing Aerdata.

Other donations included a substantial grant was received from the Cragwood Fund to pay for 50% of the salary of the Resettlement Outreach Worker for the next three years. Crawley Community Church and Meeting Needs also made sizeable donations which we're very grateful for. Pranic Healers of Crawley also became regular supporters both financially and by giving of their time to offer regular classes.

Pret a Manger donated funds to refurbish some of the bedrooms here and also provide essential items for people moving out into their own independent accommodation. Often a TV or a sofa or another small but significant item can make all the difference to whether people feel at home and whether they are able to successfully maintain their new homes.

Our developing relationship with RBS/Nat West has seen them provide goods and donations, and 2 volunteers in the kitchen every Friday for the foreseeable future.

We also managed to purpose build a new storage unit for keeping people's belongings safe no matter what the situation or weather. Thanks go to Persimmon Homes, Novo Nordisk and Horsham RRT for their support in helping us achieve this goal.

Overall, we had a very successful year and will work hard to keep these relationships going whilst exploring new ones to help us try to keep meeting the needs of the people that need our help. The launch of the 1in 1000 is one of what we hope to be a number of new initiatives to enable us to more closely control our funding needs but we cannot overestimate the importance of financial assistance from the local authorities.

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## **CRAWLEY OPEN HOUSE**

### **TRUSTEES' REPORT**

**for the Year Ended 31 March 2019**

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#### **FINANCIAL REVIEW**

##### **Financial position**

During the year the charity has had net incoming resources of £262,000, (2018: £105,700), as shown on the statement of financial activities on page 10 of the accounts. This high level of net income reflects the very generous response from supporters following the announcement of plans by WSCC to terminate to our funding.

##### **Reserves policy**

It is the policy of the charity to maintain unrestricted funds to cover three to six months' expenditure. As at 31st March 2019, unrestricted funds were in the middle of this range. The trustees consider this to be an appropriate level of reserves given the increasing financial pressure on the local authorities and other organisations from which we receive a large part of our funding.

It is the policy of the charity to hold a designated fund to a level representing the value of the occupied property.

As at 31 March 2019, the charity decided to create a designated fund of £250,000 towards the cost of its redevelopment plans which are discussed below and to also hold both FurniAid gifts as a designated fund until used for the planned extension. Smaller designated funds are held for the anticipated cost of replacing the gas boilers at Riverside House and the minibus, and as a cyclical maintenance fund for the three leased Move-On houses.

#### **FUTURE PLANS**

Last year, we were all shocked to learn that WSCC was proposing to stop all financial support for supported housing from April 2019. For Crawley Open House, this could have meant the total loss of the WSCC grant of more than £260,000 per annum and whilst we have not secured a finite position from WSCC, we have continued to receive some funding that will continue until April 2020.

Crawley Open House has worked with all the other supported housing providers in West Sussex to persuade WSCC to think again. Complete removal of our funding would have devastating consequences for the most vulnerable people in our community. It would also be financially counterproductive, generating greater costs for other public services such as the police, NHS and social services than the amounts apparently saved.

The Trustees have been meeting on an "emergency state" basis, sometimes fortnightly, to discuss and monitor the situation. A wide range of options have been reviewed with the ultimate goal being to stay open and maintain our services. In particular, the Trustees have focussed on options to make better use of our premises, which we own outright, to generate additional sources of income and enhance our services. The first tangible step in these developments is starting work on the extension to the ground floor at Riverside House which will enable us to create two additional bedrooms as well as much needed office space. The trustees expect to undertake other developments as funds are secured.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**CRAWLEY OPEN HOUSE**

**TRUSTEES' REPORT  
for the Year Ended 31 March 2019**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Trustees**

Trustees who served during the year:

- J Abdool
- R Burrett
- J Higgins
- S Joyce
- M Bolton
- N Boxall
- C Hiley
- S Miles
- L Copus
- H Collins
- I Collins (appointed 19.3.19)

**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 in place to provide reasonable assurance against fraud and error.

**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company`s auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company`s auditors are aware of that information.

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
J Abdool - Chair of Trustees



## **CRAWLEY OPEN HOUSE**

### **STATEMENT OF TRUSTEES RESPONSIBILITIES for the Year Ended 31 March 2019**

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The trustees (who are also the directors of Crawley Open House for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF CRAWLEY OPEN HOUSE

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### **Opinion**

We have audited the financial statements of Crawley Open House (the 'charitable company') for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements ; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF  
CRAWLEY OPEN HOUSE**

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**Responsibilities of trustees**

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Richard Place Dobson Services Limited  
Chartered Accountants  
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
1-7 Station Road  
Crawley  
West Sussex  
RH10 1HT

Date: .....

