

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

**TRUSTEES' REPORT AND  
AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016  
FOR  
CRAWLEY OPEN HOUSE**

**CRAWLEY OPEN HOUSE**

**CONTENTS OF THE FINANCIAL STATEMENTS  
for the Year Ended 31 March 2016**

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	Page
Reference and Administrative Details	1
Trustees' Report	2 to 4
Statement of Trustees Responsibilities	5
Report of the Independent Auditors	6 to 7
Statement of Financial Activities	8
Balance Sheet	9 to 10
Notes to the Financial Statements	11 to 18

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**CRAWLEY OPEN HOUSE**

**REFERENCE AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 31 MARCH 2016**

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<b>TRUSTEES</b>	J Abdool R Burrett J Higgins L Constant S Joyce M Bolton N Boxall C Hiley S Miles (appointed 22.9.15) L Copus (appointed 22.9.15)
<b>COMPANY SECRETARY</b>	M Bolton
<b>REGISTERED OFFICE</b>	Ground Floor 1-7 Station Road Crawley West Sussex RH10 1HT
<b>PRINCIPAL ADDRESS</b>	Riverside House Stephenson Way Three Bridges Crawley West Sussex RH10 1TN
<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 2016**

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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 2016. 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 for Smaller Entities (the FRSSE) (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.

##### **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.

##### **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 99%, and it is sad that we have to turn away requests for a room every day because we are full.

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 16,993 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 116 in this way. It was encouraging to see 55% of the hostel residents successfully moved on to longer term accommodation.

##### **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.

##### **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.

With the use of 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 500 people.

## **CRAWLEY OPEN HOUSE**

### **TRUSTEES' REPORT for the Year Ended 31 March 2016**

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#### **Outreach Team**

Outreach is becoming an increasingly important part of our work with Crawley Borough Council and WSCC. We were delighted to secure funding until March 2017 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 funding during the year 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. This funding ceased in March 2016, but we have taken the decision as trustees to continue funding the work from our reserves.

We are also delighted to have secured funding from a group comprised of the CCG, Sussex Police, Safer Crawley Partnership and West Sussex County Council for a trial of dual diagnosis outreach work. This will start in May 2016 and run for a year, seeking to help clients with both mental health and substance abuse issues.

#### **Work at Riverside House**

We continued our rolling programme of work to refurbish Riverside House to ensure that it meets the needs of our clients and staff. During the year, we replaced the old CCTV system with a modern internet based system, giving much better images which can be viewed remotely.

We also improved the entrance to Riverside to make it more welcoming and refurbished the Project Workers office to create an attractive, modern environment.

#### **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.

Last year set a new record for donations, with a total of £122,626 being received. This figure included gifts of food which we estimate saved us £60,000.

The highlight of the year's fundraising was the Big Sleep Out held in October in central Crawley. The weather was kind to us, and over 30 supporters, staff and trustees slept out for the night under the band stand in Queens Square. Their sponsorship raised over £10,000 for Crawley Open House. Thank you everyone!

## **FINANCIAL REVIEW**

### **Financial position**

During the year the charity has had net incoming resources of £93,770 (2014/15: £24,886) as shown on the statement of financial activities on page 8 of the accounts. The increased surplus reflected the very high level of donations in the year, an unplanned long term staff vacancy and one -off recovery of over-paid expenses from previous years. The trustees do not expect these favourable items to recur in 2016-17 and therefore expect that the financial result for next year will be much closer to break even.

All of the charity assets are held for the furtherance of the charity's objectives. The charity is heavily reliant on voluntary assistance which amounted to around 2,700 hours during the year.

### **Reserves policy**

It is the policy of the charity to maintain unrestricted funds to cover three to six months' expenditure. As at 31st March 2016, unrestricted funds were close to the top 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 also the policy of the charity to build up a designated fund to a level representing the value of the occupied property.

**TRUSTEES' REPORT**  
for the Year Ended 31 March 2016

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**FUTURE PLANS**

Our priorities for the current year include setting up our new dual diagnosis outreach team and continuing to provide our current outreach services.

Following discussion with WSCC, we will extend our Local Assistance Network (LAN) coverage to include families with children over age four. Previously we have provided LAN support only for clients without children.

We will continue with the maintenance and renewal programme for Riverside House.