**CRAWLEY OPEN HOUSE**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2019**

	Notes	General fund £	Designated Fund £	Restricted Fund £	31.3.19 Total funds £	31.3.18 Total funds £
<b>INCOME FROM</b>						
Donations and Grants	2	319,914	44,226	208,718	572,858	453,238
<b>Charitable activities</b>						
Amenity Income	5	42,405	-	-	42,405	47,776
Supporting people		262,075	-	-	262,075	262,075
Housing benefit		408,708	-	-	408,708	383,320
Fundraising activities	3	17,633	-	-	17,633	14,797
Investment income	4	1,205	-	-	1,205	529
Other income		6,272	-	-	6,272	15,376
<b>Total</b>		<b>1,058,212</b>	<b>44,226</b>	<b>208,718</b>	<b>1,311,156</b>	<b>1,177,111</b>
<b>EXPENDITURE ON</b>						
Raising funds	6	31,175	-	-	31,175	30,046
<b>Charitable activities</b>						
Outreach projects	7	-	-	151,982	151,982	134,635
Hostel and day centre		728,947	16,295	-	745,242	799,505
Move-on accommodation		57,373	-	-	57,373	54,510
Local Assistance Network		-	-	63,572	63,572	52,716
<b>Total</b>		<b>817,495</b>	<b>16,295</b>	<b>215,554</b>	<b>1,049,344</b>	<b>1,071,412</b>
<b>NET</b>						
<b>INCOME/(EXPENDITURE)</b>		<b>240,717</b>	<b>27,931</b>	<b>(6,836)</b>	<b>261,812</b>	<b>105,699</b>
<b>Transfers between funds</b>	18	<b>(279,065)</b>	<b>274,165</b>	<b>4,900</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(38,348)</b>	<b>302,096</b>	<b>(1,936)</b>	<b>261,812</b>	<b>105,699</b>
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds brought forward</b>		<b>390,596</b>	<b>836,514</b>	<b>34,027</b>	<b>1,261,137</b>	<b>1,155,438</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>352,248</b>	<b>1,138,610</b>	<b>32,091</b>	<b>1,522,949</b>	<b>1,261,137</b>

The notes form part of these financial statements

**CRAWLEY OPEN HOUSE**

**BALANCE SHEET**  
At 31 March 2019

	Notes	General fund £	Designated Fund £	Restricted Fund £	31.3.19 Total funds £	31.3.18 Total funds £
<b>FIXED ASSETS</b>						
Tangible assets	14	14,248	783,014	-	797,262	784,905
<b>CURRENT ASSETS</b>						
Debtors: amounts falling due within one year	15	25,839	-	-	25,839	16,065
Cash at bank and in hand		462,060	355,596	203,693	1,021,349	718,373
		<u>487,899</u>	<u>355,596</u>	<u>203,693</u>	<u>1,047,188</u>	734,438
<b>CREDITORS</b>						
Amounts falling due within one year	16	(149,899)	-	(171,602)	(321,501)	(258,206)
<b>NET CURRENT ASSETS</b>		<u>338,000</u>	<u>355,596</u>	<u>32,091</u>	<u>725,687</u>	<u>476,232</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>352,248</u>	<u>1,138,610</u>	<u>32,091</u>	<u>1,522,949</u>	1,261,137
<b>NET ASSETS</b>		<u><u>352,248</u></u>	<u><u>1,138,610</u></u>	<u><u>32,091</u></u>	<u><u>1,522,949</u></u>	<u><u>1,261,137</u></u>
<b>FUNDS</b>						
Unrestricted funds:	18					
General fund					352,248	390,596
Designated Fund					<u>1,138,610</u>	<u>836,514</u>
					<u>1,490,858</u>	1,227,110
Restricted funds:						
Restricted Fund					<u>32,091</u>	<u>34,027</u>
<b>TOTAL FUNDS</b>					<u><u>1,522,949</u></u>	<u><u>1,261,137</u></u>

The notes form part of these financial statements

**CRAWLEY OPEN HOUSE**

**BALANCE SHEET - CONTINUED**

**At 31 March 2019**

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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 deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

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 affairs of the charitable company as 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 financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 144 of the Charities Act 2011.

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

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

.....  
J Abdool – Chair of Trustees

The notes form part of these financial statements

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**CRAWLEY OPEN HOUSE**

**CASH FLOW STATEMENT  
for the Year Ended 31 March 2019**

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	Notes	<b>31.3.19</b> £	31.3.18 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	<u>334,792</u>	<u>193,131</u>
<b>Net cash provided by (used in) operating activities</b>		<u>334,792</u>	<u>193,131</u>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		(33,021)	(5,098)
Sale of tangible fixed assets		-	3,129
Interest received		<u>1,205</u>	<u>529</u>
<b>Net cash provided by (used in) investing activities</b>		<u>(31,816)</u>	<u>(1,440)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>302,976</b>	191,691
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>718,373</u>	<u>526,682</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>1,021,349</u>	<u>718,373</u>

The notes form part of these financial statements

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**CRAWLEY OPEN HOUSE**

**NOTES TO THE CASH FLOW STATEMENT  
for the Year Ended 31 March 2019**

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**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	<b>31.3.19</b>	31.3.18
	£	£
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	<b>261,812</b>	105,699
<b>Adjustments for:</b>		
Depreciation charges	<b>20,664</b>	22,227
Interest received	<b>(1,205)</b>	(529)
Increase in debtors	<b>(9,774)</b>	(2,203)
Increase in creditors	<b>63,295</b>	67,937
	<u><b>334,792</b></u>	<u>193,131</u>
<b>Net cash provided by (used in) operating activities</b>		



**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Crawley Open House is a charitable company, registered in England and Wales. The registered office is Ground Floor, 1-7 Station Road, Crawley, West Sussex, RH10 1HT.

The financial statements are prepared in sterling, which is the financial currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations and similar incoming resources are included in the year in which they are receivable which is when the charity becomes entitled to the resource.

Grants are included in the accounting period to which they relate.

Activities in furtherance of charitable objects includes rental income and is included in the year in which it is receivable which is when the charity becomes entitled to the resource.

Other incoming resources includes kitchen receipts, placement fees and refunds of overcharged expenses all of which are included in the accounts when the charity becomes entitled to the resources.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals 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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Allocation and apportionment of costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charitable company's activities. These costs have been allocated between the different charitable activities. The bases on which support costs have been allocated are set out in note 9.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2019**

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**1. ACCOUNTING POLICIES - continued**

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- Straight line over 50 years
Fixtures and fittings	- 33% on cost
Motor vehicles	- straight line over 4 years
Computer equipment	- 33% on cost

Freehold Land is not depreciated.

It has been decided by the Trustees that only items of a value of £1,000 and over will be capitalised as anything smaller is not deemed material.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

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

Designated funds are unregistered 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

**Donated goods**

There are considerable gifts of food given to the charity which have been estimated at £63,000 (2018: £55,000) for the year.

The Charity receives a lot of volunteer assistance throughout the year which has been valued at £49,000 (2018: £42,850).

**1. ACCOUNTING POLICIES - continued**

**Financial instruments**

The Charitable Company only has financial assets and financial liabilities of a kind that qualifies as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Debtors**

Other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Cash**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

**Employee staff benefits**

The costs of short-term employee benefits are recognised as a liability and an expense.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

**Key judgements and accounting estimates**

The main judgement and accounting estimates included in the accounts are:

Deferral of grant income - Income is recognised when the charity is entitled to the income and this will be based on the work being completed and there is no requirement to repay the grant.

Donated stock - donated items such as food are recognised in income and expenditure based on their fair value.

Volunteer time - time given freely to the charity by volunteers is recognised in income and expenditure based on an estimated average hourly rate and total number of hours given by volunteers.