We will continue to develop the training programme for our staff, as part of our commitment to ensure that they have the skills and knowledge required for their demanding roles.

The trustees also intend to review the approach to fund raising, and to look for new sources of funds. They are very aware of the financial pressures on local government, and have already seen some of our funding from that source cut or restricted in its use. If possible they wish to ensure that Crawley Open House has sufficient secure long term funding to plan more than a year ahead.

**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.

**Recruitment and appointment of new trustees**

Trustees who served during the year:

- J Abdool
- R Burrett
- J Higgins
- L Constant
- S Joyce
- M Bolton
- C Oxlade
- N Boxall
- C Hiley
- S Miles (appointed 22.9.15)
- L Copus (appointed 22.9.15)


**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 ..... 20/09/16 ..... and signed on its behalf by:

  
.....  
J Abdool Trustee

· **CRAWLEY OPEN HOUSE**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**  
**for the Year Ended 31 March 2016**

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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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We have audited the financial statements of Crawley Open House for the year ended 31 March 2016 on pages eight to eighteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page five, 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.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

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 2016 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 applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.



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

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**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.

*Richard Place Dobson Services Ltd*

Richard Place Dobson Services Limited

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

Chartered Accountants

1 - 7 Station Road

Crawley

West Sussex

RH10 1HT

Date: .....19/12/16.....

CRAWLEY OPEN HOUSE

STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2016

				31.3.16	31.3.15
	Not	General fund	Designated	Restricted	Total funds
	es	£	Fund	Fund	Total funds
		£	£	£	£
<b>INCOME FROM</b>					
Donations and Grants	2	179,429	-	102,020	281,449
<b>Charitable activities</b>					
Amenity Income	4	44,739	-	-	44,739
Supporting People grant		286,239	-	-	286,239
Housing Benefit		359,973	-	-	359,973
Investment income	3	657	-	-	657
Other income		<u>12,277</u>	<u>-</u>	<u>-</u>	<u>12,277</u>
<b>Total</b>		<b>883,314</b>	<b>-</b>	<b>102,020</b>	<b>985,334</b>
<b>EXPENDITURE ON</b>					
Raising funds	5	842	-	-	842
<b>Charitable activities</b>					
Outreach projects	6	-	-	53,963	53,963
Riverside		715,361	11,329	-	726,690
Move on		59,572	-	-	59,572
Local Assistance Network		<u>-</u>	<u>-</u>	<u>50,497</u>	<u>50,497</u>
<b>Total</b>		<b>775,775</b>	<b>11,329</b>	<b>104,460</b>	<b>891,564</b>
<b>NET</b>					
<b>INCOME/(EXPENDITURE)</b>		107,539	(11,329)	(2,440)	93,770
Transfers between funds	17	(1,960)	-	1,960	-
<b>Net movement in funds</b>		<b>105,579</b>	<b>(11,329)</b>	<b>(480)</b>	<b>24,886</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>283,816</b>	<b>567,168</b>	<b>2,314</b>	<b>853,298</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>389,395</u></b>	<b><u>555,839</u></b>	<b><u>1,834</u></b>	<b><u>947,068</u></b>
				<b><u>947,068</u></b>	<b><u>853,298</u></b>

The notes form part of these financial statements

CRAWLEY OPEN HOUSE

BALANCE SHEET  
At 31 March 2016

	Notes	General fund £	Designated Fund £	Restricted Fund £	31.3.16 Total funds £	31.3.15 Total funds £
<b>FIXED ASSETS</b>						
Tangible assets	13	13,107	555,839	-	568,946	592,669
<b>CURRENT ASSETS</b>						
Debtors: amounts falling due within one year	14	25,101	-	-	25,101	38,226
Cash at bank and in hand		<u>502,569</u>	<u>-</u>	<u>140,078</u>	<u>642,647</u>	<u>495,070</u>
		527,670	-	140,078	667,748	533,296
<b>CREDITORS</b>						
Amounts falling due within one year	15	(151,382)	-	(138,244)	(289,626)	(272,667)
<b>NET CURRENT ASSETS</b>						
		<u>376,288</u>	<u>-</u>	<u>1,834</u>	<u>378,122</u>	<u>260,629</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>						
		<u>389,395</u>	<u>555,839</u>	<u>1,834</u>	<u>947,068</u>	<u>853,298</u>
<b>NET ASSETS</b>						
		<u><u>389,395</u></u>	<u><u>555,839</u></u>	<u><u>1,834</u></u>	<u><u>947,068</u></u>	<u><u>853,298</u></u>
<b>FUNDS</b>						
Unrestricted funds:	17					
General fund					389,395	283,816
Designated Fund					<u>555,839</u>	<u>567,168</u>
Restricted funds:					945,234	850,984
Restricted Fund					<u>1,834</u>	<u>2,314</u>
<b>TOTAL FUNDS</b>						
					<u><u>947,068</u></u>	<u><u>853,298</u></u>