**CRAWLEY OPEN HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2019**

**2. DONATIONS AND GRANTS**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>31.3.19 Total funds £</b>	<b>31.3.18 Total funds £</b>
Donations and gifts	297,720	-	297,720	206,044
Grants	<u>66,420</u>	<u>208,718</u>	<u>275,138</u>	<u>247,194</u>
	<u><b>364,140</b></u>	<u><b>208,718</b></u>	<u><b>572,858</b></u>	<u><b>453,238</b></u>

Included within the donations and gifts figure above are the following non cash donations:

	<b>31.3.19 £</b>	<b>31.3.18 £</b>
Donated food	63,000	54,945
Volunteer time	<u>49,000</u>	<u>42,850</u>
Total value of non cash donations	<u><b>112,000</b></u>	<u><b>97,795</b></u>

Grants received, included in the above, are as follows:

	<b>31.3.19 £</b>	<b>31.3.18 £</b>
Local Assistance Network grants	<b>63,608</b>	53,868
Crawley Borough Council Riverside House Grant	<b>50,125</b>	48,691
Crawley Borough Council Outreach Workers	<b>66,667</b>	77,000
Three Oaks Trust	<b>11,667</b>	10,000
Sussex Community Foundation Cragwood Fund	<b>17,850</b>	17,850
Other small grants	<b>43,002</b>	4,026
West Sussex County Council	<b>16,241</b>	35,759
Funds for 11/13 SW	<u><b>5,978</b></u>	-
	<u><b>275,138</b></u>	<u><b>247,194</b></u>

**3. FUNDRAISING ACTIVITIES**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>31.3.19 Total funds £</b>	<b>31.3.18 Total funds £</b>
Fundraising events	<u>17,633</u>	<u>-</u>	<u>17,633</u>	<u>14,797</u>

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2019

4. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	31.3.19 Total funds £	31.3.18 Total funds £
Interest receivable	<u>1,205</u>	<u>-</u>	<u>1,205</u>	<u>529</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	31.3.19 £	31.3.18 £
Amenities	42,405	47,776
Supporting People	262,075	262,075
Housing Benefit	<u>408,708</u>	<u>383,320</u>
	<u>713,188</u>	<u>693,171</u>

6. RAISING FUNDS

Raising donations and legacies

	Unrestricted funds £	Restricted funds £	31.3.19 Total funds £	31.3.18 Total funds £
Staff costs	23,250	-	23,250	19,200
Fundraising expenses	<u>7,925</u>	<u>-</u>	<u>7,925</u>	<u>10,846</u>
	<u>31,175</u>	<u>-</u>	<u>31,175</u>	<u>30,046</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Grant funding of activities (See note 8) £	Support costs (See note 9) £	Totals £
Outreach projects	150,312	-	1,670	151,982
Hostel and day centre	736,659	-	8,583	745,242
Move-on accommodation	56,666	-	707	57,373
Local Assistance Network	<u>17,213</u>	<u>45,609</u>	<u>750</u>	<u>63,572</u>
	<u>960,850</u>	<u>45,609</u>	<u>11,710</u>	<u>1,018,169</u>

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2019

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8. GRANTS PAYABLE

	<b>31.3.19</b>	31.3.18
	£	£
Local Assistance Network	<u><b>45,609</b></u>	<u><b>39,324</b></u>

9. SUPPORT COSTS

	Finance	Governance	Totals
	£	costs	£
Outreach projects	26	1,644	1,670
Hostel and day centre	126	8,457	8,583
Move-on accommodation	10	697	707
Local Assistance Network	<u>11</u>	<u>739</u>	<u>750</u>
	<u><b>173</b></u>	<u><b>11,537</b></u>	<u><b>11,710</b></u>

10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	<b>31.3.19</b>	31.3.18
	£	£
Auditors' remuneration	7,151	7,185
Auditors' remuneration for non audit work	1,189	-
Depreciation - owned assets	20,664	22,228
Other operating leases	<u><b>46,726</b></u>	<u><b>46,714</b></u>

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018.

**CRAWLEY OPEN HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2019**

**12. STAFF COSTS**

	<b>31.3.19</b>	31.3.18
	<b>£</b>	<b>£</b>
Wages and salaries	<b>683,214</b>	679,973
Social security costs	<b>53,865</b>	55,390
Other pension costs	<b>3,144</b>	4,591
	<b><u>740,223</u></b>	<b><u>739,954</u></b>

The average monthly number of employees during the year was as follows:

	<b>31.3.19</b>	31.3.18
Riverside	<b><u>30</u></b>	<b><u>32</u></b>

There are five key management positions. The amount paid to key management during the year was £202,255 (2018: £157,436).

There were no employees who received emoluments of £60,000 or over.