The notes form part of these financial statements

**CRAWLEY OPEN HOUSE**

**BALANCE SHEET - CONTINUED**  
**At 31 March 2016**

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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 2016.

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 small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on .....2016/16..... and were signed on its behalf by:

  
.....  
J Abdool -Trustee

The notes form part of these financial statements

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**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 (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015), the Charities Act 2011 and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**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 a refund 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 7.

**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	- 25% straight line
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.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2016

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1. ACCOUNTING POLICIES - continued

**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 £60,000 (2015: £25,000) for the year.

**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.

**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.

**Transition to FRS 102**

No accounting policies have changed as a result of the adoption of the new Charities FRSSE Sorp but governance costs have now been included within support costs and allocated to each of the main charitable activities. This has changed the way 2015's statement of financial activities is shown but has not impacted on the overall surplus or deficit made in the previous year.

**CRAWLEY OPEN HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
for the Year Ended 31 March 2016

**2. DONATIONS AND GRANTS**

	<b>31.3.16</b>	31.3.15
	£	£
Donations and gifts	122,629	73,813
Grants	<u>158,820</u>	<u>114,096</u>
	<u>281,449</u>	<u>187,909</u>

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

	<b>31.3.16</b>	31.3.15
	£	£
Local Assistance Network grants	50,020	45,347
Crawley Borough Council Riverside House Grant	46,800	45,899
Crawley Borough Council Outreach Workers	25,000	12,850
Three Oaks Trust	10,000	10,000
Eastbourne SHORE	<u>27,000</u>	<u>-</u>
	<u>158,820</u>	<u>114,096</u>

**3. INVESTMENT INCOME**

	<b>31.3.16</b>	31.3.15
	£	£
Interest receivable	<u>657</u>	<u>780</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	<b>31.3.16</b>	31.3.15
	£	£
Amenities	44,739	44,703
Supporting People	286,239	285,457
Housing Benefit	<u>359,973</u>	<u>381,912</u>
	<u>690,951</u>	<u>712,072</u>

**5. RAISING FUNDS**

Raising donations and legacies

	<b>31.3.16</b>	31.3.15
	£	£
PR Literature and brochures	<u>842</u>	<u>1,010</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2016

## 6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Grant funding of activities (See note 7)	Support costs (See note 8)	Totals
	£	£	£	£
Outreach projects	53,454	-	509	53,963
Riverside	719,837	-	6,853	726,690
Move on	59,010	-	562	59,572
Local Assistance Network	<u>13,550</u>	<u>36,471</u>	<u>476</u>	<u>50,497</u>
	<u>845,851</u>	<u>36,471</u>	<u>8,400</u>	<u>890,722</u>

## 7. GRANTS PAYABLE

		<b>31.3.16</b>	31.3.15
		£	£
Local Assistance Network		<u>36,471</u>	<u>33,106</u>

## 8. SUPPORT COSTS

	Governance costs
	£
Outreach projects	509
Riverside	6,853
Move on	562
Local Assistance Network	<u>476</u>
	<u>8,400</u>

## 9. NET INCOME/(EXPENDITURE)

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

	<b>31.3.16</b>	31.3.15
	£	£
Auditors' remuneration	6,750	6,500
Depreciation - owned assets	23,723	218,906
Other operating leases	<u>45,254</u>	<u>45,240</u>

## 10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.



CRAWLEY OPEN HOUSE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2016

11. STAFF COSTS

	31.3.16	31.3.15
	£	£
Wages and salaries	549,406	526,158
Social security costs	50,509	48,943
Other pension costs	3,739	2,644
	<u>603,654</u>	<u>577,745</u>

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

Riverside	31.3.16	31.3.15
	<u>29</u>	<u>28</u>

No employees received emoluments in excess of £60,000.

12. 2015 STATEMENT OF FINANCIAL ACTIVITIES

	General fund £	Designated Fund £	Restricted Fund £	Total funds £
<b>INCOME FROM</b>				
Donations and Grants	129,713	-	58,196	187,909
<b>Charitable activities</b>				
Amenity Income	44,703	-	-	44,703
Supporting People grant	285,457	-	-	285,457
Housing Benefit	381,912	-	-	381,912
Investment income	780	-	-	780
Other income	<u>12,811</u>	-	-	<u>12,811</u>
<b>Total</b>	855,376	-	58,196	913,572
<b>EXPENDITURE ON</b>				
Raising funds	1,010	-	-	1,010
<b>Charitable activities</b>				
Outreach projects	-	-	28,679	28,679
Riverside	740,232	11,329	-	751,561
Move on	61,686	-	-	61,686
Local Assistance Network	<u>-</u>	<u>-</u>	<u>45,750</u>	<u>45,750</u>
<b>Total</b>	802,928	11,329	74,429	888,686
<b>NET INCOME/(EXPENDITURE)</b>	52,448	(11,329)	(16,233)	24,886
<b>Transfers between funds</b>	(710)	-	710	-
<b>Net movement in funds</b>	51,738	(11,329)	(15,523)	24,886

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 March 2016

## 12. 2015 STATEMENT OF FINANCIAL ACTIVITIES - continued

	General fund £	Designated Fund £	Restricted Fund £	Total funds £
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward	232,078	578,497	17,837	828,412
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>283,816</u>	<u>567,168</u>	<u>2,314</u>	<u>853,298</u>

## 13. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>COST</b>					
At 1 April 2015 and 31 March 2016	<u>666,469</u>	<u>100,817</u>	<u>22,344</u>	<u>21,945</u>	<u>811,575</u>
<b>DEPRECIATION</b>					
At 1 April 2015	99,301	95,127	3,877	20,601	218,906
Charge for year	<u>11,329</u>	<u>4,834</u>	<u>6,380</u>	<u>1,180</u>	<u>23,723</u>
At 31 March 2016	<u>110,630</u>	<u>99,961</u>	<u>10,257</u>	<u>21,781</u>	<u>242,629</u>
<b>NET BOOK VALUE</b>					
At 31 March 2016	<u>555,839</u>	<u>856</u>	<u>12,087</u>	<u>164</u>	<u>568,946</u>
At 31 March 2015	<u>567,168</u>	<u>5,690</u>	<u>18,467</u>	<u>1,344</u>	<u>592,669</u>

## 14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31,316 £	31,315 £
Other debtors	14,235	33,099
Prepayments and accrued income	<u>10,866</u>	<u>5,127</u>
	<u>25,101</u>	<u>38,226</u>

**CRAWLEY OPEN HOUSE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
for the Year Ended 31 March 2016

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

	<b>31.3.16</b>	31.3.15
	£	£
Payments on account	7,430	9,385
Other creditors	118,784	106,085
Deferred income	138,244	108,252
Accrued expenses	16,835	40,612
Deferred grants	<u>8,333</u>	<u>8,333</u>
	<u><b>289,626</b></u>	<u><b>272,667</b></u>

**16. OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year:

	<b>31.3.16</b>	31.3.15
	£	£
Expiring:		
Between one and five years	<u>8,280</u>	<u>2,208</u>

**17. 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 2015 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2016 £
Counselling Supervision Fund	2,314		480		1,834
Outreach Fund	-	52,000	53,483	1,483	-
Local Assistance Network Fund	-	50,020	50,497	477	-
	<u>2,314</u>	<u>102,020</u>	<u>104,460</u>	<u>1,960</u>	<u>1,834</u>

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.

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.

**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:

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
for the Year Ended 31 March 2016**17. MOVEMENT IN FUNDS - continued**

	<b>Balance at 1 April 2015</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Balance at 31 March 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Land and Building Fund	<u>567,168</u>	<u>-</u>	<u>11,329</u>	<u>555,839</u>
	<u>567,168</u>	<u>-</u>	<u>11,329</u>	<u>555,839</u>

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

**18. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2016.