**13. 2018 STATEMENT OF FINANCIAL ACTIVITIES**

	<b>General fund</b>	<b>Designated Fund</b>	<b>Restricted Fund</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME FROM</b>				
Donations and Grants	233,520	-	219,718	453,238
<b>Charitable activities</b>				
Amenity Income	47,776	-	-	47,776
Supporting people	262,075	-	-	262,075
Housing benefit	383,320	-	-	383,320
Fundraising activities	14,797	-	-	14,797
Investment income	529	-	-	529
Other income	<u>15,376</u>	<u>-</u>	<u>-</u>	<u>15,376</u>
<b>Total</b>	<b>957,393</b>	<b>-</b>	<b>219,718</b>	<b>1,177,111</b>
<b>EXPENDITURE ON</b>				
Raising funds	30,046	-	-	30,046
<b>Charitable activities</b>				
Outreach projects	-	-	134,635	134,635
Hostel and day centre	783,210	16,295	-	799,505
Move-on accommodation	54,510	-	-	54,510
Local Assistance Network	<u>-</u>	<u>-</u>	<u>52,716</u>	<u>52,716</u>
<b>Total</b>	<b>867,766</b>	<b>16,295</b>	<b>187,351</b>	<b>1,071,412</b>

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2019

13. 2018 STATEMENT OF FINANCIAL ACTIVITIES - continued

	General fund £	Designated Fund £	Restricted Fund £	Total funds £
NET INCOME/(EXPENDITURE)	89,627	(16,295)	32,367	105,699
Transfers between funds	<u>(60,000)</u>	<u>60,000</u>	<u>-</u>	<u>-</u>
Net movement in funds	29,627	43,705	32,367	105,699
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward	<u>360,969</u>	<u>792,809</u>	<u>1,660</u>	<u>1,155,438</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><b>390,596</b></u>	<u><b>836,514</b></u>	<u><b>34,027</b></u>	<u><b>1,261,137</b></u>

14. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1 April 2018	914,768	100,817	20,098	2,127	1,037,810
Additions	<u>22,795</u>	<u>10,226</u>	<u>-</u>	<u>-</u>	<u>33,021</u>
At 31 March 2019	<u>937,563</u>	<u>111,043</u>	<u>20,098</u>	<u>2,127</u>	<u>1,070,831</u>
<b>DEPRECIATION</b>					
At 1 April 2018	138,254	100,817	12,594	1,240	252,905
Charge for year	<u>16,295</u>	<u>1,035</u>	<u>2,625</u>	<u>709</u>	<u>20,664</u>
At 31 March 2019	<u>154,549</u>	<u>101,852</u>	<u>15,219</u>	<u>1,949</u>	<u>273,569</u>
<b>NET BOOK VALUE</b>					
At 31 March 2019	<u>783,014</u>	<u>9,191</u>	<u>4,879</u>	<u>178</u>	<u>797,262</u>
At 31 March 2018	<u>776,514</u>	<u>-</u>	<u>7,504</u>	<u>887</u>	<u>784,905</u>



CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2019

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15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<b>31.3.19</b>	31.3.18
	£	£
Other debtors	<b>23,439</b>	13,665
Prepayments and accrued income	<b><u>2,400</u></b>	<u>2,400</u>
	<b><u>25,839</u></b>	<u>16,065</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<b>31.3.19</b>	31.3.18
	£	£
Other creditors	<b>126,708</b>	153,869
Accrued expenses	<b>23,191</b>	21,529
Deferred grants	<b><u>171,602</u></b>	<u>82,808</u>
	<b><u>321,501</u></b>	<u>258,206</u>

17. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	<b>31.3.19</b>	31.3.18
	£	£
Within one year	<b>2,200</b>	2,752
Between one and five years	<b><u>1,494</u></b>	<u>3,694</u>
	<b><u>3,694</u></b>	<u>6,446</u>

CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2019

18. MOVEMENT IN FUNDS

Restricted funds

The income funds of the charity include restricted funds consisting of the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2019 £
Counselling Supervision Fund	1,660	1,159	(2,048)	-	771
Outreach Fund	31,215	96,177	(127,392)	-	-
Local Assistance Network Fund	1,152	-	(1,152)	-	-
PFT- Milk for a year	-	832	(832)	-	-
PFT - Outreach expense	-	2,766	(661)	-	2,105
PFT - Starter property packs	-	5,953	(3,274)	-	2,679
PFT - Hostel bedroom refurbishments	-	7,944	-	-	7,944
Euroclear SA - Hostel bedroom refurbishment	-	11,916	-	-	11,916
Meeting needs- afternoon classes	-	3,421	(79)	-	3,342
Novo Nordisk - Storage improvements	-	2,500	(2,500)	-	-
Persimmon - Storage improvements	-	1,000	(1,000)	-	-
Rapid Relief - Storage improvements	-	500	(5,400)	4,900	-
Resource Centre development fund	-	5,978	(5,978)	-	-
Local assistant network	-	63,572	(63,572)	-	-
TOT - supporting fundraising	-	5,000	(1,666)	-	3,334
	<b>34,027</b>	<b>208,718</b>	<b>(215,554)</b>	<b>4,900</b>	<b>32,091</b>

2018:

	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2018 £
Counselling Supervision Fund	1,660	-	-	-	1,660
Outreach Fund	-	165,850	(134,635)	-	31,215
Local Assistance Network Fund	-	53,868	(52,716)	-	1,152
	<b>1,660</b>	<b>219,718</b>	<b>(187,351)</b>	<b>-</b>	<b>34,027</b>

**18. MOVEMENT IN FUNDS - continued**

The Counselling Supervision Fund is a grant provided by Crawley Association for Mental Health towards the cost of counsellors to provide counselling sessions.

The Outreach Workers Fund represents a grant provided by Crawley Borough Council to enable Crawley Open House to employ two members of staff to provide help and advice to people on the streets who misuse alcohol and other substances and a further member of staff to provide intensive support to a small number of clients with significant medical and social issues.

The Local Assistance Network Fund is funds made available to Crawley Open House by West Sussex County Council as a means of providing short-term aid to help protect a person's welfare by preventing a crisis.

Pret Foundation Trust have given Crawley Open House 3 grants. The purpose of these grants were to provide milk to our Riverside residents, to buy supplies to help those who are moving into a property for the first time and to assist with the refurbishment of Riverside Hostel bedrooms.

Euroclear SA provided a grant towards the costs of refurbishing the bedrooms in Riverside Hostel.

Meeting Needs have provided a grant to allow Crawley Open House to improve the quality of its afternoon classes.

Novo Nordisk, Persimmon and Rapid Relief have all provided grants to help Crawley Open House improve their current storage facilities.

The Resource Centre development fund represents the costs incurred during the year on initial work for the development of 11 and 13 Stephenson Way as the planned Resource Centre. The funds have been received from a number of different donors.

Three Oaks Trust donated funds to Crawley Open House during the year to support additional fund-raising costs.

**Designated funds**

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

**CRAWLEY OPEN HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2019**

**18. MOVEMENT IN FUNDS – continued**

	<b>Balance at 1 April 2018</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>Balance at 31 March 2019</b>
	£	£	£	£	£
Land and Building Fund	776,514	-	(16,295)	22,795	783,014
Minibus Fund	20,000	-	-	-	20,000
Boiler Fund	10,000	-	-	-	10,000
Development project fund	-	-	-	250,000	250,000
Move on houses cyclical repairs fund	-	-	-	15,000	15,000
Extension Fund	30,000	44,226	-	(13,630)	60,596
	<u>836,514</u>	<u>44,226</u>	<u>(16,295)</u>	<u>274,165</u>	<u>1,138,610</u>

2018:

	<b>Balance at 1 April 2017</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>Balance at 31 March 2018</b>
	£	£	£	£	£
Land and Building Fund	792,809	-	(16,295)	-	776,514
Minibus Fund	-	-	-	20,000	20,000
Boiler Fund	-	-	-	10,000	10,000
Extension Fund	-	-	-	30,000	30,000
	<u>792,809</u>	<u>-</u>	<u>16,295</u>	<u>60,000</u>	<u>836,514</u>

The Land and Building Fund represents the funds set aside for the charity's occupation of the land and buildings.

The Minibus Fund represents reserves set aside to replace the Minibus in the following year.

The Boiler Fund represents reserves designated by the Trustees to update and repair the boiler. This work will be required in the following year.

The Extension Fund represents funds set aside by the Trustees to extend Riverside House. The purpose of the extension work is to provide more space and facilities to homeless people.

The Development Project Fund represents funds set aside by the trustees towards extending the property at Riverside House to create extra bedrooms and developing 11 and 13 Stephenson Way as a Resource Centre.

The Move On Houses Cyclical Repairs fund represents funds set aside by the Trustees to carry out essential annual repair and maintenance work on the Move On properties.

**19. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2019.